



Timberlands Limited COVID-19 Alert Level 3

SIGN OFF SHEET

for SRP Requirement Checklists

Name of PCBU: _____

Each PCBU entering or leaving the KT Estate must validate that they have preparedness and readiness to manage COVID-19 public health requirements in their Safety Risk Plan (SRP).
(Please note: PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. FISC Industry best practice is the starting place for all reasonably practicable steps.)

I / We certify that the following COVID-19 Level 3 SRP Requirements CHECKLISTS 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.



Checklist 1: Public Health Requirements



Checklist 2: New, Amplified or Extraordinary OHS Risk



Checklist 3: Workers & Others Understanding & Involvement



Checklist 4: Monitoring & Assurance Expectations

1. **It is a requirement** that copies of each of the four Level 3 Checklists are attached to this Sign Off Sheet.
2. **Any corrective actions** should be clearly written up in the comments section of each Checklist.

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

Timberlands Limited, OHS Lead Acknowledgement:

Signed by Carl

Stent: _____ Date: _____

Timberlands Limited COVID-19 Alert Level 3

CHECKLIST 1

SRP Requirements



Public Health Requirements

Each PCBU entering or leaving the KT Estate must validate that they have preparedness and readiness to manage COVID-19 public health requirements in their Safety Risk Plan (SRP).

(Please note: PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. FISC 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. Travel plans to and from work, physical distancing and transport requirements. See https://safetree.nz/resources/covid-19/ | | | |
| | 2. Remote communications established and working. | | | |
| | 3. COVID-19 PPE and hygiene materials planned for and available. | | | |
| | 4. Toileting and meal breaks planned to maximise person to person distancing and COVID-19 hygiene standards | | | |
| | 5. Team rosters finalised to COVID-19 NZ Forestry protocols. See https://safetree.nz/resources/covid-19/ | | | |
| | 6. COVID-19 inductions completed including worker familiarity with Personal Health Flowchart. See https://safetree.nz/resources/covid-19/ | | | |
| | 7. Comply with Travel to and from Work requirements. See https://safetree.nz/resources/covid-19/ | | | |
| | 8. COVID-19 Tracer QR Code displayed at work site. Contact tracing procedure and documentation in place | | | |
| WHEN GETTING TO WORK | 9. Work bubble mapping for specific work teams and activities <ul style="list-style-type: none"> - Hygiene maintenance procedures - Social distancing procedures - Activity specific requirements. | | | |
| | 10. COVID-19 safety briefing in place <ul style="list-style-type: none"> - Daily pre-start format - Worker daily feedback records | | | |
| | 11. Contact traceability procedure and documentation in place. | | | |
| WHILE AT WORK | 12. Visitor management for work bubble requirements. | | | |
| | 13. Work bubble management procedures for plant, equipment, vehicles, workspace, and machinery. See https://safetree.nz/resources/covid-19/ | | | |
| WHEN LEAVING WORK | 14. Work bubble clean and tidy for next day. | | | |
| | 15. Close of day safety briefing. | | | |
| | 16. Adhere to travel to and from work, physical distancing and transport option requirements. See https://safetree.nz/resources/covid-19/ | | | |
| | 17. Travel bubble checked before entering work vehicle. | | | |
| EMERGENCY PREPAREDNESS | 18. Extend current PCBU emergency management plans to ensure safety of workers meet COVID-19 public health requirements. See https://safetree.nz/resources/covid-19/ | | | |
| | 19. Show first aid treatment procedures that include COVID-19 public health standards. | | | |

COMMENTS AS REQUIRED:

CHECKLIST 2

SRP Requirements



New, Amplified or Extraordinary OHS Risk

Each PCBU entering or leaving the KT Estate must validate that they have preparedness and readiness to manage COVID-19 public health requirements in their Safety Risk Plan (SRP).

