



COVID-19

**BUILDERS
HANDBOOK**

Alert Level 3

AT Level 3 ITM Stores will be open for contactless trading.

Contactless trading means that all orders being collected from store or delivered to site will be done with physical distancing of 2 meters between all ITM staff members and customers.

At this time customers will not be able to enter our stores to freely buy products from the shelves, orders will need to be pre-arranged so if you do need to come into store place your order ahead of time Contact your ITM store to understand their store processes and any specific requirements that they may have for you.

Plan ahead

With contactless transactions, the more forward planning you do, the better your ITM store will be able to serve your building needs. Where possible get your orders in early to check availability of products and to allow the team to pick and pack your orders for when you need them.

Call your ITM store or contact your ITM sales rep to see how they can help you with this process

To help you get started we have put together a checklist of points to consider when moving out of level 4 for your own sites and some additional tools for you to use on site.

STARTING BACK CHECKLIST

To help you get started, we've put together a checklist of actions you can implement on your building site when moving to Alert Level 3 to help you operate safely.

Check	<input checked="" type="checkbox"/>
Complete a thorough start-up check of any machinery, tools and vehicles	<input type="checkbox"/>
Review your processes for: <ul style="list-style-type: none"> • Contactless pickup and delivery • Staff Management (e.g. staff rooms) • Cleaning procedures 	<input type="checkbox"/>
Review our site traffic management plans: <ul style="list-style-type: none"> • To enable contactless delivery of products 	<input type="checkbox"/>
Activities with customers and suppliers need to be reviewed in line with Level 3 restrictions, (use video calls where possible)	<input type="checkbox"/>
Review all site hazards. As no work has taken place for a number of days, the hazards on site may have changed	<input type="checkbox"/>
Review all work environments to ensure the physical distancing rules are being met	<input type="checkbox"/>
Identify processes that requires staff to work within the physical distancing guidelines and establish PPE required for working within these, e.g. where a two man lift is required.	<input type="checkbox"/>
Ensure PPE is available for staff to use and that where possible equipment and stationery isn't shared	<input type="checkbox"/>
Consider what signage you need in your office and on site	<input type="checkbox"/>
Ensure you have a contact tracing process in place	<input type="checkbox"/>
Ensure that you have a process in place to check that staff are fit for work	<input type="checkbox"/>
Have your addressed issues around any staff now being able to come back to work (over 70s, high risk individuals)	<input type="checkbox"/>
Have the operating plan for level 3 available for all staff	<input type="checkbox"/>
Contact all staff to communicate new procedures and any specific details they need	<input type="checkbox"/>

STARTING BACK CHECKLIST

What do I cover on the first day back operating?

Check	<input checked="" type="checkbox"/>
Complete Staff Toolbox meetings, to go through the new operating procedures and refresh on existing standard operating procedures (SOP's)	<input type="checkbox"/>
Ensure all staff have filled in the Staff contact tracing register	<input type="checkbox"/>
Ensure all staff have washed their hands and used hand sanitiser	<input type="checkbox"/>
Ensure each supervisor goes over responsibilities with their staff members before starting work	<input type="checkbox"/>
Refresher on SOPs and make sure staff are comfortable using equipment	<input type="checkbox"/>
Ensure that physical distancing rules are applied for all break times	<input type="checkbox"/>

THE FIVE STEP GUIDE FOR RETURNING TO WORK-ALERT LEVEL 3

Before Arriving on site

- Each contractor must have a plan detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to workers before they start work.
- Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, the Physical distancing and hygiene protocol must be followed.
- All workers should follow the Personal health flowchart to confirm they are safe to be on site.
- Employers must have an understanding of how workers will travel to and from site and will communicate the site transportation protocol to all.
- Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE as per the Ministry of Health PPE Guide and Worksafe guidelines. When required to use face masks or gloves please follow these processes.

Site Entry

- Only relevant personnel to the workplace are to access the site. All office employees supporting a project will work remotely, where possible.
- A daily register of workers entering and leaving site must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitised after each use. Use your existing sign in register or the example Sign-in register.
- Signage reminding workers of the COVID-19 physical distancing and hygiene protocol will be posted at the site entrance and in common areas where appropriate.

Site Operations

- All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the Physical distancing and hygiene protocol.
- All visitors to the site, such as necessary delivery workers, will be restricted to one person wherever possible. These workers must follow the Site transportation protocol.
- All offices and jobsites must implement cleaning measures as per the Cleaning guide.
- All tools, equipment, plant and vehicles must be used in alignment with the Cleaning guide.
- Toolbox talks should be held with physical distancing in place as per the Physical distancing and hygiene protocol. A COVID-19 level 3 Toolbox Talk is available for use to assist with your Toolbox Talks.
- Additional sanitary measures are to be implemented on site to prevent the spread of COVID-19 e.g. hand washing stations, provision of additional hand sanitizer, provision of disinfectant wiping products, as per the Physical distancing and hygiene protocol.
- Smokers must follow the Physical distancing and hygiene protocol.
- A COVID-19 Response plan must be available and accessible on site.

Leaving Site

- Workers must use the Sign-in register to sign out.
- When Returning home, workers will need to follow the necessary hygiene measures.
- Each site must be cleaned and sanitised at the end of the working day or end of each shift, as per the Cleaning guide.
- All waste and disposable PPE must be removed from site and securely disposed of as per the Cleaning guide.
- Workers must follow the Site transportation protocol.

Management Protocols

- Follow the COVID-19 Manager's Checklist.
- Communicate the site expectations and prevention measures to all workers and contractors.
- You must have a COVID-19 Response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.
- Stay in contact with all workers including those who may be in isolation or working remotely. Conduct Toolbox Talks regularly and keep track where and when workers are on site for contract tracing purposes and ensure they have the correct PPE.
- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.
- Display your QR Code Barcode at all times

USEFUL LINKS

- » [New Zealand COVID-19 Alert Levels](#)
- » [Worksafe](#)
- » [New Zealand COVID-19 Construction Protocols](#)
- » Ministry of Health: www.health.govt.nz



The Site Safe website has tools specific for the construction industry. You can find toolboxes for all types of situations and general information on CV19. Site Safe: www.sitesafe.org.nz/news--events/covid-19/

HELPFUL TOOLS

- » [Daily Toolbox Meeting Template](#)
- » [Order Form](#)

POSTERS

- » [6 Steps for Hygiene](#)
- » [Physical distancing](#)