





Timberlands Limited
 Covid19 Restart and Remain Safe Procedures and Practices Standard

COVID-19 Alert Level 3
SRP Sign Off Sheet

Name of PCBU: _____

I / We certify that the following re-Start Approval and Effectiveness Monitoring Forms have been verified by both Timeberlands and the PCBU as completed, or where gaps exist, a corrective action plan is in place and will be closed within 5 working days of this Approval.

- RE-START RISK PLAN (SRP) | CHECKLIST 1**
APPROVAL AND EFFECTIVENESS MONITORING FORM

- RE-START RISK PLAN (SRP) | CHECKLIST 2**
APPROVAL AND EFFECTIVENESS MONITORING FORM

- RE-START RISK PLAN (SRP) | CHECKLIST 3**
APPROVAL AND EFFECTIVENESS MONITORING FORM

- RE-START RISK PLAN (SRP) | CHECKLIST 4**
APPROVAL AND EFFECTIVENESS MONITORING FORM


It is a requirement that copies of each of the four Checklists are attached to this Sign Off Sheet. Any corrective actions should clearly be written up in the comments section of each Checklist.

Title	Name	Signature & Date
PCBU Manager Approval:		
TL Contract Manager Approval:		
TL Senior Manager Approval:		

Signature & Date:

Signature & Date

Robert Green
Timberlands CEO Acknowledgement

Carl Stent
Timberlands OHS Lead Acknowledgement



**RE-START RISK PLAN (SRP) | CHECKLIST 1
APPROVAL & EFFECTIVENESS MONITORING FORM**

**State of Preparedness and Readiness to Manage COVID-19 Public Health Requirements
Associated with PCBU's Obligations for Home, Travel and Work Bubbles**

(Please note that PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. Industry best practice is the starting place for all reasonably practicable steps.)

SRP FOCUS AREA	TIMBERLANDS SRP EVIDENCE EXPECTATIONS	NO	YES	N/A
BEFORE GETTING TO WORK	1. Work travel plans for each work team member compliant with Travel to and from Work and Physical distancing and transport requirements. See https://safetree.nz/resources/covid-19/			
	2. Remote communications established and working			
	3. Covid19 PPE and hygiene materials planned for and available			
	4. Toileting and meal breaks planned to maximise person to person distancing and Covid19 hygiene standards			
	5. Team rosters finalised to Covid-19 NZ Forestry protocols			
	6. Covid-19 inductions completed including worker familiarity with Personal Health Flowchart. See https://safetree.nz/resources/covid-19/			
	7. Home bubble Covid-19 check list declaration from each passenger before entering work vehicle <ul style="list-style-type: none"> - No breach in home bubble or contact with other bubbles - Record of worker symptoms, fever, coughing or shortness of breath, consider body temperature checks - Vehicle and traveller hygiene confirm, and hands washed prior to entry - Minimum person width distance between passengers - Face masks worn while in vehicle - Comply with Travel to and from Work requirements. See https://safetree.nz/resources/covid-19/ 			
	8. Contact tracing procedure and documentation in place			
	9. Travel bubble validation process in place <ul style="list-style-type: none"> - Daily record of compliance - Daily record of issues that arise - Covid-19 specific emergency plans for personal injury incidents 			
WHEN GETTING TO WORK	10. Work bubble mapping for specific work teams and activities <ul style="list-style-type: none"> - Hygiene maintenance procedures - Social distancing procedures - Site maps and Covid19 related training per task - Activity specific requirements 			
	11. Covid-19 safety briefing in place <ul style="list-style-type: none"> - Daily pre-start format - TL Weekly informed consent worker declaration obtained - Worker daily feedback records 			
	12. Contact traceability procedure and documentation in place			
WHILE AT WORK	13. Visitor management for work bubble requirements			
	14. Site management for work bubble requirements <ul style="list-style-type: none"> - Separation plans, barriers, limited access points 			



	15. People and vehicle movement plans per site			
	16. Work bubble management procedures for plant, equipment, vehicles, workspace, and machinery. See https://safetree.nz/resources/covid-19/			
WHEN LEAVING WORK	17. Work bubble clean and tidy up for next day			
	18. Close of day safety briefing			
	19. Adherence to travel bubble plans worker return to home bubble consistent with Travel to and from Work and Physical distancing and transport options requirements. See https://safetree.nz/resources/covid-19/			
	20. Travel bubble checked before entering work vehicle			
EMERGENCY PREPAREDNESS	21. Extend current PCBU emergency management plans to ensure safety of workers to Covid-19 public health requirements. See https://safetree.nz/resources/covid-19/			
	22. Show first aid treatment procedures that includes Covid-19 public health standards			
COMMENTS AS REQUIRED				



RE-START RISK PLAN (SRP) | CHECKLIST 2
APPROVAL & EFFECTIVENESS MONITORING FORM

State of Preparedness & Readiness to Manage all New, Amplified, or Extraordinary OHS Risks Including Emergency Management During the Period of COVID-19

(Please note that PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. Industry best practice is the starting place for all reasonably practicable steps.)

