

REGULATORY RESPONSE COVID-19 H&S GUIDELINES

For Inspecting Organisations, Vehicle Inspectors and Certifiers

Obligations under the Health and Safety at Work Act 2015 to ensure the health and safety of workers and other people in the workplace continue to apply. These guidelines are in addition to your usual health and safety controls.

These guidelines support the requirements for [businesses and workers](#) from the Government. The key controls that are necessary to minimise the risk of passing on the COVID-19 virus at work are:

- **Ensuring physical distances** – At least 2 metres from the public and 1 metre between workers
- **Disinfecting surfaces**
- **Maintaining good hygiene**, particularly hand hygiene and good cough/sneeze etiquette. Ensuring sick people are not in the workplace
- **Keeping records to facilitate contact tracing**

WorkSafe New Zealand has created a [Covid-19 Safety Plan template](#) which may be used to document plans but you can create your own document. A business H&S plan is a requirement to resume business during Covid-19. More details can be found on their website.

For further Government information on Covid-19 requirements:

- [Unite against Covid-19](#)
- [Ministry of Health](#)
- [Worksafe](#)
- [Ministry of Business, Innovation & Employment](#)

Industry and Employer Organisations have also developed protocols and information which may assist you:

- [Covid-19 Protocols for Construction Sites](#)
- [Canterbury Employers Chamber of Commerce](#)
- [Employers and Manufacturers Association](#)

Guidance and Information for H&S Plans

Information & Refresher Training

Provide refresher training for workers returning from the prolonged break. Communicate the workplace expectations and prevention measures to all workers. Ensure that all workers understand the requirements around physical distancing, hygiene, cleaning, PPE and contact tracing.

Hang posters and signs around the workplace including break areas and toilets to remind workers of Covid-19 physical distancing and hygiene practices.

Hand Hygiene

Increase the number of opportunities workers have for washing hands. Ensure washing stations are always adequately stocked - liquid hand soap is best. Remember washing hands for at least 20 seconds is the primary method for hand hygiene. Set up hand sanitiser stations around your business, paying attention to high traffic areas. Alcohol based sanitisers are the most effective.

Cleaning

Consider your work environment and what is frequently used and touched by workers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen, toilet and reception areas.

- Supply alcohol-based wipes for machinery that is used by multiple staff members, making sure that all levers, handles and controls are wiped between operators. Provide a disposal method for used wipes.
- Clean the work environment daily, or between shifts.
- Provide enough rubbish bins and ensure they are emptied regularly

Personal protective Equipment (PPE)

The [Ministry of Health](#) does not recommend additional PPE for protection from Covid-19. The recommendation is to wear what is 'business as usual'.

However, workers may wish to wear gloves and a mask for reassurance. Wash hands before putting on a mask and after removing gloves or masks. Ensure that all single use PPE is disposed of securely.

	Workers	People visiting your Workplace	Visiting other Workplaces
Ensuring Physical Distances	<ul style="list-style-type: none"> Workers to ensure that they always maintain at least a 1-metre space between each other and 2-metres from the public Consider staggered start and finish times to reduce congestion and contact between workers Stagger break times to limit numbers in break areas Where possible form “work bubbles” with the same workers, and limit interaction with other bubbles and unnecessary movement around the workplace 	<ul style="list-style-type: none"> Limit access to the workplace to one point of controlled entry Install signage informing visitors of entry requirements 	<ul style="list-style-type: none"> Comply with access plan and instructions as advised by the workplace. Maintain a 2-metre space between yourself and other people
Disinfecting Surfaces	<ul style="list-style-type: none"> Wipe down all vehicle touchpoints both before and after an inspection including door handles, key, steering wheel, hand brake, gear lever, seat belt, window controls etc Regularly clean touch points of machinery and shared equipment such as keyboards, tools, pens, torches Break rooms, toilets, door handles, hand rails etc to be cleaned regularly 	<ul style="list-style-type: none"> Use contactless payment where possible Wipe down counters & EFT POS terminals between visitors 	<ul style="list-style-type: none"> Wipe down all vehicle touchpoints both before and after an inspection including door handles, key, steering wheel, hand brake, gear lever, seat belt, window controls etc Clean touch points of machinery and shared equipment such as tools and torches Take your own pens, notebooks
Maintaining Good Hygiene	<ul style="list-style-type: none"> All workers to wash or sanitise hands when entering or leaving site Cough or sneeze into elbow Workers to bring food prepared at home and own crockery, water bottle and cutlery Wash hands regularly and before and after eating or smoking Workers who are unwell must remain at home and seek medical advice 	<ul style="list-style-type: none"> All visitors to sanitise hands before entering workplace If waiting area is open, remove all “touchable” items like magazines and remove or disconnect water & coffee dispensers 	<ul style="list-style-type: none"> Wash or sanitise hands when entering or leaving site Do not visit workplaces if unwell – seek medical attention Wash hands regularly and before and after eating or smoking
Contact Tracing	<ul style="list-style-type: none"> Record workers on site each day 	<ul style="list-style-type: none"> Record name and contact details of all visitors entering the workplace 	<ul style="list-style-type: none"> Complete visitor registers at each workplace and maintain a register of workplaces visited