



COVID-19 Health and Safety Protocols for Construction Sites

April 2020

PURPOSE

The COVID-19 Health and Safety Protocols for Construction Sites outlines the minimum standards to be implemented on EBSL construction sites to manage risk of COVID-19 transmission on site. These Protocols apply at Alert Level 3 and 2. These Protocols supplement the *COVID-19 Standard for Operating New Zealand Construction Sites* developed by CHASNZ.

OUR COMMITMENT:

- We are committed to working alongside Government to prevent the spread of COVID-19.
- As an industry, we are united against COVID-19 and will do our outmost to protect our workers, the wider community, and New Zealand.
- We know that we're in this together – this means trusting those we work with will keep us safe and that we'll do the same for them.
- We recognise that we must work together to ensure the health, safety and wellbeing of everyone in the supply chain.

DEVELOPED BY:



With Support from



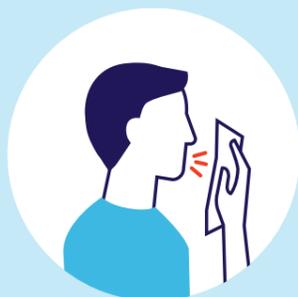
CORONAVIRUS (COVID-19)

Protect yourself and your workmates

Ways to prevent spreading germs



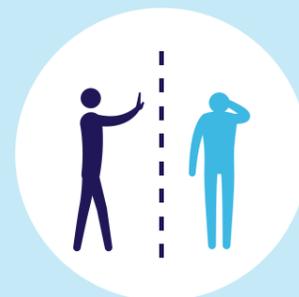
Throw tissues in a bin or plastic bag after use



Cough or sneeze into a tissue or your elbow



Clean and disinfect surfaces and objects that people frequently touch



Avoid close contact with people who are sick, sneezing or coughing



Avoid touching your eyes, nose or mouth with unwashed hands



Stay home when you are sick



Wash your hands frequently and thoroughly using soap and water for at least 20 seconds

14 days self isolation is required if you...



Have arrived or returned from overseas within the last 14 days

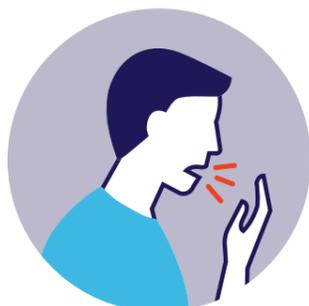


Are showing symptoms of COVID-19



Have been in close contact with someone confirmed with COVID-19 within the last 14 days

Symptoms can include:



Cough



Fever (at least 38°C)



Shortness of breath

For more information about COVID-19 visit
health.govt.nz/COVID-19

COVID-19 Health Advice
0800 358 5453

For international SIMs calls:
+64 9 358 5453

1. COVID-19 CONTROLS PLAN

Each construction site operating at Alert Level 3 or 2 needs to have in place a COVID-19 Controls Plan. This plan will guide how the PCBU1 and PCBU2's will manage work on site and the controls they will use to minimise the risk of COVID-19 transmission.

The COVID-19 controls are over and above the existing health and safety plan requirements for construction sites. It is the responsibility of the Site owner (the party responsible for overall site co-ordination) to ensure this plan is in place. The site owner may be a client; a group home builder; a project manager; or a small builder / contractor. There must always be a nominated person onsite when work is occurring who is responsible for administering the COVID-19 management plan. This can be shared among multiple people from different contractors for an individual site if required.

These protocols apply only to site-based work. Businesses will need to form a separate view about how and when office-based or sales activity recommences and what controls and contact tracing approach are appropriate given their specific circumstances.

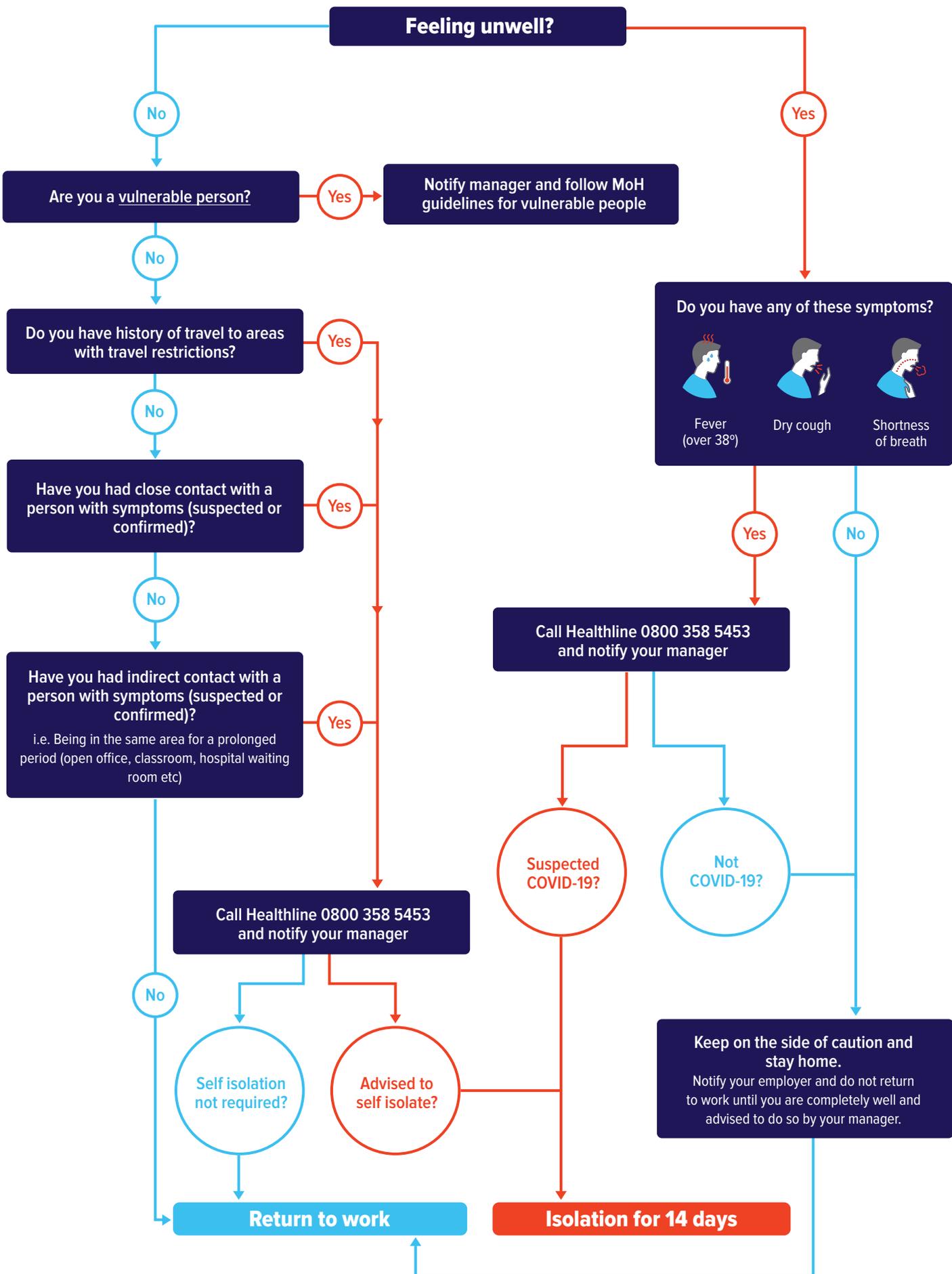
These protocols are separated into four sections:

- a. **Before Arriving on Site**
- b. **Site Entry**
- c. **Site Operations (including deliveries & visitors)**
- d. **Leaving Site**

a) BEFORE ARRIVING ON SITE

- Each contractor must provide to the PCBU a COVID-19 Plan detailing the steps they will take to mitigate risks, including those present with COVID-19. The details of the plan should be communicated to workers before they start work. The plan must include at a minimum:
 - SSSP & Task Analysis required with a list of all potential situations where workers will be required to work closer than the 2m from another worker to complete tasks safely. As additional situations come up workers must be encouraged to identify these and have them added to the plan and ensure they are managed appropriately.
 - Resourcing plan to ensure those who do work within 2m of each other always work together and maintain a “bubble” that does not expose them to others.

