



Returning to Work After Lockdown – Hook Up

Basic Personal Hygiene

It is vitally important that we continue to take steps to prevent the spread of viruses through practising good basic hygiene.

Mahia te hopi. Horoi ō ringa.

Wash your hands with soap and water often (for at least 20 seconds).



***Whakamātihetihe
te ihu ki te tuke.***

*Cough or sneeze into your elbow or by
covering your mouth and nose with tissues.*



***Whakapūputu ai
te patuero i ngā
mea katoa. Hei
tauirā: Ngā kakau,
ngā papa, ngā
taputapu.***

*Clean and disinfect frequently
touched surfaces and objects,
such as doorknobs.*

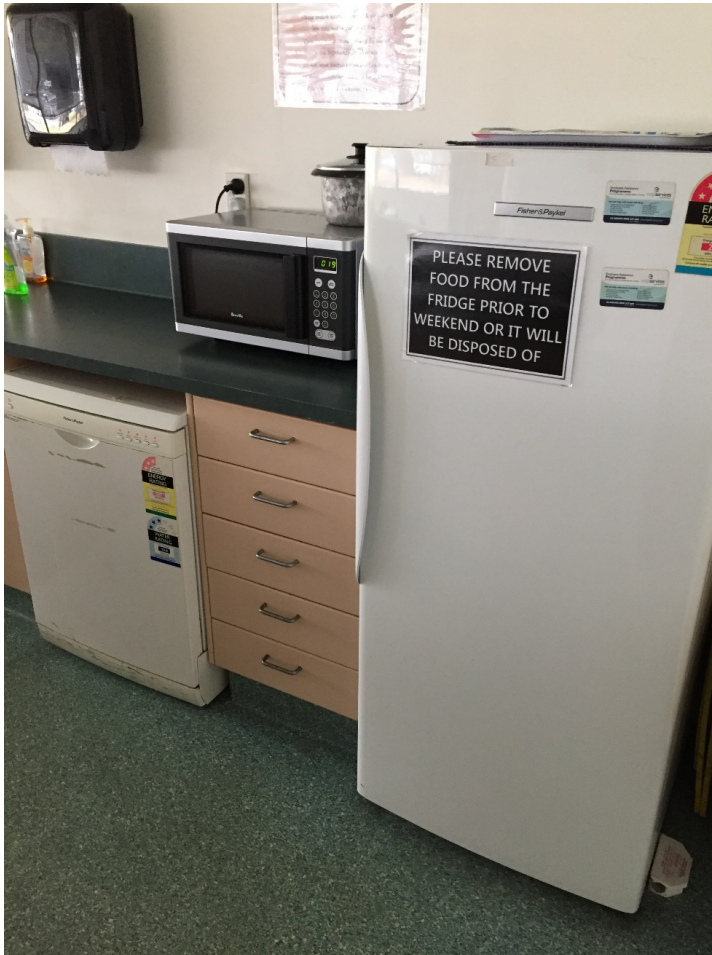


***If you feel unwell, contact your
manager/supervisor to discuss
staying at home to prevent the
spread to work colleagues.***

If anyone has been tested for Covid-19 and is waiting on the results, you must remain in self-isolation until you are either cleared as a negative for the virus, or for 2 weeks until you are able to leave your bubble.

Good Hygiene – Communal Areas

Sanitise after use – objects such as appliance doors, microwave buttons, vending machines



Good Hygiene – High Traffic Touch Points

Don't forget those common touch points we don't tend to think about!





Good Hygiene – Work Stations

A full clean down of work stations is required before work commences.

- Office areas – individual work spaces must be cleaned, as well as reception surfaces and meeting rooms.
- Warehouses – all machines must be cleaned, including forklifts and remote controls for cranes.
- Chain & Rigging Vans – touch points in the cab and equipment in the back must be cleaned prior to use.
- S&T Owned Trucks – touch points in the cab must be cleaned prior to use, including steering wheels, gear sticks, door handles (inside and out), and dashboards.
- Shared equipment – this must be avoided where possible. If it is not possible to avoid, equipment must be cleaned before the next person uses it. This includes S&T owned trucks.



Physical Distancing

Physical Distancing should be maintained where possible.

- Where possible, work stations should be at least 1 metre apart, with 2 metres being preferable.
- In places where people may queue or normally have close proximity to one another, floor markings should be used to identify 2m distancing – Trade Shops.
- Where physical distancing measures cannot be kept, face masks must be worn.
- Avoiding contact with each other is important in the prevention of spreading – find other ways to say hello or goodbye, shake hands or hug each other.
- Physical distancing does not mean social distancing – it is healthy for our mental wellbeing to maintain social circles, we just need to find other ways to do this, i.e. video calls, over the fence conversations with neighbours, etc.

Physical Distancing - Queuing Systems

Barriers – only 1 customer between counter and barrier permitted

Customer Notice displayed at barrier



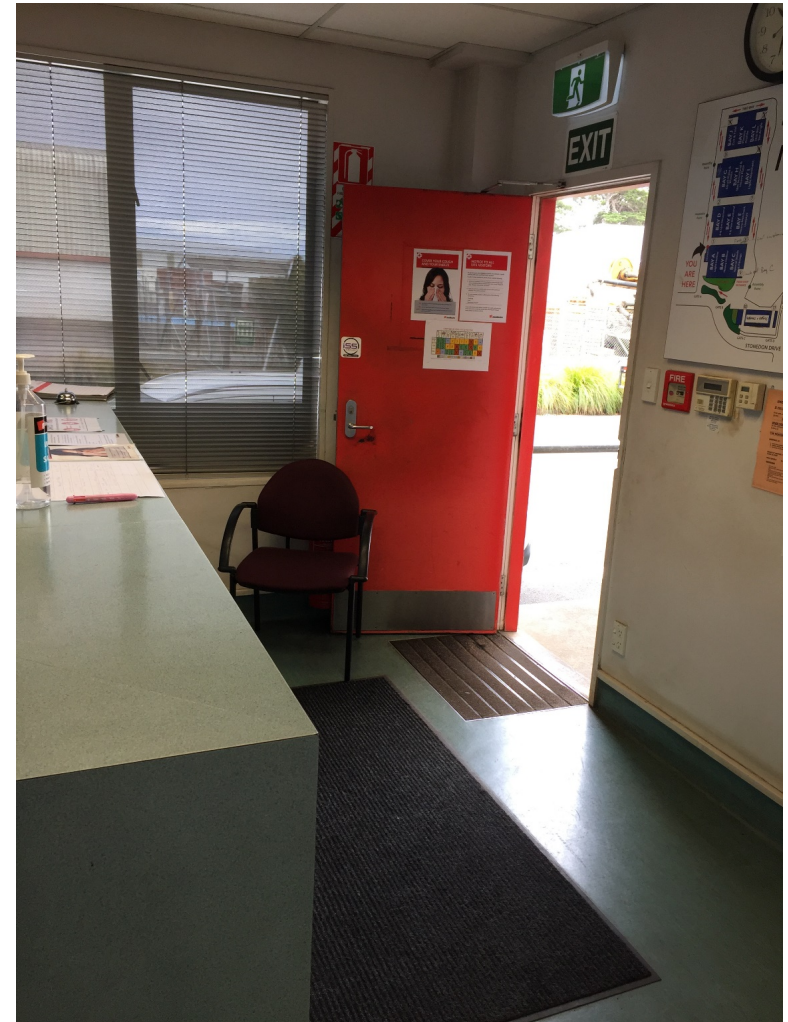
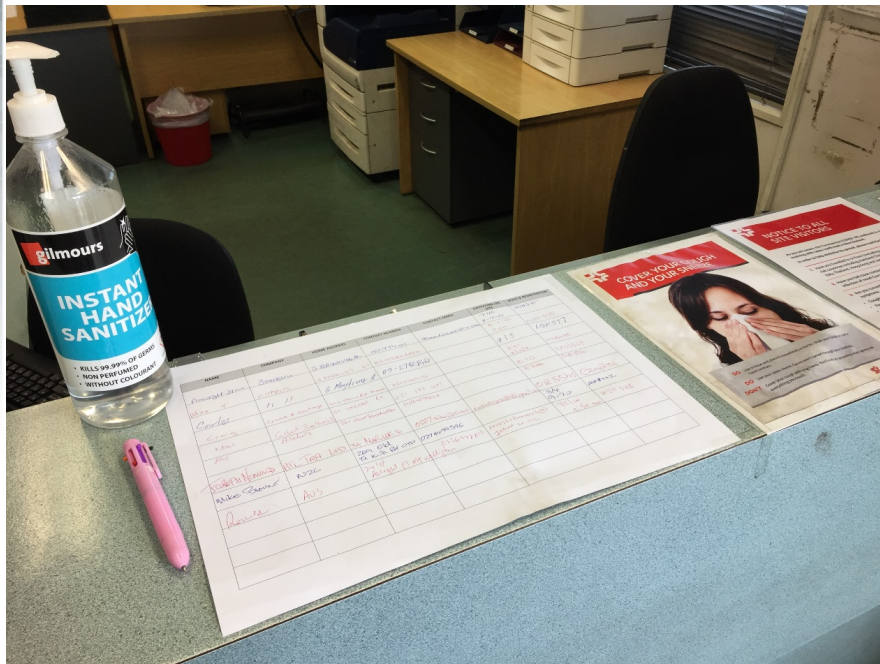
Physical Distancing - Queuing Systems

