

ALERT LEVEL 2

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. There is guidance on what to think about when you're planning a safe return to work here: <http://www.worksafe.govt.nz/>

You **don't** need to send this plan to WorkSafe for review or comment.

Company details

Business name: Old Boys University Rugby Football Club	Manager approval:	Worker representative consultation:
Division/group: n/a		n/a
Contract name:		
Type of work: Community Rugby, Facility	Name of manager:	Name of worker representative:
Date completed: 24/05/2020 Date distributed: 25/05/2020	Michael Langley	n/a
Revision date: 30/09/2020	WRFU	

Refer to WorkSafe guidance on operating safely at alert Level 2 for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you manage the risks of restarting part or all of your operations at Alert Level 2?	<p>Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems.</p> <p><i>Example: Restart the line – carry out restart procedure and sterilise all touch surfaces.</i></p>	Club H&S Representative
	<p>Refer to the attached New Zealand Return to Rugby checklists. These include peer review signoff in areas of; training, facilities and changing rooms.</p>	Club H&S Rep
	<p>Over and above these the Club has put in place extra cleaning measures of all club facilities and equipment in line with MOH and MBIE guidelines for safe operation at Level Two. These include but are not limited to; sanitization processes, three S's of service and contact tracing systems.</p>	
How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?	<p>Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review.</p> <p><i>Example: Ensure our procedures are up-to-date by a daily review of Ministry of Health guidance.</i></p>	Club H&S Representative
	<p>All employees (including contractors) and volunteers will be taken through an initial H&S briefing their first time undertaking work. This includes all players and coaches at their first training session.</p>	Club H&S Rep Coaches & Managers
	<p>At all times the Club will be guided by the latest MOH advice which will be proactively sought and provided by WRFU.</p>	

COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you gather information on your workers' wellness to ensure they are safe and well to work?</p>	<p>Consider: Daily checks on workers' health, discussing options with workers, follow-up procedures for ill workers, contact tracing information.</p> <p><i>Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical and mental health.</i></p> <p>Any persons who are showing any signs of sickness will be asked to stay away until they have been cleared by a medical practitioner.</p> <p>Contact tracing will be undertaken for all facets of the clubs operations and separated by facility; clubroom, changing rooms, green room, field etc.</p>	<p>Team leaders</p> <p>Lead by H&S Rep but all responsible</p>
<p>How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19?</p>	<p>Consider: Who needs to be in the workplace, worker input into different ways of working, what other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport.</p> <p><i>Example: We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p>New entry/exit protocols for all facilities introduced. Supported by contact tracing processes and COVID-19 signage.</p> <p>Players and coaches are asked to attend training/matches in gear ready to go. Immediately following they will be asked to return home to shower.</p> <p>All facilities will be thoroughly cleaned and disinfected between users. This will necessitate the need for a roster of use with strict access times.</p> <p>Where practical PPE will be worn particularly by team medical personnel</p>	<p>Facilities manager to review procedures and order supplies, cleaners to use the new supplies and follow new cleaning procedures</p> <p>H&S Rep in the first instance with support of the full Club Committee</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Consider: Isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline.</p> <p><i>Example: Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</i></p> <p>The Club will immediately contact Healthline and following the steps suggested. Any facilities will be thoroughly cleaned. The Clubs contact tracing procedures will allow for notification to attendees either by the Club or MOH.</p>	<p>Site manager</p> <p>H&S Rep</p>

COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>How will you check to see if your work processes and risk controls are effective?</p>	<p>Consider: Adapting plans as you find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes.</p> <p><i>Example: We need workers' feedback and some speak little English, so we will team up workers with buddies who are more fluent in English at team meetings.</i></p> <p>Constant monitoring and updating of plans/procedures in line with MOH updates. These will proactively sought and provided through organisations such as WRFU, NZR and local Council.</p>	<p>Team leaders</p> <p>H&S Rep</p>
<p>How do any changes impact on the risks of the work you do?</p>	<p>Consider: With workers, review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</p> <p><i>Example: Regular check-ins with workers about how they're coping with the change to shift work.</i></p> <p>Risks associated with contact sport will be mitigated as much as possible by following the lead of WRFU and NZR.</p> <p>The Club will task Coaches and Managers with keeping players updated on changes to protocols. The Club committee will keep any employees (including contractors) up to date on any changes in protocol.</p>	<p>Team leaders</p>

Notes: