
CENTREPORT LIMITED COVID 19 CONTROL PLAN - LEVEL 3
28/04/2020

Unite
against
COVID-19



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1 INTRODUCTION

This control plan is intended to be used by those working at CentrePort Limited during the current Covid 19 Government restrictions as we progress from Alert Level 4 to Alert Level 3.

Managing a port whilst remaining compliant with Covid-19 protocols is challenging. The following document describes the necessary responses to maintain our compliance and prevent harm to our people.

It is an overarching plan designed to provide information for the management of Port related activities and interactions with wider port users.

All business units have varying PCBU's working within their areas of control and know best how to manage their interactions with these PCBU's. These business units are obligated to identify and manage their risks as outlined in the Health and Safety at Work Act 2015. To manage the specific risks of virus transmission, the New Zealand Government has placed restrictions on certain activities, these have been communicated in the form of an Alert Level system

Alert Level 1 – Prepare

Alert Level 2 – Reduce

Alert Level 3 – Restrict

Alert Level 4 – Eliminate (Lockdown)

On March 25th, 2020, a state of emergency was declared, and the country moved to Alert level 4, only essential services could continue operation. Centreport Limited was identified as an essential service and was able to continue operations, however many of the wider Port user community were not and were required to stand down.

As of April 28, 2020, New Zealand will move to an Alert level 3, Restrict. With the reduction in Alert level, there will be an increase in activity at the port such as critical construction projects and Port users who were not classified as essential services.

This document is based on Ministry of Health and Ministry for Primary Industries guidelines, which describe general safety measures to control the spread of COVID-19:

- Staying at home if unwell
- Washing of hands
- Sneeze / cough into tissue / elbow (tissues in bin)
- Maintaining physical distancing
- Using PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances
- Forming bubbles to minimise mixing of teams
- Visitors / other service providers to maintain safe practices and physical distancing
- Implement an appropriate cleaning and disinfecting programme
- All persons on site to sign a register to facilitate contact tracing. This register is held at reception.

Under the Alert Level 3 guidelines, businesses will still be under considerable restrictions.

2 OUR COMMITMENT

- We recognise that we must work together with our staff and our partners to ensure the health, safety and wellbeing of everyone in the supply chain.
- We are committed to working alongside Government to prevent the spread of COVID-19.
- As a Port, we are united against COVID-19 and will do our utmost to protect our workers, and the wider community and New Zealand.



We can all
slow the
spread

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1 metre apart; LEVEL 4: 2 metres apart**
- **Wash hands for 20 seconds regularly with soap and dry thoroughly, or use sanitiser**
- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**

3 GUIDE TO WORKING AT ALERT LEVEL 3

3.1 Before arriving on site

- Each Port User must provide a safety control plan (CCP See appendix 7) to CentrePort detailing the steps they will take to mitigate risks, including those presented by COVID-19, this control plan can be emailed to Covid19plans@centreport.co.nz
- The details of the plan must be communicated to the Port User's workers before they start work, this must be provided to CentrePort who will register the plan on an internal database.
- Anyone requiring a Port induction will need to complete this online through the Centreport Limited website <https://www.centreport.co.nz/index.php/health-safety-and-security>
- Employers must understand how workers will travel to and from their respective sites and will communicate the site transportation expectations to all workers.
- 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 (see appendix 6).

3.2 Port Entry

- Only personnel authorised to the workplace are to access the site.
- An Authority to Work form (see appendix 8) will be issued to contractors deemed as essential.
- A daily register of workers entering 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.
- Signage reminding workers of the COVID-19 physical distancing and hygiene guidelines will be posted at the site entrance and in common areas where appropriate.
- PPE such as face masks and gloves must be worn at points of congestion, such as sign in points. Hand sanitiser must also be available for use by all port users.

3.3 Port Operations

- All work is to be undertaken in such a way as to eliminate or reduce any possible contact between workers and to ensure physical distancing wherever possible, as per the Physical distancing and hygiene guidelines.
- All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible and be directed to reception.
- All offices and jobsites must implement and maintain extra cleaning measures.
- All tools, equipment, plant and vehicles must be sanitised before and after use by the user.
- Team talks/meetings should be held with physical distancing in place as per the Physical distancing and hygiene guidelines.
- The Port has additional sanitary measures on site to prevent the spread of COVID-19 e.g. The provision of additional hand sanitizer, provision of disinfectant wiping products.
- Smokers must follow the Physical distancing guidelines while using any designated Port smoking area.

- This COVID-19 Control plan will be made available to all staff and will be displayed on Port notice boards.

3.4 CPL Management Obligations

- Communicate the site expectations and prevention measures to all Port Users and ensure it is understood.
- You must have access to the CPL emergency management plan IAP 2.03 - Serious Public Health Risk - April 2020 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 regular meetings and keep track of where and when workers are on Port for contact tracing purposes and ensure they have the correct PPE.
- Ensure standard Port health and safety practices are maintained, these are additional expectations.
- Audit our Covid 19 protocols and guidelines daily using the worker health inspection form (appendix 9).

4 PHYSICAL DISTANCING AND HYGIENE GUIDELINES - ALERT LEVEL 3

4.1 Physical distancing

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. In a controlled workplace, physical distancing means remaining one metre away from other people, at any other time the expectation is two-meter separations. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying a safe distance from others is an effective measure. To ensure this is possible, CentrePort’s Business Units are responsible for ensuring this is practicable. Microsoft Teams is to be used for all meetings unless technology prevents this happening.

4.1.1 Working Arrangements

CentrePort’s business unit managers will:

- Keep team sizes as small as possible.
- Keep a record of who is in each team every day as you may be required to track back for contact tracing.
- Site teams are scheduled into shift “bubbles” to avoid extensive intermingling to reduce potential of exposure.
- Work site is always to be segregated into zones (or by other methods) as much as possible to keep different teams/port users physically separated.
- Where possible, apply a one-way system in high-traffic areas, such as hallways and stairwells.
- When using a vehicle, limit this to one person per vehicle if possible.
- Shift start times to be staggered to provide separation between teams.

4.1.2 External interfaces

- Keep the engagement with the other person as brief as possible.
- Ask for paperwork to be emailed rather than handed over as much as possible:
 - If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

4.1.3 CPL House Entry

CentrePort will:

- Limit visitors to only customers and authorised employees.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- Monitor CPL house access points to enable physical distancing, this will reduce congestion or to enable monitoring.
- Require all workers to wash or sanitise their hands before entering and leaving the site.
- Allow plenty of space (one metre) between people waiting to enter site.

- Clean common contact surfaces in reception, office, access control and delivery areas e.g. Reception desk, door handles and other touch points, particularly during peak flow times at least three times per day.

4.1.4 Meetings

Meetings are essential to certain activities at the Port, such as construction pre-start meetings. In this instance certain measures need to be taken.

- Only people absolutely necessary to the meeting should be in attendance.
- Participants should be at least one metre apart from each other.
- Where meetings are required to take place indoors, the rooms should be well ventilated to allow fresh air circulation.
- Where possible, meetings should be held in open areas.
- The preference is for all meetings where possible to be held online via platforms such as Microsoft Teams, Zoom or Skype.

4.1.5 Working close to others

It is not always possible to maintain a safe distance from others while working, where this occurs Centreport Limited has strict guidelines for managing this risk. These additional control measures are:

- Wearing disposable PPE i.e. face mask.
- Placing non-permeable barriers between workers.
- Reducing the number of workers in the area.
- Maintaining a “work bubble”.

4.1.6 Toilet facilities

Physical distancing rules must be adhered to during use of shared facilities, this includes toilets.

- Thoroughly wash hand before and after use of the facilities.
- More regular cleaning of the facilities to be implemented, particular focus on touch points such as door handles, locks, toilet flush and sanitary bins, by the CPL team of cleaners, at least three times per day.

4.1.7 Eating arrangements

- Break times are staggered to reduce congestion and contact.
- Hand cleaning facilities or sanitiser will be made available at the entrance to any room used for eating and must be used by staff when entering the area.

- Disposable plates, cups and cutlery to be made available in communal eating areas.
- Workers to maintain social distancing while using the facilities and avoid all contact.
- No bulk catering to be bought to site from external providers.
- Tables to be thoroughly cleaned between each use
- All rubbish to be placed directly in the bin, not left for others to clean up.
- All areas used for eating to be cleaned between each shift, including chairs, door handles and vending machines, by the CPL team of cleaners.
- Extra break rooms per department to be utilised where necessary.