(Please note: PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. FISC 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. COVID-19 anxious or mentally and physically vulnerable workers, elderly workers, or workers with existing health conditions. | | | |
| | 2. Physical condition to work pre-lock down hours and output. | | | |
| | 3. Lockdown sleep patterns vs back at work sleep patterns and mental fatigue. | | | |
| | 4. New and modified work practices due to COVID-19 | | | |
| | 5. Effects on workforce capacity when affected by presence of COVID-19 symptoms | | | |
| | 6. Increased complexity regarding visitor management at high risk sites | | | |
| | 7. Other people related risks identified by workers. | | | |
| VEHICLE | 8. Increase in number of vehicles on worksites and forest roads | | | |
| | 9. Increased number of light vehicle users and potentially not familiar or experienced on forest roads. | | | |
| | 10. Other vehicle related risks identified by workers. | | | |
| EQUIPMENT & MACHINERY | 11. Changes in service and maintenance crew operations due to COVID-19. | | | |
| | 12. Unique maintenance demands on key machinery or plant, post lockdown. | | | |
| | 13. Other equipment & machinery related risks identified by workers. | | | |
| PRODUCTION VS. SAFETY | 14. Extreme production and commercial pressures. | | | |
| | 15. Weekly safety briefing and worker declaration with informed consent. | | | |
| | 16. Daily opportunity for worker concerns and feedback. | | | |
| EMERGENCY PREPAREDNESS | 17. Extend current PCBU emergency management plans to ensure safety of workers meet COVID-19 public health requirements. See https://safetree.nz/resources/covid-19/ | | | |
| | 18. Show first aid treatment procedures that include COVID-19 public health standards. | | | |

COMMENTS AS REQUIRED:

Timberlands Limited COVID-19 Alert Level 3

CHECKLIST 3

SRP Requirements



Workers & Others Understanding & Involvement

Each PCBU entering or leaving the KT Estate must validate that they have preparedness and readiness to manage COVID-19 public health requirements in their Safety Risk Plan (SRP).

(Please note: PCBU's must take all reasonably practicable steps to eliminate the threat of harm to workers in and around their operations. FISC 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 & 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's who service your work you deliver services to, 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 your service delivers Timberlands' products, you have regularly gained their understanding and commitment. | | | |
| | 6. Where a 3 rd Party contractor services your business, they understand your SRP and know that they must complete an SRP for Timberlands Limited to approve. It is the responsibility of a TL contractor to ensure all 3 rd parties conform to this requirement. | | | |
| WORKER SAFETY MEETINGS | 7. Daily start of day, during the day and end of day safety meetings are held remotely or at distance and a record is held of the safety meetings. | | | |
| | 8. 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 this safety briefing. | | | |
| CASE MANAGEMENT | 9. There is a 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 | 10. 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. | | | |
| | 11. Demonstrate worker support intentions for loss of income or wages, including welfare support, where exposure to COVID-19 has occurred. | | | |
| WORKER INFORMED CONSENT DECLARATION | 12. A weekly Worker Informed Consent Declaration is required by Timberlands Limited. See Appendix 2 of the COVID-19 OHS Restart and Remain Safe Procedures and Practices Standard (abridged version). | | | |

COMMENTS AS REQUIRED:

Timberlands Limited COVID-19 Alert Level 3

CHECKLIST 4

SRP Requirements



Monitoring & Assurance Expectations

Each PCBU entering or leaving the KT Estate must validate that they have preparedness and readiness to manage COVID-19 public health requirements in their Safety Risk Plan (SRP).

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| FOCUS AREA | TIMBERLANDS SRP EVIDENCE EXPECTATIONS | NO | YES | N/A |
|------------------------------|--|----|-----|-----|
| BEFORE GETTING TO WORK | 1. Weekly appraisal by PCBU of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |
| | 2. Fortnightly validation with TL Account or Relationship Manager of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |
| WHEN GET TO WORK | 3. Weekly appraisal by PCBU of SRP COVID-19 and non COVID-19 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 COVID-19 and non COVID-19 OHS management effectiveness including worker participation | | | |
| | 6. Fortnightly validation with TL Account or Relationship Manager of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |
| WHEN LEAVE WORK | 7. Weekly appraisal by PCBU of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |
| | 8. Fortnightly validation with TL Account or Relationship Manager of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |
| EMERGENCY PREPAREDNESS | 9. Weekly appraisal by PCBU of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |
| | 10. Fortnightly validation with TL Account or Relationship Manager of SRP COVID-19 and non COVID-19 OHS management effectiveness including worker participation. | | | |

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