



COVID 19

RETURN TO WORK CHECKLIST



**ADVANCED
SAFETY**

KEEPING HEALTH AND SAFETY SIMPLE

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Employers and employees need to work together to slow the spread of COVID-19, protect New Zealand and keep each other safe. This means that normal obligations to keep in regular contact and to act in good faith are more important than ever. This is how employers and employees can be kind to one another.

Regular employment and health and safety law applies to all employment relationships – regardless of the circumstances that we find ourselves in.

Now is the time to begin planning for what moving into Level 3, Level 2 and Level 1 may look like for your business.



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"This checklist will help employers to identify how you can keep your workers safe and limit the spread of COVID-19 in the workplace."



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Disclaimer:

In this document, author Matt Jones, Director Advanced Safety looks at the impact of COVID-19 on business health and safety management in New Zealand.

It is important to note that current conditions are changing quickly; this paper was based on information available as of April 13, 2020.

All the information published in this document is true and accurate to the best of the authors' knowledge. The information supplied should not be a substitute for legal advice. No liability is assumed by Advanced Safety Limited for losses suffered by any person or organisation relying directly or indirectly on information contained within.

Please feel free to visit Advanced Safety on [Linkedin](#) and [our website](#) and send us any queries, feedback or updates etc. that you may have.

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We will be happy to share our responses and your feedback.

New Zealand Government COVID-19 Response Levels

Level		Risk Assessment	Range of Measures
4 – Eliminate	Likely the disease is not contained	<ul style="list-style-type: none"> Sustained and intensive transmission Widespread outbreaks 	<p>People instructed to stay at home; Educational facilities closed; Businesses closed except for essential services (e.g. supermarkets, pharmacies, clinics) and lifeline utilities; Rationing of supplies and requisitioning of facilities; Travel severely limited; Major reprioritisation of healthcare services.</p>
3 – Restrict	Heightened risk that disease is not contained	<ul style="list-style-type: none"> Community transmission occurring OR Multiple clusters break out 	<p>Travel in areas with clusters or community transmission limited; Affected educational facilities closed; Mass gatherings cancelled;</p> <p>Public venues closed (e.g. libraries, museums, cinemas, food courts, gyms, pools, amusement parks); Alternative ways of working required and some non-essential businesses should close;</p> <p>Non face-to-face primary care consultations; Non-acute (elective) services and procedures in hospitals deferred and healthcare staff reprioritised.</p>
2 – Reduce	Disease is contained, but risks of community transmission growing	<ul style="list-style-type: none"> High risk of importing COVID-19 OR Uptickin imported cases OR Uptickin household transmission OR Single or isolated cluster outbreak 	<p>Entry border measures maximised; Further restrictions on mass gatherings; Physical distancing on public transport (e.g. leave the seat next to you empty if you can); Limit non-essential travel around New Zealand; Employers start alternative ways of working if possible (e.g. remote working, shift-based working, physical distancing within the workplace, staggering meal breaks, flexible leave arrangements); Business continuity plans activated; High-risk people advised to remain at home (e.g. those over 70 or those with other existing medical conditions).</p>
1 - Prepare	Disease is contained	<ul style="list-style-type: none"> Heightened risk of importing COVID-19 OR Sporadic imported cases OR Isolated household transmission associated with imported cases 	<p>Border entry measures to minimise risk of importing COVID-19 cases applied; Contact tracing; Stringent self-isolation and quarantine;</p> <p>Intensive testing for COVID-19; Physical distancing encouraged; Mass gatherings over 500 cancelled; Stay home if you're sick, report flu-like symptoms; Wash and dry hands, cough into elbow, don't touch your face.</p>

Source: https://COVID19.govt.nz/assets/COVID_Alert-levels_v2.pdf

STEP ONE:

The checklist below is designed for non-essential, New Zealand businesses to undertake immediately while we are in COVID-19 Response Level 4 – Eliminate. Level 4 was initiated by the Government on 25 March 2020.

