

# MANAGING YOUR SITE AT ALERT LEVEL 3

See how the HazardCo System can help you manage COVID-19 on your site.



## BEFORE ARRIVING

### PLAN WITH A TASK ANALYSIS

Ensure you have a COVID-19 specific plan detailing the steps you are taking to mitigate risk.

Download the new template of the Alert Level 3 Task Analysis.

### RE-INDUCT YOUR WORKERS

All workers need to be re-inducted onto the site upon entering.

Ensure workers complete COVID-19 health check questions in the App induction.

### SHARE INFO WITH A TOOLBOX TALK

Complete a digital toolbox talk by video, outlining your COVID-19 plan with everyone who will be on-site.

Use a video chat tool like Zoom or Skype, then record that you had the meeting on your HazardCo App.



## SITE ENTRY

### DISPLAY SIGNAGE

Ensure your site is fully secure with clear signage at all entry points, outlining your commitment to maintaining COVID-19 controls.

Purchase our COVID-19 hygiene boards and display them at all site entry points.

### EVERYONE TO SCAN IN

All workers, visitors and delivery staff must scan into site using the free HazardCo App and the NZ COVID Tracer app

Workers will be asked the key health screening questions each time they scan in

### MAINTAIN HYGIENE

Ensure you provide wash stations, hand sanitiser and the correct PPE.

You can now purchase hand sanitiser stations direct from HazardCo.



## LEAVING SITE

### EVERYONE TO SCAN OUT

All workers, visitors and delivery staff must scan out of site using the free HazardCo App.

This is a great way to ensure that you know when people have left the site

### WASH YOUR HANDS

Everyone must wash their hands when leaving the site.

Wash your hands for 20 seconds and dry thoroughly with a paper towel, or use hand sanitiser.

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## DAILY OPERATIONS



### WORKING ON SITE

- Maintain a physical distance of 1 metre to those in your work bubble.
- Encourage people not to leave and re-enter site unless finishing for the day.
- Review the COVID-19 controls each week with everyone on-site.
- Make sure people are not sharing tools, otherwise disinfect tools and surfaces between uses.
- Everyone needs to dispose of their own rubbish (incl cigarette butts).



### CLEANING

- Make sure you have alcohol based hand sanitiser and cleaning equipment available.
- Disinfect all high touch areas regularly.
- Toilets need to be 2 metres apart and cleaned regularly.



### VISITORS

- Essential people on-site only. All other visitors must follow site entry guidelines.
- Maintain a physical distance of 2 metres to those outside your work bubble
- Designate one worker to manage any visitor requirements.
- Make sure visitors to site do not touch anything.



### DELIVERIES

- All deliveries need to be contactless. Do not take the delivery docket, instead take a photo.
- Ensure suppliers and delivery companies also have a COVID-19 specific plan.
- If you need to conduct a 2 person lift make sure not to mix bubbles, either 2 site workers or 2 delivery people.