X marks the spot – 2 metre distance, either side of the door so no contact with other customer. Sign in sheet and sanitizer at each X



Physical Distancing – Queuing Systems

One in, one out system – when there is not enough room for 2 metre distancing



Physical Distancing – Communal Areas

Reduce capacity.

Before



After



Physical Distancing – Communal Areas

2 people max. in
confined areas



Site Access – Staff and General Visitors

- All visitors to site must have their temperature taken by assigned site entrance monitors, using an infrared thermometer. The assigned monitor must wear gloves, a face mask (N95) and glasses.
- Anyone who presents with a temperature over 37.2 degrees Celcius will not be permitted to enter site.
- All visitors must sign in using the Site Visitor register – this will be used for contact tracing if necessary. This will include those who are not permitted on site due to a high temperature.
- Staff must also have their temperature checked and sign in on the Site Visitor register.
- Non-essential visitors are not permitted to visit site, including food trucks and coffee carts.
- Entry points are reduced to allow for a 'one way in, one way out' policy.



Site Access – Truck Drivers

- For sites that permit it, drivers should be calling an assigned person on arrival, before entering the loading bay. That person will then greet the driver with hand sanitiser and the sign in register, taking and recording the driver's temperature before they can enter site.
- On larger sites, this will not be practical. Drivers will be required to go to the dispatch office where a strict one in, one out process will be followed. This can only occur if the dispatch office can be reached without going through the warehouse or office.
- Every driver must fill in the sign in register – this will be used for contact tracing if necessary.
- This process must also be followed for call-in customers.

S&T Owned Trucks & Drivers

- Drivers must report to their base site at the start of each shift.
- The drivers of S&T owned trucks will only be required to have their temperature checked upon their initial arrival at site at the start of their shift. Continuous checks throughout the day will not be required for drivers of S&T owned delivery trucks.
- Where possible, the trucks must not be driven by multiple employees. However, if the same driver cannot be utilised, the touch points in and on the trucks must be cleaned once the truck arrives back on site. This must include the steering wheel, seat belts, door handles (inside and outside), dashboard, gear stick, etc.
- Upon arriving at the delivery site, any protocols and measures that have been implemented must be adhered to, ensuring physical distancing is maintained where possible.
- Drivers must be provided with KN95 face masks when delivering products which must be worn when delivering products.
- Drivers will be issued with hand sanitiser and disinfectant spray.



Chain & Rigging Van Technicians

- Chain & Rigging Van Technicians are to report to their base site at the start of each shift, without stopping to see a customer on the way.
- Van Technicians will only be required to have their temperature checked upon their initial arrival at their base site at the start of their shift. Continuous checks throughout the day will not be required for Van Technicians.
- Each Van Technician will be issued with a KN95 face masks which must be worn when working at a customer site.
- Hand sanitiser and disinfectant will be issued to each Van Technician.
- Prior to work commencing, all equipment kept in the vans must be cleaned down using the disinfectant provided.
- Vans must not be shared with other employees. Where this is not possible, a discussion must be held with your manager and QHSET Advisor.