Tick Yes (Y) if the item has been done, No (N) if it hasn't been done yet, click on the links listed in the Advice column for further information and support. Make use of the notes section to make notes of what you need to do and list your 'ah-ha' moments.

EXTERNAL FACTORS

Item	Y	N	Advice
Identify your main sources of official information			
Monitor New Zealand Government COVID-19 Response Levels (1-4)			PDF
Become familiar with the New Zealand Government COVID-19 Response Levels (1-4)			
Determine whether your business is an essential service and monitor updates from MBIE, covid19.govt.nz and your industry specific websites			MBIE or covid19.govt.nz
Review your regional/national contractual obligations with clients, plant and equipment suppliers and supply chain commitments – identify potential conflicts or items that need to be discussed and agreed			
Review your international contractual obligations with clients, plant and equipment suppliers and supply chain commitments – identify potential conflicts or items that need to be discussed and agreed			
Have you made plans for potential 2 nd wave/return to Level 4			

Notes

INTERNAL FACTORS | GOVERNANCE

Item	Y	N	Advice
Do you have an up-to-date and valid workplace health and safety management system (manual, policy and process documents)			ASL 3 Step Process and FAQ
Review workplace health and safety management system– update as necessary			ASL Review
Do you have an up-to-date and valid workplace Business Continuity Management Plan (manual, policy and process documents)			ASL 3 Step Process
Action company Business Continuity Management Plan			ASL 3 Step Process
Identify and make note of existing resources (capital, time, people, processes, networks, etc.)			

Identify interested parties within the organisation (contractors, temp workers) - review existing Service Level Agreements			
Review company structure (governance, roles, accountabilities)			
Identify restrictions on your products, regional deliveries or operations that are temporarily unavailable, unachievable or currently un-economical			
Develop a revised working from home policy			Request from ASL
Review the HR policies and sickness arrangements to ensure they are robust enough to support the likely implications of COVID-19			
Determine whether your business meets the criteria for applying for a wage grant (e.g. a significant impact of COVID 19 and a 30% decline in revenue in any month from January to June 2020.			

Notes

INTERNAL FACTORS | OPERATIONS

Item	Y	N	Advice
Guidance to your workers on how to set up a safe home office environment has been provided			ASL E Learning
Workers required to complete a self-assessment checklist to ensure they comply with good ergonomic practices			Safe365 COVID-19 Plan
Contact person appointed in your business that workers can talk to about any concerns			ASL E Learning
Online communication with workers (e.g. through Skype or Zoom) is set up and taking place daily			
Workers are aware of the supports available to them (e.g. EAP, Workplace Support, etc.)			EAP or Workplace Support
Workers have been recently reminded of their legal duties (including Health and Safety and Employment Law)			ASL E Learning

Notes

STEP TWO:

The checklist below is designed for non-essential New Zealand businesses to undertake in preparation for our shift into COVID-19 Response Level 3 – Restrict, Level 2 – Reduce and Level 1 – Prepare.

INTERNAL FACTORS I GOVERNANCE

Item	Y	N	Advice
Level 3 & Level 2 Workers are expected to stay at home. Level 1: those who can continue to do their jobs from home identified			
Those workers identified have been given the option to do so			
Workers that have school age dependents offered support with flexible work hours and work from home options			
Workers with existing health conditions that could be significantly exasperated by exposure to COVID-19 Identified and supported with flexible work hours and work from home options			
All workers are aware of the requirement to record their presence (date/time) at work using a sign in/out form			
A process is in place to record their presence (date/time) at work using a sign in/out form			Sign reference "Advanced Safety"
Processes to ensure regular communication and engagement with the workers (around how to safely carry out work in a COVID-19 environment) are in place			Safe365 COVID-19 Plan
The health and safety management plan and work protocols are communicated effectively to workers and visitors before entering the place(s) of work (consider different languages/cultures)			ASL E learning or Google Translate
Health and hygiene standards are established, with input from the workers as well as from official sources (such as covid19.govt.nz and WorkSafe NZ)			covid19.govt.nz or WorkSafe NZ
Isolation and minimisation controls are established and documented, with worker input and minimum controls			ASL 3 Step Process and FAQ