4.1.8 Changing facilities and shower rooms

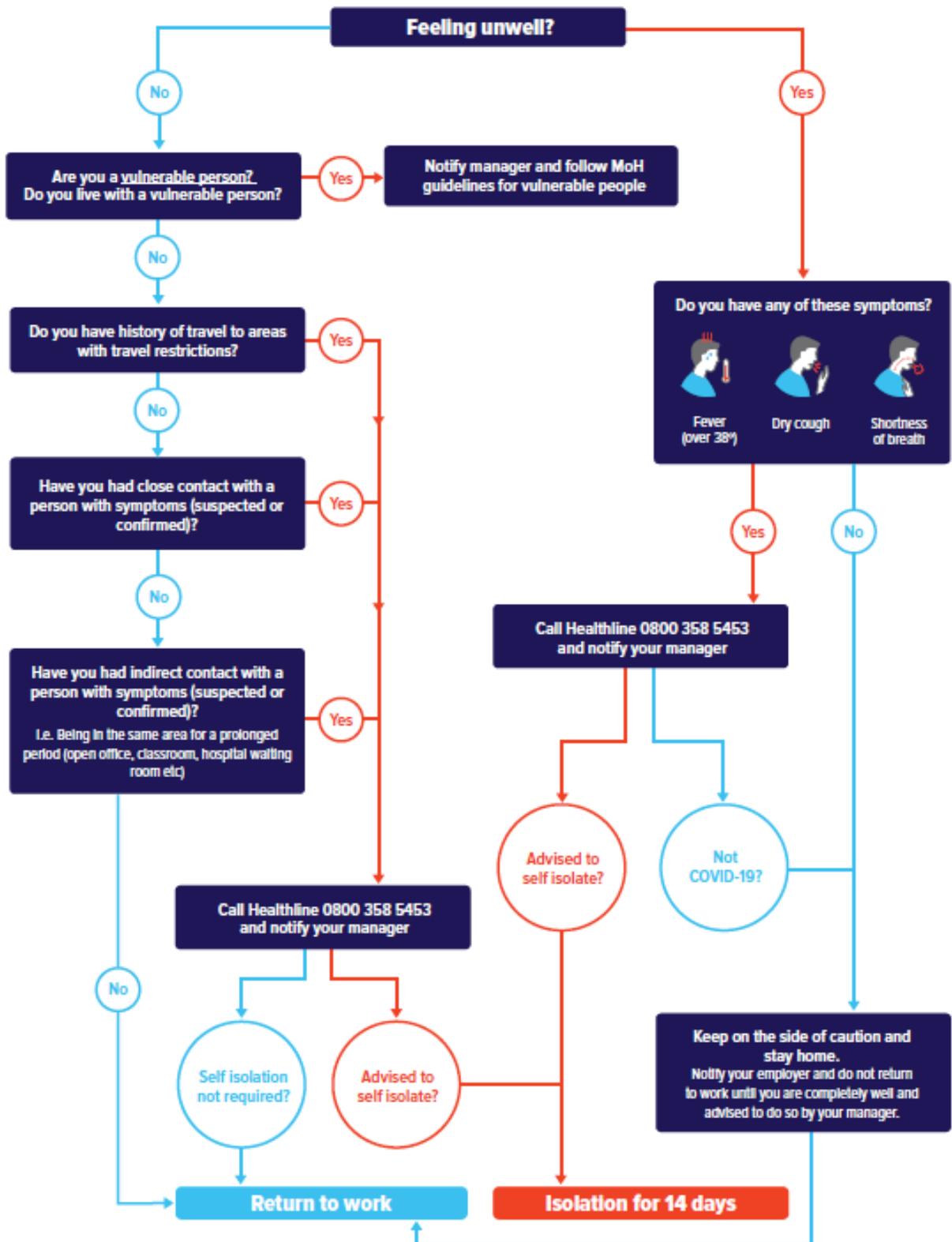
- Introduce staggered start and finish times to reduce congestion and contact.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day by the CPL team of cleaners.



Washing and drying your hands kills the virus

Wash often. Use soap. 20 seconds. Then dry.
This kills the virus by bursting its protective bubble.