SRP FOCUS AREA	TIMBERLANDS SRP EVIDENCE EXPECTATIONS	NO	YES	N/A
PEOPLE	1. Covid19 anxious or mentally and physically vulnerable workers, age, or existing health condition			
	2. Physical condition to work pre-lock down hours and output			
	3. Worker return to work and potential over enthusiasm and confidence leading to complacency			
	4. Lockdown sleep patterns vs back at work sleep patterns and mental fatigue			
	5. New and modified work practices due to Covid19			
	6. Effects on workforce capacity when affected by presence of Covid19 symptoms			
	7. Increased need for driver inductions and permit requirements			
	8. Increased complexity regarding visitor management at high risk sites			
	9. Other identified by the workers			
VEHICLE	10. Increase in number of vehicles on a worksite and forest roads			
	11. Increased number of light vehicle users and potentially not familiar or experienced on forest roads			
	12. Maintenance checks on light and heavy vehicles following long shut down period and introduce of potential new hire vehicles			
	13. Other identified by the workers			
EQUIPMENT AND MACHINERY	14. Changes in service and maintenance crew operations due to Covid19			
	15. Unique maintenance demands on key machinery or plant post lockdown			
	16. Other identified by the workers			
PRODUCTION VS. SAFETY	17. Extreme production and commercial pressures			
	18. Weekly safety briefing and worker declaration with informed consent			
	19. Daily opportunity for worker concerns and feedback			
EMERGENCY PREPAREDNESS	20. Extend current PCBU emergency management plans to ensure safety of workers to Covid19 public health requirements. See https://safetree.nz/resources/covid-19/			
	21. Show first aid treatment procedures that includes Covid19 public health standards			



COMMENTS AS REQUIRED				
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RE-START RISK PLAN (SRP) | CHECKLIST 3
APPROVAL & EFFECTIVENESS MONITORING FORM

Expectations for Evidence of Workers and Others Understanding, Involvement and Engaged Participation in Your SRP, Including Informed Consent

(Please note that PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. Industry best practice is the starting place for all reasonably practicable steps.)

SRP FOCUS AREA	TIMBERLANDS SRP EVIDENCE EXPECTATIONS	NO	YES	N/A
SRP AWARENESS AND UNDERSTANDING	1. Workers are familiar with the SRP			
	2. Workers have had an opportunity to add to and improve the SRP where necessary			
	3. Other PCBU who service your work or to whom your delivery services have regularly reviewed your SRP with you			
	4. Any subcontractors who work on your behalf are fully involved and regularly agree to participate and comply with your SRP			
	5. Where you service delivers Timberlands products you have regularly considered their gained their understanding and commitment			
WORKER SAFETY MEETINGS	6. Daily start of day, during the day and end of day safety meeting are held remotely or at distance and a record is held of the safety meeting			
	7. A weekly minimum Covid-19 related safety briefing is held remotely or at distance with all suppliers to your operations and workers with a record held of the safety briefing			
CASE MANAGEMENT	8. There is case management procedure that follows the Case Management of Suspected or Confirmed case of Covid-19. See https://safetree.nz/resources/covid-19/			
WORKER SUPPORT	9. Demonstrate case management support intentions for workers affected by Covid-19 symptoms, home bubble Covid-19 issues or confirmation that anyone in their home is confirmed with Covid-19, including EAP support.			
	10. Demonstrate worker support intentions for loss of income or wages including welfare support where exposure to Covid-19 has occurred			
WORKER INFORMED CONSENT DECLARATION	11. A weekly Worker Informed Consent Declaration as required by Timberlands. See Appendix 2 of the Covid-19 OHS Restart and Remain Safe Procedures and Practices Standard (abridged version).			
COMMENTS AS REQUIRED				



**RE-START RISK PLAN (SRP) | CHECKLIST 4
APPROVAL & EFFECTIVENESS MONITORING FORM**

**Expectations for Monitoring & Assurance Checks to Assist TL Oversight that
the PCBU's SRP is Regularly Validated for its Effectiveness**

(Please note that PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. Industry best practice is the starting place for all reasonably practicable steps.)

SRP FOCUS AREA	TIMBERLANDS SRP EVIDENCE EXPECTATIONS	NO	YES	N/A
BEFORE GETTING TO WORK	1. Weekly appraisal by PCBU of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
	2. Fortnightly validation with TL Account or Relationship Manager of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
WHEN GET TO WORK	3. Weekly appraisal by PCBU of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
	4. Fortnightly validation with TL Account or Relationship Manager of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
WHILE AT WORK	5. Weekly appraisal by PCBU of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
	6. Fortnightly validation with TL Account or Relationship Manager of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
WHEN LEAVE WORK	7. Weekly appraisal by PCBU of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
	8. Fortnightly validation with TL Account or Relationship Manager of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
EMERGENCY PREPAREDNESS	9. Weekly appraisal by PCBU of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
	10. Fortnightly validation with TL Account or Relationship Manager of SRP Covid19 and non Covid19 OHS management effectiveness including worker participation			
COMMENTS AS REQUIRED				