Personal Health Flowchart



- Confirmation that no high-risk staff return to site at Alert Level 3 (e.g. over 70 or those who are immune compromised).
- Consideration of whether physical distancing measures introduce new health and safety risks (e.g. because they impact communication). Engage with workers to develop appropriate controls to mitigate the risk.
- Establishment of communication channel for workers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- All contractors and staff must complete a re-induction to the site with the COVID-19 Controls Plan protocols before coming on site. This should include a COVID-19 Toolbox talk (to be completed via video conference / contactless etc).
- All workers should follow the **Personal Health Flowchart** attached to confirm they are safe to be on site.

b) SITE ENTRY

- **All sites to have clear entry / exit points and have clear signage** (and fencing where appropriate) to prevent members of the public from accessing site. All non-essential visitors to be stopped from visiting site.
- Each site must be set up with:
 - I. A **sign in register at entry point that includes:** name, full contact details, time in, and out, and health declaration is mandatory. Note this can be completed through a software / app-based system so long as all visitors are captured. This should also gather where the person has come from and when leaving their next destination.
 - II. Wash stations with **anti-bacterial soap / hand sanitiser** (minimum 60% alcohol).
 - III. If appropriate the PPE required for the work undertaken. Note in relation to gloves and masks: present Ministry of Health recommendation as at 8 April 2020:

Workers where people can maintain more than 1 metre contact distance from people with potential COVID-19 symptoms but work in an environment where they are touching surfaces or items touched by others – they may consider wearing gloves. Facemasks are not recommended.
 - IV. **Signage installed at sign-in point and throughout the site** outlining the commitment of the site to maintaining COVID-19 controls. Ensure a clear contact

Wash your hands often and thoroughly with soap and water for at least 20 seconds to prevent spreading germs.



Wet your hands under clean running water. Use warm water if available.



Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



and in between fingers and thumbs...



and round and round both hands.



Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best (or, if at home, a clean dry towel).

person is nominated with phone number provided for any COVID-19 concerns at the site.

We encourage site owners to consider providing a visible 2m circle at the sign-in area (e.g. painted on ground) to help people set their personal “bubble” at the start of work each day.

- **All people accessing site must sign in and sign out at each visit.** This includes companies making deliveries, Council Inspectors, and clients. The sign in regime is critical to allowing contact tracing to occur in the event of a suspected or confirmed case of COVID-19.
- Site owners should consider restricting site operating hours to ensure sign in station is prepared at start of day before any workers arrive at site.

c) SITE OPERATIONS

How we work on site

- Site Owner should coordinate works to ensure, unless unavoidable, that only one trade is operating on a single house site at any given time.
- **Eliminate where possible face-to-face meetings.**
- All **common areas shall be closed unless absolutely necessary.** If required to be utilised these must be cleaned daily using an industrial cleaning regime.
- **Do not share tools.** If tools are to be shared they need to be disinfected before passing between people. This may mean some tasks will need to be undertaken by one specified person (e.g. using drop saw).
- Consider opening windows for more ventilation.
- **Workers to bring a drink bottle and lunch to work – no leaving site** to pick up lunch during the day. All food / drink waste must be immediately disposed of in rubbish bins or taken away from site by the worker.
- Site Owners to **review COVID-19 controls at least weekly** with contractor companies and workers to seek their views on COVID-19 Controls. Workers must be encouraged to suggest improvements or raise concerns.
- Smoking should only occur in designated areas or off site and smokers must dispose of butts responsibly. Hands must be washed before and after smoking.

Cleaning Regime (Responsibility of Site Owner PCBU1)

- Make **alcohol-based hand sanitiser available** throughout the construction site and show staff where their location.

- Daily cleaning of all high touch areas (e.g. door handles, scaffold handrails, sign in station)
- Toilets shall be spaced a minimum of 2 metres apart. Cleaning and maintaining of toilets should be completed daily.
- Utilise appropriate detergents or disinfectant solutions for all site, equipment, and amenity cleaning.
- See this link on the Ministry of Health website for more information about cleaning: <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-information-specific-audiences/general-cleaning-information-covid-19>
- Consider reduced site work hours to ensure daily cleaning can be completed after construction work has finished.

Site Visitors (including council inspectors PCBU1)

- **All non-essential visitors to be denied entry to site.**
- All visitors / inspectors shall follow the same processes as the site worker entry provisions detailed in section (a).
- All visitors / inspectors to maintain at least 2m physical distancing.
- Where the visitor must interact with someone on site that should be completed by one worker at site only.
- Visitors must be encouraged not to touch anything onsite unless absolutely necessary (e.g. for a Council inspection).