6 PERSONAL HEALTH FLOW CHART



7 TRAVEL TO AND FROM WORK

7.1 Employers are required to understand how workers will travel to and from work. General precautions that apply are

- Workers must not travel to work if they have any symptoms or potential symptoms of Covid 19 such as
 - Sore throat
 - Fever – Temperature over 38°
 - Sneezing and runny nose
 - Cough
- Employers should ensure that workers who travel together also work together, this creates a “work bubble”.
- Shared vehicles should be cleaned and sanitised before and after each use by the user.
- CentrePort will provide a letter to essential staff and contractors stating this. It is to be carried by staff traveling to and from work.

7.2 Travel managed by the Port

- Will allow for space as per social distancing guidelines between passengers. The Port shuttle requirements will be specified in appendix 1.
- Ensure there is adequate sanitisation products with the vehicle.
- Allow for regular thorough cleaning of the vehicle.

8 APPENDIX 1 - BREAK BULK

8.1 Identified third party interfaces

8.1.1 Weigh Bridge



COVID-19 LEVEL 3 WEIGHBRIDGE GUIDELINES



Subject: Centreport Weighbridge Guidelines

Issue Date: **XX** April 2020

Area: CentrePort Weighbridge

Review Date: **xx** May 2020



This Guideline will allow for the safe operation of the Centreport Unmanned Weighbridge using general hygiene provisions for minimizing the possibility of spread of Covid-19 between workers

General Safety Measures

- Stay at home if unwell
- Wash Hands
- Sneeze/Cough into tissue/elbow (tissues into bin)
- Maintain physical distancing
- Use PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances
- Visitors/other service providers to maintain safe practices & physical distancing
- Appropriate cleaning & disinfecting programme

Weighbridge Operations

- Social distancing protocols of remaining at least 2m away from other people when using the weighbridge
- Only 1 person at a time inside the hut
- If the hut is in use stay inside truck or wait outside the yellow line marked on the ground outside the hut

- Before using the weighbridge, console truck drivers are to sanitize their hands with the supplied hand sanitizer
- If drivers have been supplied gloves & facemask from their own company, they are advised to wear these
- If using a paper docket the truck driver who is delivering docket on to the appropriate team/dept are to follow their Covid-19 guidelines for receiving these

CONTACT Centreport Security Front Gate for any issues – 04 495 3829

8.1.2 Gantry operations



COVID-19 LEVEL 3 LOG GANTRY CRANE GUIDELINES



Subject: Centreport Log Gantry Guidelines

Issue Date: XX April 2020

Area: CentrePort Log Gantry

Review Date: XX May 2020



This Guideline will allow for the safe operation of the CentrePort Gantry using general hygiene provisions for minimizing the possibility of spread of Covid-19 between workers

General Safety Measures

- Stay at home if unwell
- Wash Hands
- Sneeze/Cough into tissue/elbow (tissues into bin)
- Maintain physical distancing
- Use PPE (clothing, masks, gloves) as an optional measure appropriate to the circumstances
- Visitors/other service providers to maintain safe practices & physical distancing
- Appropriate cleaning & disinfecting programme

Gantry Crane Operations

- Only designated staff are to use controls
- Truck drivers are only to handle their trailer & truck
- No assistance is to be provided either way
- Gantry operators shall have a marked area to stand in, to ensure physical distancing from drivers
- Gantry operators will work a crane each
- Gantry operators are to sanitize clean work area and tools at the start & end of each shift & at meal breaks

CONTACT CentrePort Security Front Gate for any issues – 04 495 3829

8.2 Level 3 Covid-19 Safety Plan – Marine

8.2.1 General

CentrePort has arranged rostered Marine staff to work in isolated pods as much as is possible. Pod members can interact freely with the other members of the pod. Outside of these pods only essential interaction is permitted, and physical distancing and the use of PPE is required.

Pilots have developed guidelines for the use of PPE and the precautions to be undertaken during pilotage. These guidelines are the protection not only of the pilot but for all those who meet him in the course of his duties.

8.2.2 PPE for Marine

CentrePort stocks a considerable amount of PPE. The Storekeeper will obtain, control, and issue the PPE based on what is needed, after an application process which is signed off by the Marine Manager and GM Logistics.

