

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. There is more information here: [worksafe.govt.nz](https://www.worksafe.govt.nz)

You **don't** need to send this plan to WorkSafe for review or comment.

Company details

Business name: Swimming Auckland	Board approval: 01 Dec 2021	Worker representative consultation: Kate
Type of work: Competitive swimming events and administration		Name of worker representative: Brett
Date completed: 24/11/21 Date distributed: 26/11/21		
Revision date: 31/01 2022		

Refer to WorkSafe guidance for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you manage the risks of restarting part or all of your operations when required?	<p>By; Working from home as much as possible, hygiene requirements (surfaces, separation, toilet, Masks),</p> <p>Using Skeleton officials / volunteers. Limiting spectators and Managers Working with facility management Following Sport NZ and SNZ guidelines Developing vaccination policies and procedures</p>	CEO / Administrator
How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?	<p>By; Providing guidance, meetings to discuss distancing and hygiene (including pre-meet), regular review.</p> <p><i>Ensuring our procedures are up-to-date by a daily review of Ministry of Health guidance.</i></p> <p>Using Skeleton officials / volunteers. Limiting spectators and Managers Working with facility management Following Sport NZ and SNZ guidelines Developing vaccination policies and procedures</p>	CEO / Administrator

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<p>How will you gather information on your workers' wellness to ensure they are safe and well to work?</p>	<p>Regular checks on workers' / volunteers health, discussing options, follow-up procedures, contact tracing information.</p> <p><i>Find out if workers / volunteers are well when they come to work / events, we will ask basic questions about their physical and mental health.</i></p>	<p>CEO / Administrator</p>
<p>How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19?</p>	<p>Who needs to be in the work / event place, what other people or user groups we'll have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, training requirements, physical separation or PPE requirements.</p> <p><i>We will review guidance on the Ministry of Health website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></p> <p>Using Skeleton officials / volunteers. Limiting spectators and Managers Working with facility management Following Sport NZ and SNZ guidelines Developing vaccination policies and procedures</p>	<p>CEO / Administrator to review procedures and order supplies</p>
<p>How will you manage an exposure or suspected exposure to COVID-19?</p>	<p>Isolation procedures, including proactive isolation, gathering and using event contact tracing information, clean down procedures, contacting Healthline for guidance, liaising with facility management and SNZ</p>	<p>Facility manager Meet Director H&S Officer</p>

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	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you check to see if your work processes and risk controls are effective?	Continual and regular review of MOH, Sport NZ and SNZ guidelines. Consultation with facility management. Gathering feedback from members and event attendees.	<i>CEO/Board</i>

Notes: