

AB Electrical

Covid-19 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.

To Our Customers:

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

To ensure a safe and healthy work environment, management maintain a Health and Safety Management System which is adjusted and updated based on circumstances at any time.

With the announcement of Auckland moving to Alert Level II, on 07 March 2021, AB Electrical has updated its policy with specific accommodation around work practices and hygiene solutions to cater for the obligations outlined by the NZ Govt and industry bodies.

We remain committed to protecting our customers and our staff from the transmission of COVID-19 by ensuring we operate in a safe manner in line with the Alert Level II guidelines and protocols.

AB Electrical has decided to retain the policy we had implemented at Alert Level III on 01 March 2021 for Alert Level II, with a slight relaxation of the physical distancing guidelines amongst AB Electrical work colleagues. We will endeavour to retain distancing at 2.0m where practical.

Our COVID-19 Policy outlines the worksite processes we have in place for our staff in order to provide service to you, whilst minimizing the risk of COVID-19 transmission.

We also ask that you are both honest and transparent when it comes to the protection of our workers.

In addition to this policy, AB Electrical operate under a Health and Safety Policy which has been in place for some time and is updated on an annual basis.

For construction sites, our 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.

Specific obligations on AB Electrical staff when attending any work site including your residential home.

- Our staff will not shake hands with you or touch you or your pets.
- Social distancing approach:
 - Where practical our team will continue to keep a 2.0m distance from customers. Our team will also endeavour to maintain a safe distance from their work colleagues wherever practical.
 - We ask you endeavour to maintain 2.0m distance from our staff.
- 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 have deployed soap and water in our vans for our staff to wash their hands prior to entering your premises. They are also equipped with hand sanitizer. We do not expect to use your facilities.
- If our staff are working on equipment frequently handled by yourself or family, where feasible they will use disposable gloves to minimise unnecessary contact with the surface. If this is not feasible, staff will sanitise their hands when practicable before and after touching the surface.
- Our staff will clean surfaces being used before and after work has been done.
- We will endeavor 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 your email inbox you provided to us when booking the job.

We require 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 isolation or have been in isolation?

Are there any persons at the property that are unwell and could potentially have COVID-19 (difficulty breathing, coughing, cold like symptoms)?

If YES is answered to any of the above questions, we may want to discuss with you to ensure it is safe to visit your property, or if we must take additional steps for safety.

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 Govt regulations of managing the workplace environment during Alert level II, AB Electrical has created 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 Govt 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 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 ensure that the customer checklist is completed.

This is to ascertain if the premises are safe to enter to complete our work.

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.
- Covering their nose and mouth when coughing and sneezing and disposing of used tissues immediately in a waste bin.

Procedure:

- Avoid close contact with anyone with cold or flu-like symptoms
- Consult a health care professional if you feel unwell and stay away from the workplace and public places
- 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.

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.
- Endeavour to maintain 2.0m distance from 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.
- Use PPE as required to protect yourself and the customer from possible infection.
- 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 distance between tradespeople where possible.
- 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 ask that you continue to take isolation very seriously when not at work so as not to compromise your colleagues. We want to continue to provide assistance to our community to the best of our ability for the foreseeable future.

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.

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

Please understand that this is a state of a global pandemic and we need to do our best to use the skills available to us to support NZ.

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

- Ph 0800688244 or
- email office@abelectrical.co.nz