8.2.3 Hygiene principle

KEEP YOURSELF AND OTHERS SAFE

- **Maintain physical distancing: LEVEL 3: Stay 1 metre apart; LEVEL 4: 2 metres apart**
- **Wash hands for 20 seconds regularly with soap and dry thoroughly, or use sanitiser**
- **Clean and disinfect common contact surfaces frequently and keep other surfaces clean.**

8.2.4 Pilots

- Pilots play a key role in keeping national supply channels open. In doing so they must keep themselves safe. The guidelines referred to above will be followed when attending all vessels. They may be amended as the response to Covid-19 evolves.
- The guidelines are for a pilot's protection but importantly also for the protection of the ship's crew, so pilots do not introduce the Covid-19 virus to their environment. The guiding principle is to illustrate the need for physical separation and good hygiene protocols when a pilot is performing his duties.
- If a known case of Covid-19 is on the vessel CentrePort will take guidance from Regional Public Health (as the lead agency to the Covid-19 Response) and a specific risk assessment will be undertaken before attending such a vessel.
- An individual Pilot may choose to take even more stringent precautions if an enhanced threat is evident.
- It is unlikely ships will have adequate sanitizers or spray systems to clean the whole bridge wing, pilot ladder, tug lines, mooring lines, gangway rails, and alleyway handrails, so pilots must assume these surfaces are not clean and wear gloves at all times when touching them. This extends to tug crews and linesmen handling lines and the ship's gangway.
- When a Pilot leaves the Marine office, he will sanitise his hands and if necessary, wipe contact surfaces in the Pilot's car. A Pilot is to avoid taking clothing and shoes into his home at the end of his duty. Jackets and shoes should be left in a position ready for the next task.

8.2.5 Launch crews

- Pilot launch crews work in pods of two or three persons (ie with one in training).
- Masks, gloves and sanitiser are available.
- When operating with a Pilot on board, they will wear a mask and gloves.
- The launch crew will wipe all surfaces of the Pilot's station between tasks. Sanitiser is to be freely used.
- *Te Haa* has her own bathroom and messing facilities aboard and these are cleaned between rosters.
- Launch crews may also use shore based messing facilities which are similarly cleaned.
- There will be no visitors allowed on the pilot launches while at Levels 2,3 & 4 – this includes members of other pods (excluding maintenance).
- Essential maintenance (including safety management checks) is permitted but it will be subject to a risk assessment in respect of the use of PPE (ie what is the task – what are the risks and what is the mitigation needed).
- If essential maintenance is required using a contractor, that contractor will be required to lodge a Covid-19 Safety Plan with CentrePort and be provided with an Authority to Work before entering the Marine Base area.

8.2.6 Tug crews

- Tug crews work in pods of three persons.
- Masks, gloves and sanitiser are available.
- If transporting a Pilot on board, they will wear a mask and gloves. Sanitiser is to be used.

- The tug crew will clean the tug thoroughly between rosters.
- The tugs have their own sleeping quarters, bathroom and messing facilities aboard.
- Tug crews may also use shore based office facilities which are similarly cleaned.
- There will be no visitors allowed on the tugs while at Levels 2,3 & 4 – this includes members of other pods (excluding maintenance).
- Essential maintenance (including safety management checks) is permitted but it will be subject to a risk assessment in respect of the use of PPE (ie what is the task – what are the risks and what is the mitigation needed).
- If essential maintenance is required using a contractor, that contractor will be required to lodge a Covid-19 Safety Plan with CentrePort and be provided with an Authority to Work before entering the Marine Base area.

8.2.7 Linesmen

- Linesmen work in teams as an individual pod, and travel in their own vehicle using masks when there is more than one person in the vehicle.
- They use shared facilities which are regularly cleaned. Masks, gloves and sanitiser are available.

9 APPENDIX 2 – CONTAINER SERVICES

9.1 Identified third party interfaces management plan

Container Services has been active throughout Alert Level 4 and has managed third party interfaces in line with the current Covid-19 Control Plan, this will continue as it has done.

10 APPENDIX 3- FERRIES AND BULK

10.1 Identified third party interfaces management plan

Ferries and Bulk have been active throughout Alert Level 4 and have managed third party interfaces in line with the current Covid-19 Control Plan, this will continue as it has done.

11 APPENDIX 4- INFRASTRUCTURE AND ENVIRONMENT

11.1 Identified third party interfaces management plan

I&E has published a controlled list of projects re-commencing under Covid-19 level 3, titled: CentrePort I&E Project Restart Plan for Alert Level 3. Only projects on this list will be starting work, thus reducing the number of open interfaces.

The project list as at 24 April 2020 is below along with CentrePort lead, contractor, and consultants. Some noted projects are continuing to work off-site only during Covid-19 level 4 and 3 alert levels.

