

## **Covid19 – Level 3**

### **Employee Safety Policy for completing Electrical Work during this period**

The following guidelines are applicable to all staff that cannot work from home whether they are office based, completing Servicing, Residential, or Commercial work. Further additional specific guidelines will apply for safe work methods depending on the type of work the staff member is undertaking

#### Transportation

- Maximum of 2 people per vehicle as long as the two people are within the same work bubble AND can maintain 1m distance from each other.
- You must travel home in the same vehicle you arrived to site in
- Wipe down/clean the common touched areas of your vehicle at the start of the day and before you leave each site using anti-bacterial wipes, disinfectant surface spray, or paper towels and anti-bacterial cleaning spray

#### Hygiene (personal & site)

- 1m minimum distance between yourself and others when at work
- 2m minimum distance in “public” situations (eg wholesalers) and when eating
- Use of PPE
  - o If working 1m or further from others
    - disposable gloves are optional
    - facemasks are recommended.
- Minimise contact with “regular touchpoints” eg door handles, lift controls, buttons, locks.
- Wash hands before entering each site. For larger sites this could include washing prior to entering a different building or site area.
  - o Where possible use soap and running water to wash hands; OR if not available
  - o Use hand sanitiser
- If you are smoking or vaping in your work break
  - o ensure you do so in the designated area on site
  - o make sure your smoke/vapor is not going into another person’s breathing zone.
  - o Dispose of butts in designated receptacle on site. If there is none then you need to bring something with you that you can keep in your possession to store used butts in. Do not drop on the ground.
- Eating arrangements
  - o Wash your hands thoroughly before eating
  - o Bring your food from home
  - o Sit 2m apart whilst eating, check for specific site rules for ok locations to eat food.
  - o Do not use shared crockery unless cleaned by Dishwasher
  - o Clean your eating area including disposing of all rubbish and wiping down any tables with disinfectant once you are finished.
  - o Limit use of shared facilities such as coffee machines and water fountains.

- Wash your hands once you have cleaned up before recommencing work.
- Tools
  - Uses disinfectant spray or anti-bacterial wipes to clean any tools you have used/bought onto site (including multiple use respirators)
    - Before work (entering site)
    - After work (or when leaving site and moving to another site during the same day)
  - Do not share tools, phones, or devices

Safe use & disposal of PPE

**Safe practices when using face masks on site**

**Wash hands first**  
Always make sure you wash your hands thoroughly before and after touching a mask.

**Masks**  
There are many different kinds of masks, depending on the task.

**The right side**  
There is a metal clip at the top of the mask.

**Placement**  
Place the metal clip across the top of your nose.

**Attach the mask**  
Attach the mask by pulling the elastic bands over your ears.

**Stretch down**  
Stretch the mask down, so that it covers your chin.

**Adjust**  
Bend the metal clip around your nose so that it sits securely.

**Taking off the mask**  
Pull the elastic bands away from your ears.

**Disposal**  
Always place the used mask in a closed rubbish bin for secure disposal.

**Safe practices when using gloves on site**

**You will need to use gloves:**

**Any time you are completing a manual task**  
Use your usual work safety gloves.

**If you are cleaning any surfaces**  
Use disposable gloves for this and throw them in the bin when you finish cleaning.

**Remember to:**

**Avoid touching your face while wearing gloves**

**Remove your gloves and then wash your hands** prior to eating, drinking or smoking/vaping

**Practice good hand hygiene and good cough and sneeze etiquette** while wearing gloves

Safe Work Distances

- Maintain a minimum distance between yourself and others of 1m when at your work site or on DNA Electrical premises
- If minimum 1m distance cannot be maintained
  - Only complete the works IF they are essential for the stage of the project/task; and
  - Utilise additional controls to minimise the potential for droplet spread eg
    - Wearing PPE (face masks, gloves, and disposable overalls); or
    - Erect physical barriers
- There may be different requirements for specific construction sites. If so, these will be communicated to the relevant employees
- Maintain 2m social distance when outside of your work site (for example Electrical Wholesaler) where a broader source of people could be

## Work Arrangements (work team size and structure)

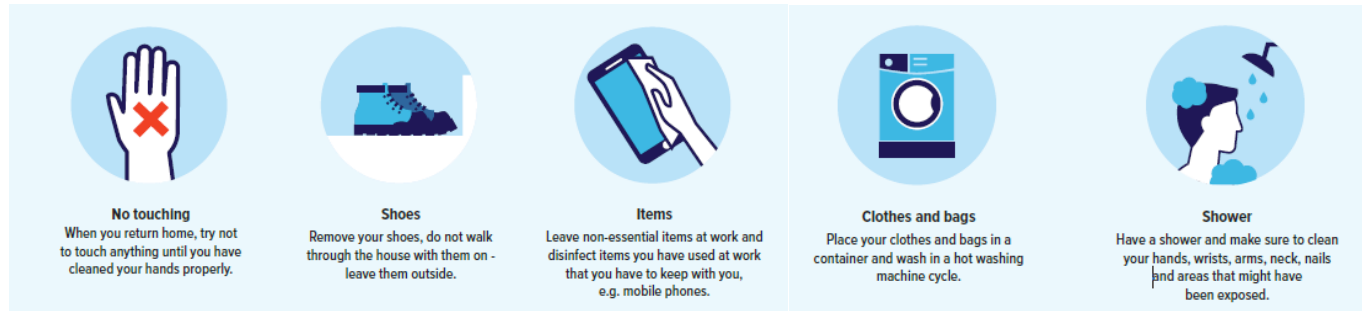
- Small teams/Bubbles
  - o During Level 3 we will maintain consistent small teams/bubbles within our existing work groups (Admin, Commercial, Servicing, Residential). The reason for this is to minimize the number of staff exposed to the virus should someone within our company become infected.
  - o Larger sites will be split into work teams working in separate areas, and smaller construction sites an Electrician and Apprentice will be paired up for the duration of the Level 3 period
- It may be necessary to have one or two employees in multiple teams/bubbles to ensure work can be carried out safely. We will keep this to as much of a minimum as possible.

## Sourcing Materials (Going to Electrical Wholesaler and/or Receiving Deliveries)

- There may be specific delivery receipt rules for different sites. Ensure you are familiar with any specific delivery guidelines for the construction site you are working on
  - o Nominate one person on site to receive all deliveries
- Visiting the wholesaler (keep trips to a minimum - be organised in advance)
  - o Phone your order ahead so staff at branch can pack order for you
  - o Maintain 2m social distancing when at the branch to collect the order.
- Separate guidelines will apply for receipt or material orders to DNA Electrical workshop

## After work

It is important you keep everyone in your home safe from possible infection. When you get home follow these guidelines.



## Contact Tracing

We are required to keep an accurate record of where all employees are and who they come in contact with. To do this we will utilize the Employee Schedule and your Timesheet

- We will ensure the Employee Schedule in SmartTrade is accurately kept up to date and record all client details.
- **You must complete and return to the office your timesheet DAILY. Specify ALL locations visited when you complete your timesheet** (eg if pick up a McDonalds drive through in your lunch break). This is vital part of Government return to work rules under Level 3

## What to do if feeling unwell

- The Personal Health Flowchart on the following page is the guide that we will follow for any staff who are feeling unwell.

- Should any member of our staff be a suspected or confirmed case of Covid-19 anyone in the workplace who has had close contact with that person will be asked to self-isolate at home.
  - o **DNA Electrical management will contact Healthline on 0800 611 116** should this happen and seek advise as to whether that “close contact” will be limited to 24 hours prior or further back and how “close contact” is best defined.

## Personal Health Flowchart

