

Policy on controlling the risks of infectious diseases in the workplace

In order to restrict and reduce the risk of infection in the workplace, we (as a PCBU) will:

- have systems in place that assess the risk of and prevent, detect and control the risk of infection
- ensure sufficient resources are available to secure effective prevention and control of infection
- ensure Employees, Contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow
- ensure information is obtained from and shared with other PCBU's we work with
- ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition
- ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment
- ensure that a suitable cleaning schedule is in place and followed including routinely cleaning all frequently touched surfaces in the workplace (site toilets, lunchrooms, workstations, countertops, phones, light switches, doorknobs)
- ensure there are suitable and sufficient tissues, hand washing facilities, sanitizer and no-touch bins where appropriate
- educate all Workers on cough and sneeze etiquette and correct hand washing technique
- ensure suitable information on infections is provided to customers and visitors, including the importance of hand washing and physical-distancing by all (Level 2 or below)
- ensure contact tracing processes are in place, including a register of all Workers and visitors to site (Level 2 or below for customers and visitors)
- ensure all Workers co-operate with our control of infection procedures
- provide regular suitable training, including induction training to all Workers on the prevention and control of infection
- keep a record of all training and updates to Workers
- stagger start, break and finish times so that fewer people are together at once
- cancel overseas travel
- ensure Workers returning from overseas are complying with self-isolation requirements, and are set up to work from home if possible
- restrict domestic travel
- cancel group training sessions or conferences
- work with clients/customers by phone, email, video call/online
- if face to face meetings must take place (Level 2 or below), ensure that facilities are suitable to minimise the spread of infection e.g. allowing a distance of at least two metres between participants
- consider whether Workers may work from home
- actively encourage Workers to stay home at the first signs of illness and not to return until they are free of symptoms for at least 24hrs
- ensure information regarding infection is passed on to any other person, as necessary
- ensure individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care
- inform the Ministry of Health of any outbreaks relating to infection
- receive external advice if necessary

For additional support and instruction, please feel free to contact us – admin@safesite.co.nz