Deliveries

- Workers / site owners should attempt to arrange all deliveries / orders through phone / online systems rather than face to face visits to store.
- Site owners / contractors to ensure suppliers who will make deliveries to site have a COVID-19 plan and that Delivery Drivers will be trained in operation of the plan
- Delivery driver to follow same sign in and sign out processes as any other worker / visitor when arriving and leaving site.
- Do not take physical documentation from delivery driver. Utilise photographic proof of delivery.
- Maintain minimum 2m physical distancing from delivery team.

- Any two-person lifts required will require either a two-person delivery team, or two workers from a contractor bubble to complete the lift. This should not be completed in a way which breaches defined bubbles.

d) LEAVING THE SITE

Sign out process:

- All contractors, visitors and those making deliveries to sign out before they leave the site.
- Acknowledge obligation to inform manager and site owner if they become unwell or become aware they have had contact with a suspected COVID-19 case. Ensure they have Site Owner contact details.
- **Sign out, wash hands and use hand sanitiser before leaving the site.**

Returning home after work

Stopping the spread of COVID-19 from work to home

As an essential worker, you need to be away from home to do your job. 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 and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything



Shoes

Remove your shoes, do not walk through the house with them on. Leave them outside



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle (over 60°C)



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed

2. EMERGENCY MANAGEMENT PROTOCOLS

Risk Identification

- Should any worker or site visitor become suspected of having contracted COVID-19, or become aware they have had contact with a suspected COVID-19 case this must immediately be reported to their contracting company and to the Site Owner.
- **Site owner must immediately:**
 - I. Shut site for minimum 3 days (unless confirmed not COVID-19) while investigation occurs.
 - II. notify Ministry of Health (Healthline Advice & Information line: 0800 358 5453)
 - III. begin contact tracing.

Contact Tracing:

- Site Owner must identify all sites that the worker / visitor in question has accessed and compile a list of all people that may have been in the same home within a period of 7 days.
- Site owner must inform all those workers and their contracting companies that there could have been an exposure, whilst protecting the privacy of the individual where practicable.
- Workers who may have had contact to stay at home until case and contacts are confirmed or not in conjunction with Ministry of Health.

Cleaning

- Before the sites in question can be opened again after 3 day closure a full sanitising clean should be completed
- Do not re-open site without specific approval from Ministry of Health.

3. Monitoring / Enforcement

We encourage all sector participants to take a **zero tolerance** approach to any serious breaches of this controls plan by either individual workers or companies.

These controls will be shared with WorkSafe, Local Councils and MBIE / MOH. We expect that some / all of these entities will conduct audits against these controls.

ADDITIONAL RESOURCES

- The Ministry of Health provides full information on the current state of CV19
- Ministry of Health: www.health.govt.nz
- The COVID-19 website is a government developed website with extensive tools and information on CV 19. Official COVID 19 website: www.covid.govt.nz
- The Site Safe website has tools specific for the construction industry. You can find toolboxes for all types of situations and general <http://www.sitesafe.org.nz/news--events/covid-19/>

COVID-19 LEVEL 3 – SITE OPERATING INSTRUCTIONS

STOP BEFORE YOU ENTER THIS SITE

- You are not permitted to enter this site unless you are scheduled to do so
- EBSL COVID-19 Induction must be completed prior to entering site
- Before signing in please wash your hands using the provided wash stations or sanitise for a minimum of 20 seconds
- Toilets are equipped with wash stations or hand sanitiser
- Please ensure you follow the latest guidelines by the Ministry of Health using all necessary personal protective Equipment (PPE) before entering this site (health.govt.nz)
- If you are a visitor or delivering materials, please contact the Site Supervisor prior to entry
- You must sign-in and record all required information
- You must complete the health declaration and note all works sites which you have visited during this work day.
- Only one trade group is permitted to work in an allocated work area
- You must ensure that you maintain 2 metres (horizontal and vertical) from any other person on the site at any time.
- NO sharing of tools
- Sneeze and cough into your sleeve and avoid touching your face
- Complete the sign out procedure including acknowledgement of the COVID-19 daily updates

**STAY AT HOME IF YOU ARE UNWELL AND NOTIFY THE
SITE SUPERVISOR IMMEDIATELY**

Site HS Supervisor: _____

Contact & Email: _____

COVID-19 on site Contact: _____

Contact No: _____



The Five Step Guide for returning to work - Alert Level 3

Before arriving on site



Each contractor must have a **plan** detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to workers before they start work.

Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the [physical distancing and hygiene protocol](#) must be followed.

All workers should follow the [personal health flowchart](#) to confirm they are safe to be on site.

Employers must have an understanding of how workers will travel to and from site and will communicate the [site transportation protocol](#) to all.

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.

Site entry



Only essential personnel are to access the site. All office employees supporting a project will work remotely, where possible.

A daily register of workers entering and leaving site must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitised after each use. Use your existing sign in register or the example [sign-in register](#).

Signage reminding workers of the COVID-19 [physical distancing and hygiene protocol](#) will be posted at the site entrance and in common areas as appropriate.

If an in-person induction is required, the [physical distancing and hygiene protocol](#) must be followed.

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, as per the [physical distancing and hygiene protocol](#).

All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible. These workers must follow the [site transportation protocol](#).

All offices and jobsites must implement cleaning measures as per the [Cleaning Guide](#).

All tools, equipment, plant and vehicles must be used in alignment with the [Cleaning Guide](#).

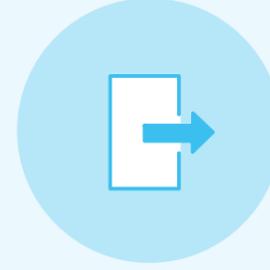
Toolbox talks should be held with physical distancing in place as per the [physical distancing and hygiene protocol](#). A [COVID-19 level 3 Toolbox Talk](#) is available for use to assist with your Toolbox Talks.

Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the [physical distancing and hygiene protocol](#).

Smokers must follow the [physical distancing and hygiene protocol](#).

A **COVID-19 emergency response plan** must be available and accessible on site.

Leaving site



Workers must use the [sign-in register](#) to sign out.

When **returning home**, workers will need to follow the necessary hygiene measures.

Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the [Cleaning Guide](#).

All waste and disposable PPE must be removed from site and securely disposed of as per the [Cleaning Guide](#).

Workers must follow the [site transportation protocol](#).

Management Protocols



Have an up to date **site plan** that is communicated and agreed with the appropriate persons.

Review contractors site plans

Communicate the site expectations and prevention measures to all workers and contractors

A **risk register** must be compiled for every project before work starts on site and kept current throughout the project.

Maintain a [sign-in register](#) and detailed work schedule to understand the movements and activities of all workers in the event of an exposure to COVID-19.

Have a **COVID-19 emergency response plan** must be in place.

Have a protocol for workers who may feel unwell, as per the **COVID-19 emergency response plan**.

Complete an **Exposure Report** in the event of a potential or actual exposure.

Stay in contact with workers who may be in isolation or working remotely.

Assist workers to access mental health and wellbeing information– e.g. Mates in Construction etc.

Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.

A site separation map detailing access and exit points will be completed.

Hold toolbox talks regularly to keep workers up to date with COVID-19 protocols as we progress through stages.

FAQ's

Q: Where you can get a SSSP etc?

A: You can find...

Q: Is health screening required?

A: Only if required by the main contractor and in line with MoH guidelines.

Q: Does everyone need to be reinducted to the site?

A: When first returning to work at Level 3, all workers and contractors are to be reinducted and informed of this Protocol. This only needs to happen once per site.

More information

Healthline

call 0800 3585453
www.health.govt.nz

www.covid19.govt.nz

Safe practices when using gloves on site

You will need to use gloves:



Any time you are completing a manual task
Use your usual work safety gloves



If you are cleaning any surfaces
Use disposable gloves for this and throw them in the bin when you finish cleaning

Remember to:



Avoid touching your face while wearing gloves



Remove your gloves and then wash your hands prior to eating, drinking or smoking/vaping



Practice good hand hygiene and good cough and sneeze etiquette while wearing gloves

Safe practices when using face masks on site



Wash hands first

Always make sure you wash your hands thoroughly before and after touching a mask



Masks

There are many different kinds of masks, depending on the task



The right side

There is a metal clip at the top of the mask



Placement

Place the metal clip across the top of your nose



Attach the mask

Attach the mask by pulling the elastic bands over your ears



Stretch down

Stretch the mask down, so that it covers your chin



Adjust

Bend the metal clip around your nose so that it sits securely



Taking off the mask

Pull the elastic bands away from your ears



Disposal

Always place the used mask in a closed rubbish bin for secure disposal