



Covid19 – Level 3

DNA Workshop/Office – Safe Work Method Statement

In addition to all the guidelines in our Safe Work at Level 3 policy, the follow specific processes will be implemented at our offices (5c Piermark Drive)

Cleaning

- 1) All shared surfaces will be cleaned prior to the office re-opening on 28th April. This shall include; photocopier, door handles, toilets, basins, kitchen area, inwards goods shelf, cupboard handles, office mobile, stereo, air conditioning remote
- 2) All employees using the office must clean and sanitise their work area (including phone, keypad, desk) at the end of each day
- 3) The last employee leaving the office each day must clean/disinfect all door handles prior to locking up

Signage

- 1) Signage to be put up in kitchen and both bathrooms about proper hand washing
- 2) Signage to be placed in the office about protecting self and workmates

Entry In/Out of Premises

- 1) All employee entry in and out of the workshop is to be logged using SmartTrade Timesheets
- 2) Any other people entering our workshop (for example making Deliveries) must log their time in and time out using the Sign In Register (insert link here)
- 3) No Sales Reps are to visit our offices during Level 3

Deliveries to premises

- 1) Deliveries must be taken directly to the inwards goods station after completing sign in form.
 - a. Details of order numbers being delivered must be text to office mobile 021 863 536 or e-mailed to admin@dnaelectrical.co.nz
 - b. Delivery driver to note time out on form and then leave premises

Safe Working

- 1) Office mobile phone is ONLY to be used by Anna
- 2) Screening questions must be asked for all Servicing & Maintenance job bookings
- 3) Minimum of 1m physical distance must be maintained between employees. Where this is not possible (eg desks facing each other) and physical Perspex barrier will be erected between the desks.