

COVID 19 LEVELS

Proposed Health & Safety Action Plan.

COVID 19 LEVEL 3

COMMERCIAL PROJECTS:

Work able to proceed on all commercial projects currently underway and due to start;

1. All face to face communication including site visits, with Clients or their representatives is to be avoided. Alternative use of technology by agreement between parties where required for site meetings etc.
2. Workers to remain inside site perimeter, generally defined by clear and visible barriers. No entry to any other areas beyond construction zone which may or may not be occupied by any other persons.
3. All sites must have clear signage at entry points to the site, confirming the site is restricted to RZL staff and sub-contractors carrying out specific works on the project.
4. All authorised personnel entering site must comply with requirements as per COVID specific site safety plan, attached to H&S plan and posted at entries. Including completing of daily site register at entry point.

5. All sites must have clear signage regarding;
 - a) Hand washing procedures.
 - b) Protection of yourself and your workmates.
 - c) Social distancing.
 - d) Leaving site.

6. Sites are to ensure adequate supplies of handwash, sanitiser, paper towels, and suitable receptacle for waste paper towels/wipes. Bins are to be lined with easily removable rubbish bags with draw string to ensure hygienic/ease of disposal. Wherever possible, warm water is to be made available for hand washing.

7. Recommend sub-contractors supply their staff with suitable sanitiser to minimise sharing risks.

8. Ensure physical distancing is practised whenever practicable.

9. Staggered meal breaks with sub-contractors normally using the same tearoom to be arranged to avoid overcrowding. Seating must be in place to ensure physical distancing is achieved. Suitable products to be supplied for cleaning of surfaces.

10. Cleaning of all areas to be carried out at end of each day as per COVID specific site safety plan.

RESIDENTIAL/PRIVATE PROJECTS:

1. Internal works with or without the client present is forbidden under LEVEL 3 ALERT.

2. External works to private property of existing clients may proceed subject to strict adherence to the general principles as noted under commercial works, and then only with permission of RZL Manger after a 'risk management assessment' has taken place. Each project will be subject to specific H&S requirements as necessary. Those Clients will be required to complete and sign the 'RZL Health Declaration Form' and returned to RZL.

COVID 19 LEVEL 2

COMMERCIAL PROJECTS:

Generally level 2 will require similar conditions as noted under level 3 – basic modifications to items noted below;

1. Face to face communication is allowable subject to all parties having completed up to date 'RZL Health Declaration Form' and continuing with physical separation wherever possible.

2. Workers to remain inside site perimeter, generally defined by clear and visible barriers. No entry to any other areas beyond construction zone which may or may not be occupied by any other persons.

3. All sites must have clear signage at entry points to the site, confirming the site is restricted to RZL staff and sub-contractors carrying out specific works on the project.

4. All sites must have clear signage regarding;
 - e) Hand washing procedures.
 - f) Protection of yourself and your workmates.
 - g) Social distancing.
 - h) Leaving site.

5. Sites are to ensure adequate supplies of handwash, sanitiser, paper towels, and suitable receptacle for wastepaper towels/wipes. Bins are to be lined with easily removable rubbish bags with draw string to ensure hygienic/ease of disposal. Wherever possible, warm water is to be made available for hand washing.

6. Recommend sub-contractors supply their staff with suitable sanitiser to minimise sharing risks.

7. Ensure physical distancing is practised whenever practicable.

8. Staggered meal breaks with sub-contractors normally using the same tearoom to be arranged to avoid overcrowding. Seating must be in place to ensure physical distancing is achieved. Suitable products to be supplied for cleaning of surfaces.

9. Cleaning of all areas to be carried out at end of each day as per COVID specific site safety plan.

RESIDENTIAL/PRIVATE PROJECTS:

- 10 . RZL Employees are not to communicate face to face with, or visit the property of any person over the age of 70, or any person who may be classed as 'high risk' due to illness or any other existing medical condition. Unless by permission from RZL Manager after a 'risk management assessment' has been completed. Each project will be subject to specific H&S requirements as required.

- 11 . External works to private property of existing clients may proceed subject to strict adherence to the general principles as noted under commercial works, and then only with permission of RZL Manager after a 'risk management assessment' has taken place. Each project will be subject to specific H&S requirements as required.

- 12 Internal works with or without the client present may proceed with permission of RZL Manager after a 'risk management assessment' has taken place. Each project will be subject to specific H&S requirements as required.