Initiative		Responsible	Phase	Affected 3rd Parties	Notes	PM Lead	Contractor	Consultant
BNZ demolition	likely to start onsite 28/04. CPL progress monitoring of demo process.	Paul Terry	Execution	n/a	Removes vehicles from Interislander wharf	Greg Paitence	CERES	n/a
Port Entrance/Bluebridge Discharge	Completion Hinemoa / Waterloo Quay junction (excludes Shed 35 and MPI wash)	Paul Terry	Execution	Customes & GWRC	Enables land utilisation once CPL House demolished	Matt McKee	Downer & Dixon + Dunlop	Cardno
RFT Renewals (incl fender replacement)	Wash down and corrosion painting ready to commence. Assess interface with shipping for priority	Paul Terry	Execution	KiwiRail	Likely further renewals for next financial year	Paul Fisher	National decorators + Havil	n/a
RFT2 Gangway Seismic Improvement	Recommence works	Anthony Delaney	Execution	KiwiRail	Works commenced	Anthony Delaney	HEB	WSP / Holmes
Seaview Operational Resilience	BPC commence fender replacement work.	Paul Terry	Execution	NZOL	Re-start of fender project with BPC	Michal Wszolek	BPC	Holmes
Shed 39 fit-out	start-up planning underway unlikely to be onsite before 30/04, phased restart to retain separation.	Paul Terry	Execution	GWRC	Staff wellbeing	Greg Paitence	Zeal	Various
Temporary Paving	Being developed for safety items, likely main log yard.	Paul Terry	Execution	C3/ISO	As required	Matt McKee	Downer	n/a
Bomb Carts power supply	off-site activities Holmes design at currently, structure to be procured likely Aug/Sep.	Paul Terry	Execution	n/a	Charging infrastructure	Mick Ball	TBC	TBC
Generators/Sub G.	Manufacture to complete then install.	Paul Terry/Mark Thorpe	Planning	n/a	Board approval 26 February	Bruno	TBC	TBC
Rail on Port	Planning phase only (includes long lead procurement and detail design off-site)	Stefan Reynolds	Planning	n/a	Key priority to complete on site.	Ulvi Salayev	Downer	RIC + Cardno
Waingawa	rail interface still working on price and timing. Continue planning for start of work.	Andrew Locke	Execution	C3	rail interface and sumps.	Greg Paitence	Higgins	Calibre

Key
Planning to start 27/04
off-site start initially

Contractors are to provide CentrePort with their COVID-19 Control Plans ahead of site work starting.

CentrePort will review the contents of these against the Worksafe COVID-19 safety plan and supply comments back to the contractor for inclusion in their plan. CentrePort are supplying comments only and not approving the contractors plans.

Reviewed and updated plans are to be sent to Covid19plans@centreport.co.nz where a record of all contractor's plans will be kept.

During COVID-19 alert levels 4 and 3 CentrePort will not make un-announced visits to contractors operating sites. Visits will be pre-booked and comply with the contractors site rules as well as CentrePort requirements for staff. This is to ensure we maintain respective bubbles.

Maintenance and BAU activities are managed on a case by case basis through Aaron Thompson and per this plan.

Facilities work, cleaners, rubbish collection etc. are currently working under this plan and will continue to do so.

I&E have in place a call tree during COVID-19 level 4 and 3 alert levels, below, this shall continue to be followed for the purposes of this plan.

Call Priority	Staff Member	Contact Phone number	info
1	Aaron Thompson	0212463291	Maintenance Manager
2	Paul Fisher	021614495	Asset Engineer
3	Paul Terry	0278417064	GM Infrastructure & Environment
4	Facilities phone	04 830 6693	Facilities phone number

For the purposes of this plan all Regeneration on-site Contractor works are managed through Infrastructure and Environment.

12 APPENDIX 5- REGENERATION AND PLANNING

12.1 Identified third party interfaces management plan

For the purposes of this plan all Regeneration on-site Contractor works are managed through Infrastructure and Environment.

