

# AB Electrical

## Covid-19 Level III Policy

### Applicable to Employees and Customers

**We have included policies for both employees and customers in one document so that all parties are aware of requirements, procedures, and precautions being taken.**

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#### **To Our Customers:**

The Management of AB Electrical is committed to providing and maintaining a safe and healthy working environment for its employees, visitors and customers.

To ensure a safe and healthy work environment, management develop and maintain a Health and Safety Management System which will be adjusted and updated based on circumstances.

With the announcements surrounding the move to Alert Level III for Auckland announced on Saturday 27 February 2021, AB Electrical has updated and reinstated its policy with specific accommodation around work practices and hygiene solutions accommodating the specific obligations outlined initially by the NZ Government on 11 August 2020.

We have also considered provisions from industry bodies including Master Electricians and Master Builders.

We are committed to protecting our customers and staff from transmission of COVID-19 by operating in a safe manner in line with the Government requirements and industry guidelines under Alert Level III.

Our business has in place robust systems to manage this. This policy outlines the 'on-site' processes we have in place for our staff to provide service to you.

Please note that this policy relates specifically to the COVID-19 situation under Alert Level III as announced by the NZ Government on 27 February 2021. In addition to this policy, AB Electrical already operate under a Health and Safety Policy which is in place and is reviewed and updated on an annual basis which complements the additional measures under COVID-19 Alert Level III.

Specific obligations on AB Electrical staff when attending a job:

- Our staff will not shake hands with you or touch you or your pets.
- We are subscribing the Govt standard on social distancing which defines:
  - Where practical our team will keep a 2.0m distance from customers.  
  
Where practical we suggest you consider customers locate to another part of the house that we do not need access to, or if you are not required to be on-site to vacate for the time we are on-site.
  - Wherever practical our team will keep a 2.0m distance from each other when working or travelling.
- Our staff will wash their hands before commencing work and again when work is completed. Our staff have received instruction on correct handwashing in accordance with the recommendations of the Ministry of Health.
- We are deploying sanitiser, soap and water in our vans to clean their hands effectively. We do not expect to use your facilities.
- If our staff are working on equipment frequently handled by yourself or family, where practical they will use disposable gloves to minimise unnecessary contact with the surface. If this is not possible/feasible, staff will wash their hands as soon as practicable before and after touching the surface.
- Our staff will clean surfaces being used before and after work has been done.
- We will endeavour to avoid handling documentation between our staff and you the customer with bare hands. Most of the AB Electrical systems are electronic, this includes invoices and electrical certificates. These documents will be delivered to the email inbox you provided to us when booking the job.

For construction sites, this policy is expected to align and integrate with the site COVID-19 Controls Plan as defined by Master Builders. AB Electrical staff recognise and acknowledge the authority of the nominated site person who is responsible for the site COVID-19 Management Plan.

We request the following information from you before we can proceed with the works at your property. Do any of the following apply to you or anyone in your household?

Are there any persons at the property that have been diagnosed with the COVID-19 (Coronavirus) or been in contact with anyone with COVID-19?
Are there any persons at the property that have arrived from overseas in the last 21 days?
Are there any persons at the property that are currently in self isolation or have been in self isolation in the last 21 days?
Are there any persons at the property that are unwell and could potentially have COVID-19 or other symptoms?

**If YES is answered to any of the above questions, this may mean we cannot visit your property, or that we/you must take additional steps for safety.**

We also request that you remove any chattels in your home that you believe we may need to move in order for us to undertake the work we need to do. This minimises any exposure by our team of touching your chattels and is more efficient for us.

## To Our Employees:

### Introduction

AB Electrical understands the establishment and maintenance of a safe and healthy working environment is a major part of our overall responsibilities to all employees, contractors, and visitors in the workplace.

With the current environment and the Government regulations of managing the workplace environment during Alert level III, AB Electrical has developed these procedures to keep our team and our customers safe and reduce the risk of COVID-19.

### Purpose

The purpose of this document is to provide guidelines and spell out our obligations (from both Government obligations and standards set by industry bodies) to effectively reduce the risk of transmitting or contracting COVID-19.