Notice to Visitors – External Doors

Customer notices are to be displayed outside of the building before customers enter



Notice to Visitors – External Doors

If resources for manning doors is not available, phone in to enter posters have been developed by Marketing.





EAP Service

For some of us, the pandemic that has swept the country may have hit very close to home. While dealing with stressful and anxious times like this, it is important we all look after ourselves and each other.

- EAP Services – this service is available for any S&T employee who needs to talk to someone. A booking with EAP can be made by calling 0800 327 669, or by visiting their website – www.eapservices.co.nz
- It can also be very helpful to speak to colleagues, friends and family during these times. Be a listening ear for each other – don't judge and offer any support you can to each other.

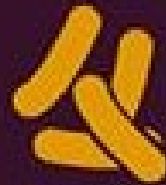


Back at Work – The Filthy Facts

Brace yourself.....



Workplace
equipment can be
400 times
dirtier than the
average toilet seat



There are **16
million**
microbes on the
typical office
keyboard



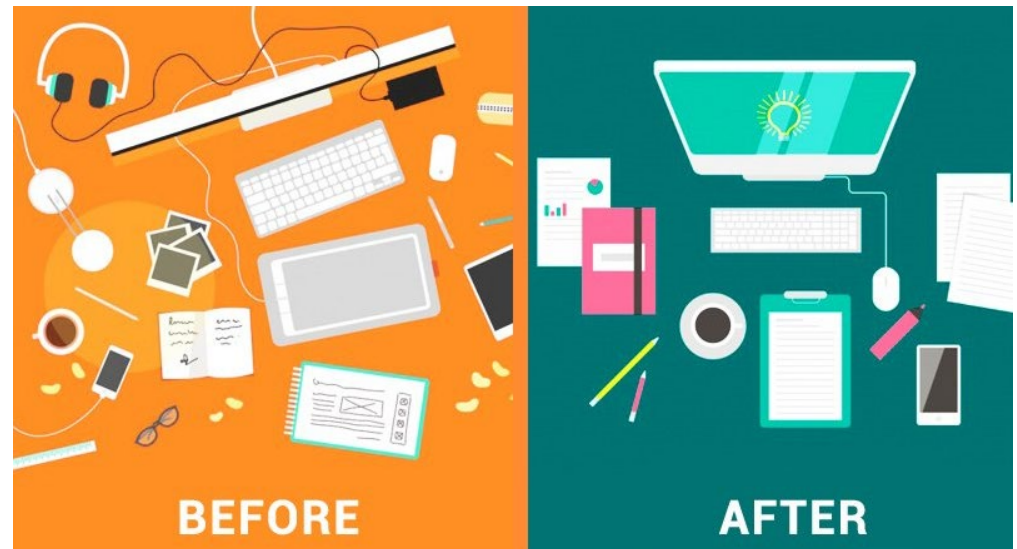
Only **3%** of
offices sufficiently
clean their
equipment

Back at Work –Purge, Sort, and Clear Your Space

Grab a bin and start purging! Get rid of any mess and make room for many good things to come. Place things that need to be kept in storage.

Go Minimal! To help keep things organized, minimise personal effects in your office because they are something you need to keep clean too.

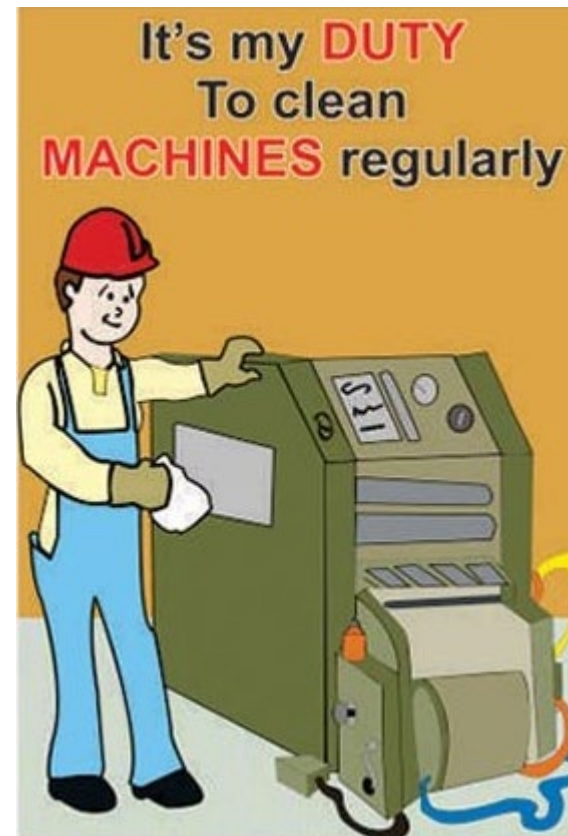
Clean! At the end of each day, do a quick dust and wipe of your newly cleared desk!



