

# 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: NZ Farmers Livestock Ltd	Manager approval:	Worker representative consultation:
Division/group: Livestock		
Contract name: Regional Livestock Manager	Name of manager:  Stephen Morrison	Name of worker representative:
Type of work: Covid-adjusted Livestock Saleyards activities		
Date completed: 31/08/2021      Date distributed: 31/08/2021		
Revision date: 06/09/2021 if not before		

Refer to WorkSafe guidance for more detail.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<b>How will you manage the risks of restarting part or all of your operations when required?</b>	<p>Thorough pre-planning and team-wide communication and input. Clear agreed procedures. Only healthy staff happy to participate. Limited numbers of staff and others involved. Masks compulsory (other than for the very controlled exception whilst the auctioneer is actually auctioneering – as detailed in the operating protocol), gloves as appropriate. Regularly sanitizing of surfaces – hourly minimum for multiple person contact areas. Suitable sanitizer.</p> <p>Auctioneers public address to include applicable level protocols.</p> <p>People flow paths set up and designated seating/standing areas to achieve 1m and wherever feasible 2 m spacings.</p> <p>Paperless sales for buyers.</p> <p>No attending vendors (unless there as buyer, staff). Further detail as below and per operating protocol.</p> <p>QR Code scanning available as well as manual register for staff and public attendees, this will be strictly policed.</p>	Steve Morrison, Bill Sweeney, Regional Manager involved, Mischa Hull as relevant, AA Yard Manager as relevant
<b>How will you ensure all workers are able to keep themselves safe from exposure to COVID-19?</b>	<p>Pre-engagement (ahead of sale plus discussion immediately before work commencement) to ensure all in the loop and able to communicate position, requirements and any concerns. Mandatory face masks. Face shields, gloves and sanitizer available to staff. Use strongly encouraged.</p> <p>Constant review of MOH COVID updates.</p> <p>QR Code scanning available as well as manual register for staff and public attendees, this will be strictly policed.</p>	Individual team leaders/managers

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<p><b>How will you gather information on your workers' wellness to ensure they are safe and well to work?</b></p>	<p>Verbal inquiry ahead of the sale, but a requirement for all to sign a declaration prior to each sale that they are safe and well to work.</p> <p>Staff are required to scan QR Code or record required details in a register upon arrival at saleyards.</p> <p>Managers will discuss and check on staff members health and ensure no issues.</p> <p>Staff will be required to disclose if they meet any of the criteria:</p> <ul style="list-style-type: none"> <li>• They are sick</li> <li>• They have a confirmed case of COVID-19</li> <li>• They have been in close contact with someone who has confirmed COVID-19</li> <li>• They believe that they have been in contact with anyone with a suspected case of COVID-19</li> <li>• They are pregnant</li> <li>• They have returned from overseas in the last 14 days</li> <li>• They are in the "at risk" group as described in the MOH guidelines</li> </ul>	<p>Saleyard team leaders/managers</p>
<p><b>How will you operate your business in a way that keeps workers and other people safe from exposure to COVID-19?</b></p>	<p>Constant review of MOH COVID website and updates.</p> <p>Following available regulator guidance.</p> <p>Pre-sale and ongoing consultation with workers and attending buyers, no vendors are permitted on site.</p> <p>Pavilions as open as possible for maximum airflow</p> <p>Maximum (compliant) people spacing as per level protocols</p> <p>Masks, face shields, gloves, sanitizer provided to staff</p> <p>Reduce sales to stock needing to be moved</p> <p>Detailed operating procedure attached.</p> <p>Cleansing of site during and at the competition auction.</p>	<p>Steve Morrison, Bill Sweeney, Regional Manager involved, Mischa Hull as relevant, AA Yard Manager as relevant</p>
<p><b>How will you manage an exposure or suspected exposure to COVID-19?</b></p>	<p>Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline.</p> <p>Encourage prompt advice to relevant regulator.</p> <p>Site to close immediately and evacuated, with all attendees to be notified.</p> <p>A deep clean of the site before reopening.</p>	<p>Joanne Richards, Regional Manager</p>

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<b>How will you check to see if your work processes and risk controls are effective?</b>	<p>We will encourage and document worker feedback, and respond to this via update of procedures.</p> <p>We will monitor the experience of like businesses (eg meat processing) to be forewarned of any issues/options.</p>	Steve Morrison, Bill Sweeney, Regional Manager involved, Mischa Hull as relevant, AA Yard Manager as relevant
<b>How do any changes impact on the risks of the work you do?</b>	<p>Regular check-ins with workers about how the Covid-related procedures are working or can be improved to improve safety, etc.</p> <p>Discussion with staff, and monitoring, in relation to animal handling safety with the altered procedures.</p> <p>Ensuring agitated/risk animals are sent home or to processing rather than handled.</p>	Steve Morrison, Bill Sweeney, Regional Manager involved, Mischa Hull as relevant, AA Yard Manager as relevant

Notes: