

# COVID-19 safety plan Level 3

## Company details

Business name: <b>Conroy Removals</b>	Manager approval: <b>Yes</b>	Worker representative consultation: <b>Yes</b>
Division/group: <b>All Branches</b>		
Date completed: <b>17 August 2021</b>		
Date distributed: <b>30 August 2021</b>	Name of manager: <b>Fiona Conroy</b>	Name of worker representative: Toni Reid
Revision date: <b>When required</b>		

	DETAILS	WHO IS RESPONSIBLE
<b>What will be done to manage risks from restarting business after lock-down?</b>	<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>All equipment / plant will be assigned to operators in which is to be cleaned and sterilized on completion of their tasks at the end of each day or prior if handing over to another team member.</p> <p>All staff will be required to wear a face covering where 1 meter distance cannot be achieved while on any of our Conroy Sites.</p> <p>Operation staff are to wear the required PPE when undertaking their duties.</p> <p>A daily register will be completed for each Branch and followed up daily by Health and Safety Administrator.</p> <p>Either the Contact Sign-in Register or QR Code must be completed by all contractors coming onto a Conroy site, failure to do so will result in no entry being permitted.</p> <p>All sites will have Covid QR on Display at all entrance sites.</p> <p>Contact tracing and staff movements will be recorded via Moveware.</p> <p>All Branches are closed to the general public.</p>	Branch Manager / Operations
<b>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</b>	<p>Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</p> <p>Company Policy/Plan will be placed on staff notice boards and Conroy Website working in the Covid-19 Level 3 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

## COVID-19 safety plan

	DETAILS	WHO IS RESPONSIBLE
<b>How will you gather information on the wellness of your staff to ensure that they are safe to work?</b>	<p>A Health declaration to work at Covid Level 3 will be sent to all employees via SMS.</p> <p>Manager to follow up with unwell employees.</p> <p>Move Managers and/or operations staff to do follow up calls to customers prior to removals/deliveries taking place.</p>	IT Team / Branch Managers / Move Managers / Operations
<b>How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?</b>	<p>Touch surfaces are to be cleaned daily 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 branches and this will be distributed accordingly to all employees.</p> <p>There will be no face-to-face contact with customers or suppliers – 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>Staff to remain at a minimum distance of 1 meter apart at all times.</p>	All Employees
<b>How will you manage an exposure or suspected exposure to COVID-19?</b>	<p>Employee to be sent home immediately, provide all employees directly affected with advice on contacting GP and/or Healthline.</p> <p>Healthline will be contacted by the Branch Manager or nominated manager in charge and request procedures to follow, i.e. contact tracing, information to staff.</p> <p>Hygiene and cleaning down areas initiated.</p> <p style="text-align: center;"><b>Health Line Number: 0800 358 5453</b></p>	Branch Managers / All Employees / Health and Safety Administrator
<b>How will you evaluate whether your work processes or risk controls are effective?</b>	<p>All Conroy Employees and contractors 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:

- 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.
- 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.
- 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. Please maintain social distancing.
- No more than 4 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 and maintain your bubble at all times where possible.
- 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.
- Offices for the general public are closed. Customers cannot come to site.
- Surveys for moving will done virtually – no physical surveys are permitted until further notice.
- You must complete the Health Declaration to work at Covid Level 3 sent via SMS.
- Do not come to work if you are unwell please seek medical attention as required.
- 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.