### Hygiene and Required Work Practices

#### Spread of Infectious agents:

Infectious agents can be spread in a variety of ways, including breathing in airborne germs:

- Coughs and/or sneezes release airborne pathogens, which can then be inhaled by others.
- Touching contaminated objects or eating contaminated food.
- The pathogens in a person's faeces may be spread to food or other objects, if their hands are dirty.
- Skin-to-skin contact – the transfer of some pathogens can occur through touch, or by sharing personal items such as clothing or other objects.
- Contact with body fluids – pathogens in saliva, urine, faeces or blood can be passed to another person's body via cuts or abrasions, or through the mucus membranes of the mouth and eyes.

#### Assumption of risk:

The basis of good infection control in the workplace is to assume that everyone is potentially infectious. Procedures always have to be followed. This is no different from treating all cables as live, so should be something that you are used to.

### Preventing the Spread of Coronavirus

#### Customer/client visits and checklist:

Prior to any visits to customers/clients, AB Electrical will request the customer checklist be completed by the customer/client prior to attending the site.

This is to ascertain if there is any heightened risk or exposure for our team to enter and complete the work/task.

#### Hygiene:

Everyone in the workplace should use good hygiene practices by:

- Washing hands with soap and water (minimum 20 seconds) or an alcohol-based hand rub, before entering a work site and commencing work, and again on completion of work. If hands are visibly dirty wash them with soap and water.
- Always washing hands with soap and water before eating and after visiting the toilet.
- Wearing face masks and gloves where practical. We appreciate masks and gloves are not always practical with electrical work.
- Covering their nose and mouth when coughing and sneezing and disposing of used tissues immediately in a waste bin.

#### Procedure:

- Avoid close contact where practical (endeavour to subscribe to social distancing of 2.0 metres where practical)
- Consult Healthline or your health care professional if you feel unwell and stay away from the workplace and public areas
- Use additional supplied PPE when in customer premises as appropriate. Depending on a site-specific risk assessment, this could include:
  - P2 Respirator
  - Clear safety glasses
  - Disposable gloves
  - Disposable overalls
  - Face mask
- Disposing of waste (paper towels, used respirators, disposable gloves etc.) in appropriate waste containers.

#### Management of PPE:

All workers have a responsibility to care for their PPE, the employee is responsible for the maintenance of their PPE so that its effective life is maximised.

Reusable respirators shall be fully cleaned after each use with soap and water or wiped down with disposable alcohol wipes (filters removed)

PPE should be stored in accordance with the manufacturer's instructions. Only store PPE in a clean and fully operational condition. All equipment is to be maintained in accordance with manufactures instructions.

Repair or discard damaged or defective PPE. PPE that is damaged or lost is to be reported to management as soon as practicable (the equipment will be replaced immediately if required).

**On-site procedures are as follows:**

- Do not shake hands or touch anyone you are meeting with.
- Do not interact with any pets or children.
- Keep at least 2.0m distance from any customers where practical
- Use hand sanitizer or soap and water to clean your hands and tools used on site thoroughly before and after every meeting.
- Travel with apprentices between sites shall be in different vehicles, petrol allowances are available.
- Use PPE as required to protect yourself & the customer
- Dispose of disposable safety items correctly into waste bins.
- Please observe AB Electrical basic safety protocols and safe operating procedures as per our Health and Safety Policy.
- Maintain 2.0m distance between tradespeople where practical.
- If you have any safety concerns, please voice these directly to your manager.

**A note from AB Management:**

Please look after yourself during this time, your health and safety is our priority.

We will continue to update you with any changes. This is an unprecedented time and we will need your assistance and co-operation to make this as smooth as possible for everyone, including yourself.

Please speak up if you are not comfortable with a task or situation, you are the only one capable of determining this for yourself.

If you have any questions/concerns about our safety management, please contact our management team at:

- Ph 0800688244 or
- email [office@abelectrical.co.nz](mailto:office@abelectrical.co.nz)