Personal Protective Equipment (PPE) requirement for essential non-health[†] workers - COVID-19

Basic hygiene measures for everyone include; physical distancing, good hand hygiene, cough etiquette, regular cleaning of surfaces and frequently touched items, avoid touching face, eyes, mouth and nose

Group	 Mask	 Gloves	 Eye Protection*	 Long sleeve gown
Accommodation Camp grounds	✗	✓ Use for cleaning	✗	✗
Border: Customs, Maritime pilots, Stevedores	✓ If not able to maintain physical distancing	Follow usual health and safety aspect of job and wear what is 'business as usual'	✗	✗
Building and Construction Plumbers, builders and electrician	Follow usual health and safety aspect of job and wear what is 'business as usual'			✗
Courts, tribunal workers	✓ If not able to maintain physical distancing	✓ If having physical contact with person and a risk of contact with body fluids		✗
Fast moving consumer goods, Delivery drivers (all goods including courier service)	✗	✗	✗	✗
Supermarket staff	✗	Staff may wish to wear for reassurance	✗	✗
Financial services – personnel/ customer facing	✗	✗	✗	✗
Local and National government Staff involved in COVID-19 response office based	✗	✗	✗	✗
Primary Industries. Food production, processing food,	Follow usual health and safety aspect of job and wear what is 'business as usual'			
Primary Industries. Animal welfare staff and veterinarians	Follow usual health and safety aspect of job and wear what is 'business as usual'			
Police, Fire -in first responder role, Prison staff, Court staff,	✓ If not able to maintain physical distancing	✓ If having physical contact with person and a risk of contact with body fluids		✗
Public safety and National security, Ministry of Defence, Ministry of Justice	✓ If not able to maintain physical distancing	✗	✗	✗
Social Services	✗	✗	✗	✗
Utilities and communications, including supply chain	✗ However if your usual standard operating procedure or Health & Safety guidance requires you to wear, then continue to follow that guidance	Follow usual health and safety aspect of job and wear what is 'business as usual'		

[†] Refer to <https://covid19.govt.nz/government-actions/covid-19-alert-level/essential-businesses/> for your business sector

* Face shield or goggles. Prescription glasses are not classed as eye protection. Remember to clean reusable eye protection between use.



COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

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: [worksafe.govt.nz](https://www.worksafe.govt.nz)

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

Company details

Business name:	Manager approval:	Worker representative consultation:
Division/group:		
Date completed: / /	Name of manager:	Name of worker representative:
Date distributed: / /		
Revision date: / /		

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

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</p>	Engineering supervisor
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p>Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</p>	Administrator

15 APPENDIX 8 – AUTHORITY TO WORK FORM

1 – Authority Request (Port User to Complete / CPL Requester)			P/O #:	
Contractor/ Work Crew:				Date of Request:
Business Unit:		CPL Approved? <input type="checkbox"/> Y <input type="checkbox"/> N		
Applicant: (Full Name)		/ Contact Number:		
Scope of Work: Work Description that is on SWMS or equivalent				
Permits required: <input type="checkbox"/> Hot work <input type="checkbox"/> Confined Space <input type="checkbox"/> Work at Height <input type="checkbox"/> Crane/Overweight load <input type="checkbox"/> Excavations				
Location of work: Insert Grid Ref PTO or clearly circle map on rear.		Expected Duration: (Days)	From: ___ / ___ /20___ To: ___ / ___ /20___	
Key Stakeholders Impacted by task: <input type="checkbox"/> Break Bulk <input type="checkbox"/> Container Services <input type="checkbox"/> Marine <input type="checkbox"/> I&E <input type="checkbox"/> Security <input type="checkbox"/> Ferries and Fuel <input type="checkbox"/> Describe operational impact [brief description here] <input type="checkbox"/> Third Party Stakeholders: Specify				
2 – Stakeholder Authorisation			Notifiable Works Works notifiable to Worksafe or Maritime NZ, tick applicable and attach a copy of notification to this form. <input type="checkbox"/> Work where there is a risk of falling 5 meters or more <input type="checkbox"/> Erecting or dismantling scaffold with a fall risk greater than 5m <input type="checkbox"/> Work in an excavation deeper than 1.5m <input type="checkbox"/> Work where a person uses assisted breathing apparatus	
Stakeholder Authorisation				
Name	Contact #	Signed		
Project delivery lead				
Business unit lead				
Other Stakeholder				
Other Stakeholder				
Comms Plan Required		<input type="checkbox"/> Yes <input type="checkbox"/> No		
3 – Close Out				
Has the task been completed			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any operational restrictions / Remaining Hazards? (Provide detail)				
Project delivery lead Comments:				
Name: Date:			Signature:	



