

COVID-19 Alert Levels Workplace Risk Management Standard

Introduction

Nga hoa i te haumaruru (Partners in Safety)

It is our intent to be safe in both COVID-19 and *non* COVID-19 times therefore we seek and require full involvement of all PCBUs in the Kaingaroa Timberland (KT) estate value supply chain to successfully achieve a **safe restart and remain safe for all COVID-19 Alert Levels**. In developing our COVID-19 response, our partners in safety include government agencies, industry stakeholders, workers, communities, and the families that make up the fabric of our workplaces.

The safe restart of operational activities in the KT estate is structured by government process, industry protocol and individual requirements set by TL.

Applicable to all TL contractors, suppliers and PCBU in the KT Value Chain

This document defines the standards and obligations required by Timberlands for all PCBUs engaged by Timberlands - that grow, gather, process, distribute, maintain, support, administrate and consume production outputs from the KT forest estate. The requirements of this standard are mandatory while there is any level of COVID-19 Alert present in New Zealand.

The purpose of this standard is to guide your development of a COVID-19 Safety Risk Plan (SRP) to ensure that restart of operational activity is safe - and remains safe at all Alert Levels required by Government in response to COVID-19.

Fundamental to the SRP is both COVID-19 Public Health requirements for safe disease management and workplace safety to ensure all PCBU's have taken all reasonably practicable steps to consult, coordinate and cooperate on how to eliminate harm to workers. Both public health and workplace safety requirements are seamlessly connected and must always co-exist in the workplace.

Workplace safety is often linked to a specific set of circumstances in the workplace - however, **public health safety** involves a general set of circumstances with no separation between work, travel, and home (community). Public health safety requires full regulatory compliance to ensure that containment of COVID-19 cannot be spread or be transmitted by poor or inconsistent practice in the workplace. The following high-level direction is given to all PCBUs in the KT value chain. A flowchart for each step is provided at Appendix 1.

General directions given to all PCBUs by Timberlands

Guidance material is provided by the Government regarding health and safety in the workplace while COVID-19 Alerts Levels are in place. COVID-19 Protocols for NZ Forestry Industry Operations have been developed by the Forestry Industry and form the detailed basis of the guidance material to the TL Standard. Click this link for Safetree guidelines and resources <https://safetree.nz/resources/covid-19/>

General guidance for public health in the workplace requires:

1. General hygiene provisions (GHP) to contain spread of COVID-19
2. Managing government expectation of 'living in your bubble'
3. Person to person distancing measures to contain spread of COVID-19
4. PPE to protect individuals from the spread COVID-19

5. Measures to find and detect potential symptoms of COVID-19 coming into or leaving the workplace
6. Monitoring the mental wellbeing of workers

Timberland expects that prior to commencing any work (the restart), on or from the KT estate, all PCBUs are to provide a COVID-19 Safety Risk Plan (SRP) with supporting information in four critical areas. The relevant Timberlands relationship or contract manager will verify the following.

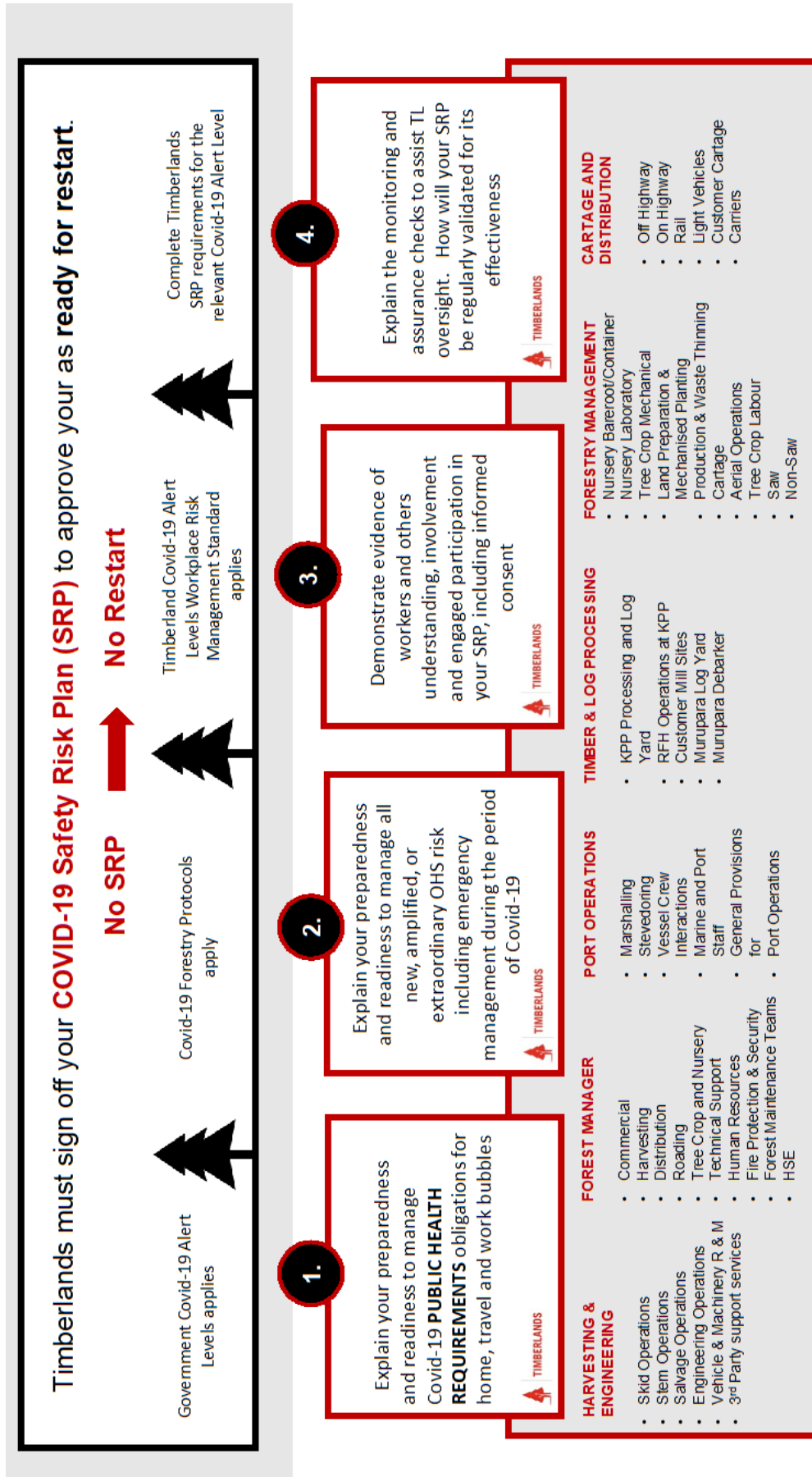
1. State of preparedness and readiness to manage COVID-19 **public health requirements** associated with PCBU’s obligations for home, travel and work bubbles.
2. State of preparedness and readiness to **manage all new, amplified or extraordinary OHS risks** including emergency management relevant to COVID-19 Alert Level period of COVID-19.
3. Evidence of **workers** and others understanding, involvement and engaged **participation** in your SRP including informed consent they understand and acknowledge their role in the SRP.
4. **Monitoring and assurance** checks to assist Timberlands’ oversight that the PCBU’s SRP is regularly validated for its effectiveness.