Notes

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INTERNAL FACTORS I OPERATIONS

Item	Y	N	Advice
Posters (such as the free covid19.govt.nz info posters) are placed throughout the workplace			covid19.govt.nz/posters
Workers have been separated into team bubbles and face-to-face interaction between one bubble and another is limited to phone and online conference calls only			
Shifts and breaks are structured to ensure bubbles do not unnecessarily interfere with each other			
Lifts can only be shared with members of the same bubble			

Regular cleaning schedule of workplace established			Safe365 COVID-19 Plan or Checkmate NZ
Hand sanitiser stations at entry and exit points and around the workplace established - access to closed bins in your workplace increased			
A process is in place to record workers and visitors presence (date/time) at work using a sign in/out register			Sine reference "Advanced Safety"
Processes to ensure regular communication and engagement with the workers (around how to safely carry out work in a COVID-19 environment) are in place			ASL 3 Step Process ASL FAQ Safe365 COVID-19 Plan
Have automatic alerts set up on computer systems to remind workers about washing hands and not touching eyes, nose and face			
Instruct your workers to limit contact with others– no shaking hands or touching objects unless necessary			
Workers are aware and routinely reminded to stay home if they are sick, and if they are displaying symptoms of COVID-19 they know to call Healthline for free on 0800 358 5453 or their doctor			Safe365 COVID-19 Plan
Workers have been instructed to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19			Safe365 COVID-19 Plan

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References

Health and Safety at Work Act 2015

Employment Relations Act 2000

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

[COVID-19: health and safety at work - advice for essential businesses](#)

ISO 45001 Occupational Health and Safety

ISO 22301 Business Continuity Management

About

Matt Jones is the Director/Principal Consultant of Advanced Safety, Founder of the Business Leaders New Zealand, Founder of the New Zealand Health and Safety Professionals, Radio host of 'Health and Safety Unplugged' and 'Business Leaders New Zealand', podcast producer and one of the first health and safety professionals to become Health and Safety Association of New Zealand (HASANZ) registered.

Father of five, mentor and volunteer, he is passionate about helping individuals and teams find their confidence and business owners discover what they are truly capable of.

Regularly producing value loaded information and content on radio, social media, live web-based events and public talks, everything he creates is intended to be accessible to as wide an audience as possible.

The reason? To turn the current tide of preventable workplace fatalities in New Zealand and beyond.

"Advanced Safety creator Matt Jones is truly a health and safety savant who specializes in the development of people, businesses and health and safety success. I have worked with Matt from the beginning of my career in the Health and Safety industry. He has helped guide and direct me as I've evolved from a health and safety coordinator to a health and safety manager.

His personable approach has made it easy to understand the legal requirements and how to implement the best health and safety practices applicable for our business.

Stef Cerpa National Health and Safety Manager Contract Construction Ltd

Useful Links

If you would like to learn more about how we can help, send an email: matt@advancedsafety.co.nz or call 021 194 3437

Advanced Safety website: <https://www.advancedsafety.co.nz>

Business Leaders New Zealand website: <https://www.businessleadersnz.co.nz>

New Zealand Health and Safety Professionals website: <https://www.nzhsp.co.nz/>

Health and Safety Unplugged page: <https://www.advancedsafety.co.nz/podcast>

Business Leaders New Zealand LinkedIn Group:

<https://www.linkedin.com/groups/13515366/>

New Zealand Health and Safety Professionals LinkedIn Group:

<https://www.linkedin.com/groups/12018802/>

Advanced Safety Facebook Page: <https://www.facebook.com/healthandsafetymatt>

Advanced Safety LinkedIn Page: <https://www.linkedin.com/company/17877707/>

Advanced Safety Instagram Page: @advancedsafety.co.nz

Advanced Safety YouTube Page:

https://www.youtube.com/channel/UCOhU3SkYf_h5QGIUUpACvng

#bekind

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