Back at Work



Remember, a clean work space is a safer work space



Back at Work

Now is also a good time to remind ourselves of basic safety in the workplace.

- Our focus is likely to be on Covid-19 – if you find you are not adequately concentrating on your work, Stop & Take 2.
- If we are not focused on the task at hand, we cannot effectively and safely complete a job.
- Procedures are in place to help completed a job safely – work through them step by step.
- PPE is a basic safeguard – if you start off getting that right, it paves the way for the rest of the process to be followed.
- Lack of attention and concentration is a major factor in the cause of incidents – we want you to return home in one piece at the end of the day, every day.
- Where high risk tasks are being completed, refresh yourselves with the Killers & Lifesavers.
- Look out for one another – everyone will have been affected by the pandemic in some form or another. You all know each other better than you realise, so if you notice someone isn't quite themselves, ask how they are and listen.
- If you see something dangerous or dodgy, speak up and stop it.

Returning Home

When working during alert levels two and three, you need to be leaving your bubble. To stop the possible spread of Covid-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you everyone else in your bubble are safe. There four steps below provide simple precautions:

1

No touching – When you return home, try not to touch anything until you have been able to thoroughly wash your hands.



2

Shoes – Remove your shoes and do not walk them through the house.



3

Clothes and bags – Keep your clothes and bags away from other items of clothing. Wash on a hot cycle (over 60°C).



4

Shower – Have a shower before getting dressed into other clothes. Make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.



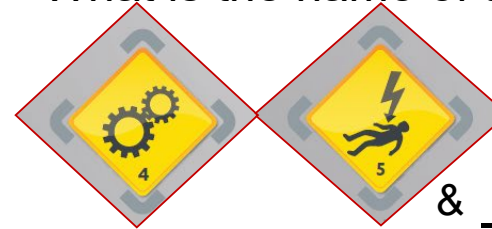
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Killers & Lifesavers

Name the missing lifesaver!



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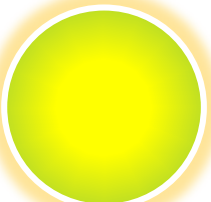
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Lifesaver Breach Reminder

- All LSBs are to result in an onsite discussion between the direct supervisors and the individual(s).
- Retraining in the Killers & Lifesaver programme will occur.
- Personal situations and circumstances will be taken into consideration and the 'making fair calls' flow chart will be used.
- Dependent on the consequence rating in the Safeguard incident, termination of employment is a likely potential consequence for a breach. At a minimum it is our expectation that a warning will arise.
- Any more than 3 LSBs will result in a minimum of a written warning and potentially termination of employment.
- A Dig Deeper Investigation will be performed for any LSB with a consequence rating of 3, 4 or 5, and the level of disciplinary action will then be determined as an outcome of that process.



Stop & Take 2

Why is it important to Stop & Take 2?

- To allow individuals to plan how to complete the task.
- To allow hazards to be identified before an incident occurs.
- To allow individuals to ensure they fully understand the task at hand before commencing work.

When should you Stop & Take 2?

- If you are completing a task that you do not frequently do.
- If you have never completed the task at hand before.
- If you are feeling under pressure.



If you can answer yes to all of the TAKE2 questions, you are ready to start your task.

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Hook Up Meeting – Returning After Lockdown

Thank you for attending this Hook Up. Before you leave, please sign your name.

Any feedback is appreciated by the QHSET department.

COVID-19
HEALTH ADVICE
0800 358 5453

For international SIMs call +64 9 358 5453

Name of this Location:		Date :	

Once signed, please upload into the Compliance Schedule on Safeguard.

