

COVID-19 RE-OPENING CHECKLIST

Checklist completed by: _____ **Location:** _____

Date Completed: _____ **Date sent to your QHSET Advisor:** _____

Items	Y/N	Comments
Have you done your best to reduce the amount of staff on site, by instructing all staff that can work from home, to continue to do so?		
Have you defined the access points that will be kept open for monitored use and determined how you will monitor these by either; having someone based at the entry (reception desk) or a phone number to call for entry? It is expected that entry will be restricted until permitted by the person assigned to monitor and ensure a one in, one out process is in place for all non S&T staff.		
Have you ensured teams from different work areas are segregated and do not share common areas e.g. staff rooms/bathrooms etc. where possible?		
Do you have enough infrared thermometers to effectively monitor your site at controlled entry points? One issued to the person monitoring each entry point to the building to capture any incoming staff, customer, visitor and contractor, including in all Trade Shops.		
Do you have KN95 Face masks specifically for individuals assigned to monitor entry points to sites?		
Do you have appropriate supplies of surgical face masks and glasses for when required?		
Are there hand sanitizer stations set up at each entry to the premises, including the warehouse? Wall mounted dispensers are preferred.		
Have you contacted all non-essential visitors such as sales reps, coffee carts etc. and instructed them to delay any visits until further notice?		
Have two metre physical distancing areas been marked on the floor in front of any reception and Trade Shop desks?		
Have laundry baskets or similar been placed at entry/exit points and labelled for all visitor PPE to be placed once used and requiring sanitizing?		
Has there been a person/s appointed to sanitize the visitor PPE once it has been used and return it to the appropriate place?		
Have you got the correct type of sanitizing spray cleaning solutions to clean all PPE with, placed at each of the used PPE points?		
Have you checked if only 'No Touch' rubbish bins are being used?		
Have all break rooms been assessed for maximum capacity while maintaining two metre physical distance and displayed on the door?		
Have all changing room/toilet facilities been assessed for maximum capacity while maintaining two metre physical distance and displayed on the door?		

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Are there disposable antibacterial/ antiviral wipes or spray available to ensure tables can be cleaned after each use?		
Have the cleaning schedules been increased to suit the instructions in the policy?		
Have all working stations been assessed or set up to allow a two metre physical distance?		
Have all staff that require it, been issued their own PPE and instructed not to use visitor PPE?		
Is there adequate cleaning product available in the warehouse to ensure all crane pendants are wiped between uses?		
Is there adequate cleaning product available in the warehouse to ensure all Forklift cabs and controls are wiped between uses?		
Has all work been planned to minimise contact between workers and enforce physical distancing as much as possible?		
Have processes been put in place to ensure all equipment that must be shared is cleaned thoroughly between uses?		
Has instruction been given to all staff to hold all possible meetings via MS Teams or similar?		
Have you considered staggered start and finish time to reduce site congestion? Please note decisions made in the comments box.		
Have you planned a toolbox meeting place where all staff can maintain a two meter physical distance?		
Have all office surfaces, machines, plant and forklifts been cleaned and sanitized using antibacterial/ antiviral cleaner prior to any staff going back to site?		
Do you have a system for tracing every person who has been in proximity with any other person in the workplace?		

Location Manager sign off

To the best of my knowledge I have implemented all requirements set out in the 'Covid-19 Site Operating Procedures' and the above Checklist. Continuous monitoring of these requirements will continue until such a time that the alert levels are completely lifted by New Zealand Government.

I acknowledge that failure to comply with any of these can result in my site being shut down until all issues are rectified and if a breach is found, disciplinary action is possible.

Name: _____ Position: _____

Signed: _____ Date: _____

QHSET Approval sign off

This checklist has been reviewed and this site has been approved to open, based on the information provided.

Name: _____ Position: _____

Signed: _____ Date: _____

COVID-19 Off-site RE-OPENING CHECKLIST

Checklist completed by: _____ **Location:** _____

Date Completed: _____ **Date sent to your QHSET Advisor:** _____

Items	Y/N	Comments
Have you done your best to reduce the amount of staff on site, by instructing all staff that can work from home, to continue to do so (Administration staff)?		
Have all Team Supervisors and Managers been instructed and briefed on the 'Return to work Procedures'?		
Do you have appropriate supplies of KN95 face masks and glasses for when required?		
Have all company vehicles been assigned one driver?		
Have all staff been instructed of maximum number of people allowed to share vehicles and alternative arrangements been made to accommodate?		
Are there hand sanitisers and wipes issued to all vehicles that are to remain in the vehicles at all times?		
Have you contacted all non-essential visitors such as sales reps, etc. and told them to refrain from visiting until further notice?		
Have all required office working stations been assessed or set up to allow a two metre physical distance?		
Have all staff that require it, been issued their own PPE and instructed not to share PPE?		
Have processes been put in place to ensure all equipment that must be shared is cleaned thoroughly between uses?		
Is there adequate cleaning product available for each site team to ensure all shared equipment and plant is wiped between uses?		
Has all work been planned to minimise contact between workers and enforce physical distancing as much as possible?		
Have instructions been given to all staff to hold all possible meetings via MS Teams or similar?		
Have you considered staggered start and finish time to reduce site congestion? Please note decisions made in the comments box.		
Have you planned a toolbox meeting place where all staff can maintain a two metre physical distance?		
Have all office surfaces, machines, plant and equipment been cleaned and sanitized using antibacterial cleaner prior to any staff going back to site?		
Have all SSSP's been reviewed and updated to include any additional requirements or alternative ways of completing tasks to enable physical distancing?		
Have all teams been issued with hand sanitizer to have in their working areas at all times?		

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Construction Manager sign off

To the best of my knowledge I have implemented all requirements set out in the 'Covid-19 Site Operating Procedures' and the above Checklist. Continuous monitoring of these requirements will continue until such a time that the alert levels are completely lifted by New Zealand Government.

I acknowledge that failure to comply with any of these can result in my site being shut down until all issues are rectified and if a breach is found, disciplinary action is possible.

Name: _____ Position: _____

Signed: _____ Date: _____

QHSET Approval sign off

This checklist has been reviewed and this site has been approved to open, based on the information provided.

Name: _____ Position: _____

Signed: _____ Date: _____



STEEL & TUBE COVID-19 SITE REGISTER

Due to COVID-19, Steel & Tube are asking all visitors to their sites to fill in the below register which will allow efficient contact tracing should the need arise.

Date	Full name	Contact tracing information			Temp	Time in	Time out
		Person visiting	People you travelled with	Contact number			