

Covid-19 Health & Safety Plan

1. Arriving at job:-
 - a. For contract/building sites follow health and safety plan for that site. Do not enter site if no health and safety plan is in place.
 - b. For service work/general work, time and day will be pre-arranged by office. Before entering site call site owner to notify them.

2. General Hygiene PPE:
 - a. Follow the attached document **sanitary guidelines** and follow them rigorously.

For our service work you need to record name and phone numbers of homeowners, tenants, business contacts who are onsite.

3. Gear and Deliveries:
 - a. For contract/building sites – no leaving sites if gear is needed. It must be:
 - i. Delivered contactlessly – no signing paperwork.
 - ii. Order rung in advance to be picked up at the end of the day or start of next day before going to site.
 - iii. You must record arrival and supplier address, this can be done in notes on JTS.
 - b. For service work it is appropriate to go to supplier for parts. Follow step (ii) as above.

4. Contact Tracing:
 - a. ensure you log every visit to a site and supplier including anyone you dealt with onsite.
 - b. For our service work you need to record name and phone numbers of homeowners, tenants, business contacts who are onsite.

5. Bubbles:
 - a. Your van is your bubble. Under no circumstances are you to allow anyone else to sit, drive or be a passenger in your van.
 - b. Clean your steering wheel, door handles hard surfaces daily.
 - c. You must take your food with you. There is to be no leaving worksite for food.
 - d. Distancing rules must be applied at all times. If you need a hand to pull a cable down a wall etc, ring office to organise.
 - e. Observe all distancing rules and hygiene rules.
 - f. Walk-thru's strictly 1 worker conducting this onsite with owners or a designated contact for the worksite.

6. Incident Reporting:
 - a. For near misses, accidents that do not require medical attention fill out incident report on JTS in job.

- b. If you are sneezed, coughed on or come into contact with someone ill, leave site immediately, clean down as per hygiene document, fill out incident report and ring Jason or Scott immediately. **Do not re-enter site.**

General Rules:

If you arrive to a job you have every right to ask anyone onsite if they have had Covid-19 or been in contact with someone with Covid-19. If they look ill, have a cold, cough do not enter site. Turn around and go to van and call Jason or Scott immediately. You have every right not to enter a site.

Keep distancing rules at all times.

If servicing, depending on type of work, tenants or home owners must be in another room or not in the house at all.

Contact tracing and hygiene play key roles, please ensure you follow all steps set out.

Most important if you or any of your family or who you live with become ill do not come to work. Contact Scott or Jace asap.