COVID-19
SAFETY & RISK WALK
 H&S Adviser / Safety rep /
 Department Worker

DEPT: Ferries and Bulk Burnham	
Observed BY: Darcy Robbie	DATE: 09/04/2020
Frequency - 1 walk carried out per day against schedule	
Observation of Management of Covid-19 processes to reduce risk of infections from person to person	
<p>Worker Management</p> <p>Only Essential workers on site? Yes / No Comment: N/A No workers onsite</p> <p>Workers in Department are rostered to be at home or work from home? Yes / No Comment: N/A</p> <p>Shift Work is Staggered to reduce physical numbers on site together? Yes / No Comment: N/A</p> <p>Rest Breaks Staggered to reduce numbers in rooms? Yes / No Comment: N/A</p> <p>Departments work groups isolated from other work groups i.e. Break Bulk, Containers, marine etc.? Yes / No Comment: N/A</p> <p>Workers observing social isolation rules in offices, vehicles, outdoors etc. Yes / No Comment: N/A</p> <p>If working together is less than 2 metres correct PPE is used, Face Mask Disposable gloves? Yes / No Comment: N/A</p>	<p>Contractor / PCBU / Non-CPL Workers</p> <p>Are contractors observed to be working? Yes / No If Yes Who: N/A</p> <p>Is work being carried out essential? Yes / No Nature of work observed: N/A</p> <p>Are contractors observing Social isolation? Yes / No Comment: N/A</p> <p>Is work isolation in place to maintain isolations? i.e. Cones, tiger bars, fence etc. Yes / No Comment: N/A</p> <p>If working together is less than 2 metres correct PPE is used, Face Mask Disposable gloves? Yes / No Comment: N/A</p> <p>Contractors observing social isolation rules in offices, vehicles, outdoors etc. Yes / No Comment: N/A</p>



<h3>Site, Work Area Access Control</h3> <p>Is Covid-19 Notice Board in place at entry? Yes / No Comment: Signage is in place and fixed on main gate Is site access point controlled? Yes / No Security Guard <input checked="" type="checkbox"/> (Tick if in place) Locked Out <input checked="" type="checkbox"/> (Tick if in place) Comment:</p> <p>Delivery workers are managed to prevent contact with other workers Yes / No Comment: <i>N/A</i></p> <p>OFFICES / WORK AREAS</p> <p>Minimum 2 meters maintained between occupied workstations? Yes / No Comment: <i>N/A</i></p> <p>Physical Isolations for workers needing to work within 2 metres? Comment: <i>N/A</i></p> <p>Hand Sanitisers available with product in? Yes / no If identifiable does the supply need refill? Yes / No If <u>Yes</u> please advise Ronnie Tan</p> <p>GENERAL AREAS / CORRIDOORS</p> <p>Are Users keeping a reasonable safe distance? Yes / No Comment: <i>N/A</i></p> <p>Are doorways left open where practicable to reduce contact surface points? Yes / No Comment: <i>N/A</i></p> <p>Hand Sanitiser available at one entry point? Yes / No Comment: <i>Hand Sanitisers have been requested and have been ordered. Currently the security team have a lock box that they take with them.</i></p>	<h3>Chill Out Areas / Food Preparation Areas / Rest Areas</h3> <p>Supply of Soap and available supply? Yes / No / N/A Comment: <i>Hand soap dispensers are fitted</i></p> <p>Hand Towels Available Yes / No / N/A Comment: <i>Hand towels are fitted and their extra hand towel rolls available</i></p> <p>Are Users maintaining a safe distance? Yes / No / N/A Comment: <i>N/A</i></p> <p>bSafe Reports generated: (NOTE: Follow up actions / Near Misses raised entered through usual NM process)</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<h3>GUIDELINES FOR SAFETY & RISK WALK VISITS</h3> <p>Make positive & negative observations – <i>all feedback is good feedback</i></p> <p>Note: QUESTIONS MAY NOT BE RELEVANT FOR SOME AREAS so indicate with <i>N/A</i></p> <p>Talk to port users – <i>get an understanding that they are aware of new ways of working, if needed, confirm how to work safely in a pleasant way.</i></p> <p>Follow up if required, complete a bSafe Report so improvements can be made.</p> <p style="text-align: center;">Completed form to Health and Safety Team once actions required are entered.</p>	