

COVID-19 safety plan

Level 4

Company details

Business name: Conroy Removals	Manager approval: Yes	Worker representative consultation: Yes
Division/group: All Branches		
Date completed:		
Date distributed: 17 August 2021	Name of manager: Fiona Conroy	Name of worker representative: Toni Reid
Revision date: When required		

	DETAILS	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Prior to startup – all touch areas/surfaces will be cleaned and sterilized.</p> <p>Hygiene – At the start, middle and end of each day we will carry out touch point cleaning in all areas.</p> <p>A daily register will be completed for each Branch and followed up daily by Health and Safety Administrator.</p> <p>Contact Sign In Register to be completed by all contractors coming onto a Conroy site, failure to do so will result in no entry.</p> <p>Moveware – contact tracing and staff movements to be completed daily.</p> <p>Branch doors remain locked – call ahead procedure.</p>	Branch Manager / Operations
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p>Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</p> <p>Company Policy/Plan will be emailed to all staff via SMS outlining our new policy working in the Covid-19 Level 4 environment.</p> <p>Industry Notifications and guidance will be on all Notice Boards for staff to view.</p> <p>PPE will be distributed to all Branches and used where necessary.</p>	Administrator

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<p>How will you gather information on the wellness of your staff to ensure that they are safe to work?</p>	<p>Daily Health Check questioner will be sent out to all employees (regardless if rostered on) to check their health status.</p> <p>Manager to follow up with unwell employees.</p>	<p>IT Team / Branch Managers / Move Managers / Operations</p>
<p>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</p>	<p>Touch surfaces are to be cleaned three times a day and a register to be completed daily.</p> <p>Employees will be placed into allocated bubbles where possible.</p> <p>PPE will be issued to all Branch Managers and this will be distributed accordingly to all employees.</p> <p>There will be no face to face contact with customers – we will have a call through process put on all main areas of entrance.</p> <p>Staggered breaks across all Branches for all employees, not more than 4 staff are allowed in staff rooms for rest breaks at any one time.</p> <p>QR Sign must be scanned when on site by all employees, contractors and customers.</p>	<p>All Employees</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Employee to go home immediately, provide all employees directly affected with advice on contacting GP and/or Healthline.</p> <p>Healthline contacted and request procedures to follow, i.e. contact tracing, information to staff.</p> <p>Deep clean of premises to take place.</p>	<p>Branch Managers / All Employees / Health and Safety Administrator</p>

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How will you evaluate whether your work processes or risk controls are effective?	<p>All Branch Managers and Operations to follow Covid-19 Company Policy.</p> <p>Communication with all employees around processes and controls and conduct regular reviews and communicate any changes.</p>	Branch Managers / All Employees / Health and Safety Administrator

Notes:

- You must travel directly to and from work with no deviation.
- Personal hygiene is critical. You must ensure you wash daily and arrive at work clean and in a clean, tidy uniform.
- Maintain physical distancing as far as practicable while undertaking moving services. Outside of this you must maintain a 2m distance from staff and customers. When the 2m rule cannot apply facemasks and gloves are to be worn.
- You must wash your hands frequently regularly for 20 seconds using soap and water, or hand sanitiser when available. This must be done at the start of the day, before starting a new job, before breaks and before heading home.
- Drivers of vehicles will be provided materials to wipe down their cab and sanitise at the start and end of your shift.
- Drivers must sanitize hands after fuelling up vehicles.
- At Alert Level 4 you must bring sufficient pre-packed food and drink for your rostered time at work.
- Start times will be staggered. You must come to work at the nominated time to avoid congestion of large staff numbers. If you do not come at your nominated time you will be sent home for the day. Do not come to work if you have not been asked.
- Offices are to be occupied by nominated staff only. Drivers / Packers / Offsiders may enter the office 1 person at a time to receive work instructions.
- No more than 3 staff are allowed in staff rooms for rest or lunch breaks. For Wellington and Nelson this is limited to one person at a time only.
- You must work with allocated staff as directed by Operations staff.
- Operations will be responsible for pre-screening customers to confirm safety for our staff to undertake our services.
- Customers are not required to sign paperwork. On delivery you will be required to complete signature box with customer name and telephone number in clear handwriting. Please ensure you date docket.
- At the end of your shift you must go home straight away. Wash or sanitize your hands and wipe down your phone. For staff away overnight please put dirty clothes in a rubbish bag that can be sealed.
- Offices for the general public are closed. Customers cannot come to site.
- Surveys for moving will be done virtually – no physical surveys are permitted until further notice.
- You must complete the daily Health Declaration sent by SMS. You cannot work if this is not completed. Do not come to work if you are unwell.
- If you become unwell while on duty you must isolate yourself immediately and call your manager for further instructions.

Failure to adhere to these rules is deemed Serious Misconduct and is subject to disciplinary action.