

Manager's Checklist

- Don't forget your normal health and safety obligations still apply. These Protocols are in addition to your usual health and safety controls.
- Vaccination is an additional protection for all workers against Covid-19 including the Delta variant. Communicate the facts and benefits to workers included [here](#).
- See the latest government guidance for travel under the COVID-19 protection framework [here](#).
- Have an up-to-date site plan that is communicated and agreed with the appropriate persons. This plan must be aligned to the New Zealand COVID-19 Construction Protocols.
- Each contractor must have a plan detailing the steps they will take to mitigate risks, including those presented by COVID-19. The details of the plan must be communicated to appropriate workers before they start work.
- You must have a COVID-19 response plan in place to identify processes for dealing with suspected and confirmed COVID-19 cases.
- Maintain a sign-in register and of all workers in the event of an exposure to COVID-19.
- Stay in contact with workers who may be in isolation or working remotely. Assist workers to access mental health and wellbeing information. Free call or text 1737 any time for support from a trained counsellor, or use the resources created by MATES in Construction available [here](#).
- Hold Toolbox Talks regularly to keep workers up to date with COVID-19 protocols as we move between stages. Ensure all workers understand when additional PPE may be required due to COVID-19 and that workers have access to the correct PPE as per the [Ministry of Health PPE Guide](#) and WorkSafe guidelines.
- When the site moves between levels, all workers must complete a re-induction to the site with the COVID-19 Controls Plan before coming on site.
- Establishment of communication channels for workers to raise any concerns about the effectiveness of COVID-19 controls or identify improvement opportunities.
- Confirm that higher risk workers have been identified as per the [COVID-19.govt.nz guidelines](#) and that they have discussed with their employer and or health advisor ways to keep safe while at work, if they cannot work from home and want to return to work.
- Review mental health tips to use on site available in the COVID-19 Construction Protocols resource section.