



RIGHT PRODUCT RIGHT PRICE RIGHT TO YOUR SITE

20th April 2020

COVID-19 HEALTH AND SAFETY MANAGEMENT PLAN: ALERT LEVEL 3

TUESDAY 28TH APRIL 2020

1.0 Introduction

This document sets out the requirements for safe operation in line with the “New Zealand Covid-19 Construction Protocols”.

With over 90% of our customers in the construction industry, we can expect that strict plans and processes will be put in place to ensure we all adhere to the standards set out due to COVID-19.

It is important that we all work together with our customers to make moving into Alert Level 3 smooth flowing, and with practicing good personal hygiene and site safety practises, we will prevent the spread of COVID-19.

Alert Level 3 is planned for 2 weeks when it will be reassessed and reviewed.

It has been based on TRUST and CONFIDENCE that we as New Zealanders will continue to follow the protocols outlined due to COVID-19 that has allowed Alert Level 3 to happen.

REMEMBER: DOING NOTHING IS NOT AN OPTION

2.0 Staffing (Level 3)

To ease the congestion and manage a safe operation within the protocols set out, the following essential Staff members will report to duty:

- 1) Winnie Hoyte - Office
- 2) Josh Everitt - Deliveries
- 3) Steve Everitt

We will monitor the work load and reassess as necessary.

Please continue to remain in your bubble and stay strong, stay home and stay safe.

Alert Level 3 is not the end of the battle, lets continue to be as one to conquer

COVID-19 and come out winners on the other side.

3.0 Safety Responsibilities

Everitts Head Office

- i) Staff on duty must ensure they practice good personal hygiene, site safety practices, and observe the minimum 2m distancing.
- ii) You must at all times have correct PPE gear and all additional items required due to COVID-19. Gloves are to be worn during all deliveries and sanitised or disposed of daily.
- iii) Delivery vehicle cabs, (Steering wheels, door handles etc), are to be wiped and sanitised after every delivery. All communal office hard surfaces, door handles etc, are to be sanitised after every shift or after 'new people' exit the work zone.
- iv) Our Customer's sites will also have their plans in place in line with the protocols set out by the Government. All customer's plans will be printed out, read carefully, and adhered to, by all Everitts staff.
We must familiarise ourselves with their Plans. This will outline their requirements prior to entering their construction sites, details on communication, delivery times, site exit requirements etc, and the Site Staff member to deal with should a situation arise.
- iiiv) Most important - if you are experiencing signs or symptoms of COVID-19 you must report this to the Director immediately.

4.0 Customer Orders

Walk-in

All customers will be encouraged to place orders for delivery. However, we do have one-off customers that do walk-in. In this instance;

- i) Attend to one visitor at a time using office window
- ii) Maintain 2m physical distance at all times
- iii) Ensure the customer completes the "Visitor to Site" form (See attachment) for Contact tracing if the need arises
- iv) Sanitise office when complete

5.0 Customer Orders

Phone Call or Email

Obviously, this is the preferred method for all Sales Orders. To ensure we do all our deliveries in line with COVID-19 protocols outlined by the Government, we must obtain the following information and educate customers on our plans:

- i) All emailed or phoned-in orders must have a Purchase Order Number
- ii) Full details of the delivery address
- iii) Full details of contact person on site that will accept delivery
- iv) Communicate with customer on stock availability and delivery time when to hand
- v) If we have not received an Update on Customers' Site Plan, please enquire and pass on information to our delivery drivers

- vi) There will be no regional deliveries

6.0 Customer Orders - Delivery Dockets

To minimise contact with construction site staff we will use the plan outlined below:

- i) All delivery dockets will be put into Packing Slip pouches and attached to the product
- ii) In order to eliminate person to person contact, we will obtain the contact name and phone number of the person accepting delivery
- iii) A follow up email with a copy of the delivery docket will be sent to the person who placed the order to confirm delivery.
- iv) DAILY CALL SHEET will be created via shared spreadsheet online to replace the Hardcopy Process currently in place

7.0 Supplier Purchases

It is safe to assume that all our suppliers to be set up in line with COVID-19 requirements and prefer to deliver rather than collect arrangements.

In this instance, we will recommend supplier deliveries and work through case by case basis on any collect requirements.

8.0 Entry and Exit Work

All staff must ensure you use the hand sanitiser and frequently wipe down your area of work when you arrive and exit the building.

All disposal PPE must be removed and disposed of in the allocated "PPE Disposal" provided Prior to exiting work.

COVID-19 Alert Level 3 still requires you to remain in your bubble which will minimise the spread of the virus.

This is a very challenging time for all of us but remember we are not alone and we can only work together to win this battle.

We have sacrificed too much to go backwards.