COVID 19 LEVEL 1

ALL PROJECTS:

Generally level 1 will require similar conditions as noted under level 2 – basic modifications to items noted below;

1. All works may proceed subject to strict adherence to the general principles as noted within this document. A risk management assessment must be carried out with RZL Manager before work can proceed. Each project may still be subject to specific H&S requirements as required to ensure the chance of any spread of Covid 19 is avoided.

IF YOU HAVE ANY CONCERNS AT ALL WITH THE PROPOSED RESTRICTIONS NOTED ABOVE OR ARE CONCERNED WITH YOUR OWN WELLBEING AT ANY TIME YOU ARE ADVISED TO CONTACT RZL MANAGEMENT. UNDER NO CIRCUMSTANCE ARE YOU TO PUT YOURSELF IN A POSITION THAT MAY COMPROMISE YOUR HEALTH OR THOSE AROUND YOU WITH REGARD TO COVID 19.

Chris Hurrell
Managing Director
For:
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Covid-19 Site Safety Plan

1) PREPARING FOR START UP

- Management & Foreman and leading hands to attend meeting at 10.30am on Thursday 23rd April to discuss Site Safety Management and protocols around Covid-19.
- All RZL Site Safety Management Plans to be updated to include Covid-19 protocols.
- Management to provide subcontractors with a copy RZL Covid-19 protocols that must be adhered to. Signed acceptance of these protocols must be submitted to management along with a copy of their Covid-19 Site Safety Management Plan prior to authorized entry onto site.

2) SITE PREPARATION

- Cleaning of ablutions and shared spaces in the office and on sites
- Cleaning of all tools and equipment used on site
- Arrange seating in smoko areas and other locations for social distancing
- Check site for hazards, carry out risk assessment on any new hazards and update hazard register
- Secure perimeter and fit signage to ensure high impact visibility

3) SITE ENTRY

A) DAY ONE

- Foreman to arrive early to prepare for site entry

- Set up sanitiser and sign in register
- Ensure everyone sanitises their hands
- Ensure everyone Fill out and sign the RZL SIGN-IN / DECLARATION REGISTER
- Hold initial induction meeting to cover new protocols
- Determine specific jobs for each person – separately if possible, if not combine in bubble keeping min 1M separation.
- Workers to remain on site all day (no leaving site to run errands or get lunch)
- Ensure subcontractors are also inducted under new protocols

B) AFTER DAY ONE

- Only authorised staff & subcontractors allowed on site
- Sanitize hands
- Fill out and sign the RZL SIGN-IN / DECLARATION REGISTER
- Talk to RZ site foreman to discuss work area

4) SITE OPERATIONS

- Foreman to be nominated supervisor for Covid-19 Protocols
- Carry out hazard monitoring / risk assessment to include new protocols on a daily basis.
- Determine specific jobs for each person – separately if possible, if not combine in Bubble keeping min 1M separation.
- Keep a record of members of Bubble (Register to be keep in File divided from RZL SIGN-IN / DECLARATION REGISTER
- Stagger smoko times & ensure shared areas are wiped down after use (disinfectant and paper towels provided)

- Ensure subcontractors remain at least 1M from RZ workers.
- Ensure cleaning & sanitising of surfaces / tools / PPE takes place at the end of each day.
- Waste bin liners to be replaced.

5) VEHICLES

- Where possible all RZ employees to travel to work in separate vehicles.
- If sharing a RZ vehicle internal surfaces and exterior door handles to be wiped down (using disinfectant supplied) upon leaving the vehicle.

6) SITE DELIVERIES

- Delivery drivers must sanitise hands and sign in and out

7) LEAVING SITE

- Record time leaving on the RZL SIGN-IN / DECLARATION REGISTER
- Sanitize hands
- Follow recommended guidelines when returning home – remove boots before entering house, sanitise hand, showering and washing of clothes in hot water.

8) EMERGENCY MANAGEMENT PLAN

- Any persons who has potentially been exposed to the virus or are exhibiting flu-like symptoms i.e. fever, coughing, or congestion MUST:
 - NOT come to work
 - Notify site foreman and management
 - Stay at home / self-isolate, follow MOH advise
- If a person on any of our workplaces has positive COVID-19 diagnosis Rigg Zschokke will;
 - Contact MOH COVID-19 health line and follow their instructions & guidelines
 - Gather records of all persons who have been on site or involved with the person who has tested positive this will include workers who have shared machinery, plant materials or equipment with that person.
 - Inform Rigg Zschokke staff and subcontractors while maintaining individual privacy.
 - Clean and sanitise all site surfaces and equipment
 - Follow all directives from MOH

