



COVID-19 Safe Work Policy

Emmerson Transport is committed to providing and maintaining a safe and healthy working environment for its staff, contractors and sub-contractors throughout the Covid19 pandemic

Emmerson Transport zero tolerance approach means it is not acceptable for employees, contractors or visitors to be in the workplace without following the procedures laid out in this policy. It is recognised that the disregarding of the steps within this document have been identified as posing a significant threat to health and safety in the workplace.

Purpose

This procedure outlines the requirements of all personnel and stakeholders onsite to ensure the safety of workers and the wider community healthy and safe by preventing the spread of COVID-19

Objectives

The objectives of the COVID-19 Safe Work Policy are to:

- Apply relevant guidance from the Ministry of Health and other Government agencies to the construction environment.
- Encourage a safe and respectful work environment and good communication between all stakeholders.
- Sit alongside your usual health and safety controls to ensure workers are safe on site.

We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

Scope

The Policy and Protocol apply to individuals who conduct business for or Emmerson Transport This includes but is not limited to the Managing Director, executive management, managers, supervisors, fulltime employees, part time employees, off-site employees, contractors / sub-contractors, labour hire and visitors.

The Policy and Protocol apply while in the workplace or on Company premises, whenever conducting business and representing the organisation, and while on site regardless of working hours.

Responsibilities

Managers, Supervisors and team leaders are responsible for:

- The day-to-day management of this policy and procedures as it applies to each workplace.
- Ensuring that all employees, contractors or persons in the workplace are notified of the COVID-19 Safe Work Policy and this Policy.
- Ensuring the site has been assessed and made safe for workers to return to work



Employees and contractors are responsible for:

- Adhering to procedures and cooperating with management as they apply the COVID-19 procedures in their workplace.
- Notifying their manager/supervisor if they believe that a co-worker, contractor or any other person at the workplace is not complying with the procedures in place to stop the spread of COVID-19
- Advising their manager/supervisor of feeling unwell or displaying signs of COVID-19, where that impacts their ability to carry out their normal duties
- Acting in a responsible manner so as not to endanger themselves or others or create offence to others through their behaviour or conduct.

Communication and Consultation

Information will be provided to ensure a reasonable opportunity for employees to be aware of the requirements of the COVID-19 Safe Work Policy.

New employees, contractors and visitors will be made aware of the COVID-19 Safe Work Policy through site induction. Existing employees, contractors and their authorised representatives will be consulted and made aware of the COVID-19 Safe Work Policy by way of re-induction before commencing work.

Requirements of this Policy

1. Before arrival to site

- Each contractor or sub-contractor must be aware of Emmerson transports COVID-19 policy, The details of the policy must be communicated to workers before they start work
- Where possible, conduct a remote induction before arrival on site,. If an in-person induction is required, Physical distancing and hygiene must be followed at all times
- All workers should follow the Personal health flowchart to confirm they are safe to be on site.
- Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE as per the Ministry of Health PPE Guide and Worksafe guidelines. When required to use face masks or gloves please follow these processes.

2. Site Entry

- Only relevant personnel to the workplace are to access the site. All office employees may be required to work remotely, as directed.
- A daily register of workers entering and leaving site must be completed along with a health declaration. Those signing in and out are required to sanitise their hands before touching any surfaces or documentation.
- Signage reminding workers of the COVID-19 physical distancing and hygiene protocol will be posted at the site entrance and in common areas where appropriate.



3. Site Operations

- All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible
- All visitors to the site, such as necessary delivery drivers will be restricted to one person wherever possible. These workers must follow the directions of Emmerson transport staff.
- All offices and jobsites must implement cleaning measures as per the COVID-19 Response plan
- All tools, equipment, plant and trucks must be used in alignment with the COVID-19 Response plan Toolbox talks should be held with physical distancing in place.
- Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing, Forklift clean down etc.
- Stations, provision of additional sanitizer, provision of disinfectant wiping products, as per the
- Smokers must follow the Physical distancing
- A COVID-19 Response plan must be available and accessible on site.

4. Leaving Site

- Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the COVID-19 Response plan
- All waste and disposable PPE must be must be disposed of in a hygienic manner.
- Workers must follow the COVID-19 Response plan

5. Management Protocols

- Follow the COVID-19 Response plan
- Communicate the site expectations and prevention measures to all workers and contractors.
- You must have a COVID-19 Response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.
- Stay in contact with all workers including those who may be in isolation or working remotely. Conduct Toolbox Talks regularly and keep track where and when workers are on site for contract tracing purposes and ensure they have the correct PPE.
- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety responsibilities.



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Refusal to comply with COVID-19 Safe Work Policy

Refusal by an individual to submit to, or co-operate with, the administration of the A COVID-19 Response plan will result in that person's supervisor, if applicable, being called upon to:

- a) Explain the Procedure
- b) Explain the potential consequences of not following the Covid-19 Safe Work Policy, and
- c) Encourage that person to follow procedures as instructed by the New Zealand government

An employee who continues to refuse to comply with the procedures will be considered to have committed a serious breach of Policy and will be stood down, and treated in the same manner as any other refusal to comply with Company Policies, and Procedures, i.e. subject to disciplinary action, which may include dismissal.

References

Health & Safety at Work Act 2015

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Company Health & Safety Management System

Hazardous Substance Regs 2017

COVID19.govt.nz

Ministry of Health

COVID-19 Standard for New Zealand Construction Operations

New Zealand COVID-19 Construction Protocols