



the electrical safety specialists

Covid-19 - Level 3 Policy

LecSafe New Zealand management are committed to providing a safe working environment for its employees, contractors and visitors.

In light of the covid-19 pandemic and the New Zealand Government level 3 restrictions, LecSafe New Zealand has developed and implemented the following policy:

Scope:

This policy applies across the whole of LecSafe New Zealand including all employees, visitors and contractors.

Overview:

Recently, an outbreak of a new coronavirus disease now called COVID-19 (sometimes called novel coronavirus or 2019-nCoV) was identified. Coronaviruses are a large and diverse family of viruses which cause illnesses such as the common cold

Symptoms of COVID-19 are similar to a range of other illnesses such as influenza and do not necessarily mean that you have COVID-19. Symptoms include:

- sore throat
- sneezing and runny nose
- temporary loss of smell
- fever
- coughing
- difficulty breathing

Under the level 3 restrictions in New Zealand, workplaces must operate safely – keeping 2 metres (minimum) between workers, recording who is working together, limiting interaction between groups of workers, disinfecting surfaces, and maintaining high hygiene standards

Most workers may not require additional PPE to stay safe at work. Incorrectly used PPE can create more risk. Good hygiene measures like hand washing with soap and water, physical distancing, sneeze and cough etiquette, and wiping down surfaces is the best defence against COVID-19.

If any staff member is feeling unwell (or has had contact with someone who has tested positive for covid-19) then they must contact LecSafe management immediately to discuss the options. If this is outside working hours then the employee will be placed on leave immediately until they are cleared to return to work. If employees become unwell during the course of a planned workday, then they must cease work immediately and removed themselves from the customers site. Appropriate actions will be taken dependant on the circumstances and the correct people / organisations notified if it is suspected / confirmed to be covid-19.

OHSMS-POL-010

Authorised By: David Easterbrook

Covid-19 Level 3 Policy

Page 1 of 3

Version No. / Date: Ver 1, 16/04/20



Test & Tag



Repairs



RCD Testing



Thermal Imaging



Cable Management



the electrical safety specialists

Hygiene:

Basic hygiene measures are the most important way to stop the spread of infections, including the 2019 novel coronavirus (COVID-19).

Our team will achieve this by:

- Staying at home if they are sick
- Coughing or sneezing into a tissue or their elbow and then performing hand hygiene
- Hand hygiene – that is, washing hands regularly with soap and water, or cleansing with hand sanitiser. Employees are required to wash or sanitise their hands at the start and end of their planned work on customers sites, before and after bathroom and meal breaks and regularly throughout the course of the day. Disposable working gloves are also available to be worn during testing when handling portable customers equipment. Gloves are to be disposed of correctly each time they are removed (not to be re used).
- Cleaning surfaces and equipment regularly. Employees are to use the provided anti-bacterial cleaning wipes to clean down test equipment and test leads at the start and end of each day as well as during the day if and when required.

PPE:

The use of personal protective equipment (PPE), such as face masks can reduce the spread of infection when used correctly and in the appropriate context. This may be recommended in some workplaces by exception where people are more likely to come in contact with the disease. Employees will be informed prior to starting at a clients site if additional PPE is required to be worn.

Along with the standard issue PPE (hard hats, footwear, high visibility vests, glasses, hearing protection) employees will always have the following PPE available for use during all planned work at customers sites:

- Hand sanitiser
- Anti-bacterial cleaning wipes
- Disposable gloves

Physical Distancing:

Physical distancing / social distancing means remaining 2 metres away (minimum) from other people. Physical distancing is important to help protect you and others from COVID-19, which spreads via droplets from coughing and sneezing. Staying 1 metre away from others is an effective measure.

Our team will achieve this by:

- Not travelling to and from work (or during breaks) in the same vehicle.

OHSMS-POL-010

Covid-19 Level 3 Policy

Page 2 of 3

Authorised By: David Easterbrook

Version No. / Date: Ver 1, 16/04/20



Test & Tag



Repairs



RCD Testing



Thermal Imaging



Cable Management



the electrical safety specialists

- Maintaining a minimum of 2 metres from other team members, clients, their staff, contractors and customers at all times.
- Where possible, we will work on separate client sites each day. If more than one employee is required to work on the same site, then they are to work apart in separate parts of the site at all times.
- Scheduling meal breaks at separate times if employees are working on the same site (or appropriate physical distancing is to be used)

Tracking / Tracing:

During level 3 it is important to keep a track of movements and where / who employees come into contact with in order to assist in contact tracing should an employee contract covid-19 (or come into contact with someone who has tested positive for the virus).

We will achieve this by:

- Using our GEOOP GPS enabled job management program to track where employees are each day and who they are in contact with. GPS on company phones will remain on at all times and job statuses will be used to indicate activity / location during the day.
- On top of our GEOOP system, employees company owned phones will also have the google maps "my location" feature enabled at all times to track when and where they have been throughout the day.

In order to continually improve, this policy and the OH&S management system will be evaluated by Management on a regular basis to ensure it is effective. OH&S Performance will be monitored and reported against targets set by management on monthly basis.

Signed:

David Easterbrook (Managing Director)

Date 16/04/2020

Date to be reviewed: 16/05/20

