

## COVID-19 safety plan (Level 3 – Step Two)

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required.

There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

### Company details

|   |  |  |
|---|--|--|
| Business name: <b>Skills Consulting Group Limited</b> | Manager approval:<br><b>William J. Sole</b><br><b>Business Manager</b> | Worker representative consultation:<br><b>20 September 2021</b><br><b>12 November 2021</b> |
| Division/group: <b>E-tec, 364 East Tamaki Road</b>    | Name of manager:<br><b>Bill Sole</b>                                   | Name of worker representative:<br><b>Kirk Soudom</b>                                       |
| Date completed: <b>20 September 2021</b>              |  |  |
| Date distributed: <b>20 September 2021</b>            |  |  |
| Revision date: <b>11 November 2021</b>                |  |  |

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

|   | DESCRIBE WHAT YOU WILL DO  | WHO IS RESPONSIBLE      |
|---|--|-------------------------|
| <b>What will be done to manage risks from restarting business after lock-down?</b>                      | <p>The E-tec premises at 364 East Tamaki Road will remain open in a limited capacity whilst Auckland is at Alert Level 3 – Step Two.</p> <p>The premises will be regularly cleaned by the external cleaning contractors with particular attention given to sterilization of the toilets and cafeteria surfaces.</p> <p>The front entrance will remain closed at all times and signage will be attached to the door indicating to casual visitors that the premises are shut. External visitors will only be permitted by prior appointment.</p> <p>Where possible, staff will continue to work from home under Alert Level 3 – Step Two, however, staff may work from 364 East Tamaki Road when it is necessary to prepare and dispatch student course materials, deliver on-line classes from the Virtual Classroom, or to carry out practical training and assessment with small groups.</p> | <i>Business Manager</i> |
| <b>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</b> | <p>All E-tec staff have been consulted during development of this safety plan. Every staff member will be provided with a copy and the safety plan will be discussed regularly on an ongoing basis, through virtual team meetings using Microsoft Teams. The plan will be updated as appropriate.</p> <p>Covid-19 signage will be provided throughout the premises and appropriate PPE and cleaning products will be made available to all staff. The Business Manager will ensure all staff are made aware of their rights and responsibilities.</p> <p>All staff who can work from home will continue to do so.</p>  | <i>Business Manager</i> |



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### **How will you manage an exposure or suspected exposure to COVID-19?**

If an employee or student is suspected, with reasonable cause, or discloses that they suspect to be infected with Covid-19, he or she will be requested to undergo medical screening and to disclose the results to the Business Manager.

Should it be confirmed that an employee or student has contracted Covid-19, this will be reported to the Government on the dedicated Healthline number: 0800 358 5453.

Any employee costs associated with the visits and test will be covered by E-tec.

Should an employee unreasonably refuse to undertake the medical testing or to disclose the results to the E-tec Business Manager, the company will request the employee to self-isolate.

Should a student unreasonably refuse to undertake the medical testing or to disclose the results to the E-tec Business Manager, the student will immediately be asked to leave the premises and will not be permitted to return.

*Business Manager*

# COVID-19 safety plan

|  | <b>DESCRIBE WHAT YOU WILL DO</b>  | <b>WHO IS RESPONSIBLE</b> |
|--|---|---------------------------|
| <b>How will you evaluate whether your work processes or risk controls are effective?</b> | <p>The plan will be formally reviewed weekly to ensure it remains appropriate and is being implemented effectively. Staff may raise concerns and suggestions with the E-tec Business Manager at any time.</p> <p>The Business Manager will review Ministry of Health and other guidance daily and the safety plan will be amended as appropriate.</p>   | <i>Business Manager</i>   |
| <b>How do these changes impact on the risks of the work that you do?</b>                 | <p>The number of staff and students on site will be kept to a minimum. E-tec will follow the guidelines provided by the Ministry of Health and the Ministry of Education at all times.</p> <p>The new ways of working under Alert Level 3 – Step Two will not increase business risk in any way not related to Covid-19 itself. The steps taken to minimize the Covid-19 risk will only enhance the safety protocols and hazard reduction normally undertaken at E-tec.</p> <p>The practical implementation of the safety plan will however be discussed at least twice per week on an ongoing basis, through virtual team meetings using Microsoft Teams. The plan will be updated as appropriate.</p> | <i>Business Manager</i>   |

Notes: