

# COVID-19 LEVEL 3 ACTION PLAN



## 1. Introduction

Further to the Prime Ministers announcement on the 20th of April, Level 4 lockdown has been extended until 11.59pm on Monday 27th April. This document details New Zealand Crane Hire's plan to manage the risk of COVID-19 in the workplace.

## 2. Supporting Information

- 2.1. NZCH Risk Register – Pandemic Risk
- 2.2. NZCH Risk Register
- 2.3. [CHASNZ - V&H Construction Protocols V2](#)
- 2.4. [NZCH safety Policy](#)
- 2.5. <https://covid19.govt.nz/>

## 3. Contact Details

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## 4. General

New Zealand Crane Hire is implementing the Construction Health and Safety New Zealand COVID 19 protocols alongside Ministry of Health and Work Safe guidelines whilst operating under level 3 restrictions.

## 5. Physical Distancing

A minimum of 2 meters distancing between personnel is to be applied in the working environment. Where this is not possible, approval from management is to be sought. In these situations, an alternative way of carrying out the task or eliminating the task will be the priority. If this is unsuccessful, control measure will be implemented to ensure those involved are protected. These may include but are not limited to additional PPE such as face masks/shields and gloves.

## 6. Work Hours

All staff to follow the Health flow Chart attached to this document prior to starting work each day. Those who are deemed as high risk will be assessed on a case by case basis.

For office-based staff, working hours will be as per normal contracted hours. Wherever possible work is to be from home, and this will be reviewed on an ongoing basis.

Operational staff (crane operators, truck drivers and ground staff) will only come to the depot if they are allocated a job and time spent at the depot before and after work will be kept to a minimum, however normal pre start checks and pre job preparation will still be required to be undertaken prior to jobs.

Workshop staff hours will be as per contracted hours, with all works to be planned to ensure personal distancing can be maintained during works.

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## 7. Health Declarations and Contact tracing

All staff members will be required to complete a health declaration via the NZCH Online Learning Management system. Within this declaration each employee will be required to list the names and contact details for those who are within their home bubble as well as those within their extended bubble during level 3.

A register of all staff onsite will be kept via the door management system and timesheets. The doors will be set to after hours at all times requiring staff to swipe in to the offices when arriving at work.

## 8. Communication

All communication to staff and contractor will be made electronically via email or the NZCH Learning Management system (LMS). Meetings between staff members will be cancelled and communication is to be via phone, email or the LMS wherever possible.

Posters containing hygiene and other COVID 19 control measure are in place in all entranceways, lunchroom, restroom, operational and reception areas. These will be updated with the latest information from the Ministry of Health, Work Safe or industry bodies.

## 9. Hygiene

Each staff member must sanitise their hands with hand sanitiser or soap and running water on arrival to work, warm water is to be used wherever possible. Hand sanitising and disposable PPE (masks and rubber gloves) station is available to all staff on arrival outside of the dispatch area. This will include paper towel and sanitising spray for use on equipment prior to and after use.

All internal doors will be left open to minimise the touching of door handles.

The offices will be thoroughly cleaned after working hours each weeknight.

All towels will be removed and replaced with paper towels and bins for disposal.

## 10. Operations on Customer Sites

Normal health and safety and operational procedures still apply. All plant prestart, job sheet risk assessments and prestart meetings must still take place. However, the following changes and controls will be put in place to reduce the risk of COVID 19:

- All NZCH staff are to request a briefing by the customer representative on their site protocols for managing COVID 19 risks. These protocols are to be followed by all staff member to ensure all personnel are working to the same control measures. Where these measures conflict with NZCH controls or staff are concerned with/lack of controls, they are to contact a NZCH supervisor or manager immediately.
- Travel to and from site is to be one person per vehicle wherever possible. If this is not possible, personnel are to maintain physical distancing within the vehicle e.g. Drivers seat and rear left set in ute.
- Face masks and rubber gloves will be available when required. This single use PPE should be disposed of after use.
- Always maintain physical distance of 2 meters from others. This will be challenging at times but is a key measure to minimise the spread of COVID-19.
- Toolbox meetings to be carried out as usual prior to starting work with personnel maintaining a safe distance from each other.
- The person responsible for leading the toolbox meeting is to record all names of those in attendance on the job sheet; **signatures are not required.**
- As per usual, work zone will be isolated from other operations on site.
- At the completion of the job, the operator is to request the name of the customer signing off on the job and is to record this on their job sheet.

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- The customer will be given the option of receiving the job sheet via email. If this is requested, their email address is to be recorded and it will be emailed during processing.
- All incidents, near misses and observations are to be reported electronically via the Vault Notify App. This includes and COVID 19 related incidents, near misses and observations.

## 11. Specific Work Area Control Measure (NZ Crane Hire Depot)

### 11.1. Reception

- The reception will operate as usual but with the sign in tablet moved away from the reception desk.
- Workstation to be cleared at the end of each day for cleaning.
- Hand sanitiser will be available beside the sign in tablet.
- Sign in tablet will be updated to include questions and information for all contractors accessing the depot.

### 11.2. Operations and Dispatch

- All operational staff will be restricted from congregating in this area. To access the operations area, all staff are to swipe in using their access cards.
- Dispatch and accounts staff are to wash/sanitise their hands before and after processing dockets. Gloves will be provided if required.
- Workstations to be cleared at the end of each day for cleaning.
- Where possible site visits by Lift coordinators to be undertaken by themselves and communication with the customer undertaken by phone and email and they are to only come to the depot when required and will work remotely wherever possible. Matt Boyce and John Lundon will relocate their workstations to the empty office up stair to aid in distancing between staff in this area.

### 11.3. Workshop

- All repairs and maintenance to be planned to ensure it can be undertaken with safe distancing between personnel.
- Do not enter the workshop unless required.
- Roller doors to be kept closed as much as possible to limit access.
- Disinfectant spray will be available to wipe down surfaces and tools.
- Where possible, the same contractor personnel are to be kept the same staff and minimised.

### 11.4. Lunchroom

- All towels will be replaced by paper towels
- Hands are to be washed before and after using the lunchroom.
- Staff are to bring their own water bottles, coffee cups, utensils and crockery to work with them.
- Personnel are to stagger their breaks from others wherever possible and wipe down their eating area before and after eating (spray and paper towels provided).

### 11.5. Restrooms

- Hands to be washed before and after using the facilities
- All towels will be replaced by paper towels.

### 11.6. Gym

- To be closed until further notice

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## 12. After Work



**No touching**  
When you return home, try not to touch anything until you have cleaned your hands properly.

**Shoes**  
Remove your shoes, do not walk through the house with them on - leave them outside.

**Items**  
Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.

**Clothes and bags**  
Place your clothes and bags in a container and wash in a hot washing machine cycle.

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

## 13. Review

This plan will be reviewed on a weekly basis and all revisions made available and communicated with all NZ cranes staff and relevant contractors.

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## 14. Personal Health Flow Chart

### Personal Health Flowchart