Activity within which the KT value chain requires a SRP

The following areas of the business are all required to satisfy the requirements of this Standard.

<p>Harvesting and Engineering</p> <ol style="list-style-type: none"> 1. Skid Operations 2. Stem Operations 3. Salvage Operations 4. Engineering Operations 5. Vehicle & Machinery Repairs & Maintenance 6. 3rd Party support services 	<p>Cartage and Distribution</p> <ol style="list-style-type: none"> 1. Off Highway 2. On Highway 3. Rail 4. Light Vehicles 5. Customer Cartage Carriers
<p>Forestry Management</p> <ol style="list-style-type: none"> 1. Nursery Bareroot/Container 2. Nursery Laboratory 3. Tree Crop Mechanical <ul style="list-style-type: none"> ● Land Preparation & Mechanised Planting ● Production & Waste Thinning ● Cartage ● Aerial Operations 4. Tree Crop Labour <ul style="list-style-type: none"> ● Saw ● Non-Saw 	<p>Forest Manager Office</p> <ol style="list-style-type: none"> 1. Commercial 2. Harvesting 3. Distribution 4. Roding 5. Tree Crop & Nursery 6. Technical Support 7. Human Resources 8. Fire Protection & Security 9. Forest Maintenance Teams 10. Health, Safety & Environment
<p>Port Operations</p> <ol style="list-style-type: none"> 1. Marshalling 2. Stevedoring 3. Vessel Crew Interactions 4. Marine and Port Staff 5. General Provisions for Port Operations 	<p>Timber and Log Processing</p> <ol style="list-style-type: none"> 1. KPP Processing & Log Yard 2. RFH Operations at KPP 3. Customer Mill Sites 4. Murupara Log Yard 5. Murupara Debarker

Appendix 1 – Flowchart for completing Restart Safety Risk Plan (SRP)



Appendix 2 – Worker Informed Consent Declaration

SAFETY BRIEFING INFORMED CONSENT WORKER DECLARATION

(To be completed regularly to meet requirements of the different COVID-19 Alert Levels):

Week Starting:	
Name of Worker:	
Name of Employer:	
Unique ID (if applicable):	
	(Please tick)
1. I confirm that neither I nor any of the people I share my home / bubble with are displaying any COVID-19 symptoms.	<input type="checkbox"/>
2. I confirm that I am familiar with my employers Safety Risk Plan (SRP) and fully understand what I must do at work to maintain my safety, the safety of others and to minimise risk of spreading COVID-19.	<input type="checkbox"/>
3. I confirm that the company I work for has provided me with all the necessary PPE, personal hand cleaning and machine sanitisation resources to be safe and that I agree to follow all the requirements to be safe in this time of COVID-19.	<input type="checkbox"/>
4. I confirm that I have fully participated in the daily pre-start safety meetings from last week and will participate in the daily pre-start meetings for the coming week ahead.	<input type="checkbox"/>
5. I agree to fully participate in the work I am expected to do and have been informed of the risks associated with COVID-19.	<input type="checkbox"/>
Signed:	
Date:	