

3. COVID-19 安全隐患和风险识别以及控制措施

步骤	安全隐患与风险	控制措施	个人防护用品
到达现场前 	使用公共交通或与他人共享交通工具	使用自己的汽车，只与同一泡沫中的人共享汽车	
	接触COVID-19 (跟踪联系人目的)	记录交通通勤日志将以便查清旅行线路以及你和谁一起旅行	
进入现场 	携带病毒	必须洗手和穿戴适当的个人防护用品才能进入现场 (参阅附录F)	口罩，免洗消毒液，一次性塑胶手套
	接触COVID-19 (跟踪联系人目的)	必须签到登记 (参阅附录D)，登记记录必须每天存档	口罩，免洗消毒液，一次性塑胶手套
	COVID-19的传播	签署健康声明 (参阅附录E)	口罩，免洗消毒液，一次性塑胶手套
现场操作 	COVID-19通过“距离太近”传播	减少或避免员工的聚集和遭遇。尽可能保持身体疏远 (参阅附录F)	口罩，免洗消毒液，一次性塑胶手套，护目镜
	COVID-19通过“访客和送货”传播	所有访客和送货员，将尽可能限定一个人接待。遵循现场运输注意事项 (参阅附录G)	口罩，免洗消毒液，一次性塑胶手套，面罩，一次性整体隔离服
	COVID-19通过“共用的设施、工具和设备”传播	为了将共用表面、所有办公室和作业场所以及所有工具、设备、工厂交叉感染的风险降至最低，车辆必须按照《清洁指南》 (参阅附录H) 实施清洁措施	口罩，免洗消毒液，一次性塑胶手套，护目镜，消毒清洁
离开现场 	接触COVID-19 (跟踪联系人目的)	工作人员必须登记后才能离开 (参阅附录D) 登记记录必须每天存档	口罩，免洗消毒液，一次性塑胶手套
	接触COVID-19 / COVID-19 的传播	如果工人重新进入现场 (离开休息或去供应商)，请他们按照卫生规定洗手 (参见附录F)	口罩，免洗消毒液，一次性塑胶手套
	将COVID-19病毒从现场带回家	回家时，工人需要遵循必要的卫生措施 (参阅附录J)	消毒清洁
	COVID-19的传播	根据清洁指南，每个站点必须在工作日结束时或每个班次结束时进行清洁和消毒 (参阅附录H)。	消毒清洁
	COVID-19的传播	所有垃圾和废弃的一次性个人防护用品必须从现场清除，并根据清洁指南进行安全处置 (参阅附录H)。	一次性塑胶手套，消毒清洁

4. 现场安全设施和措施

建立和澄清工作场所的安全设施，包括入口和出口、洗涤站、COVID-19 安全套装/个人防护用品 和保安要求等：

- **标牌**
在 COVID-19 设施、程序、通知和规定的场地周围设置适当的标牌（参阅附录B – 供应商列表）。
- **尽量减少访客并确保安全距离**
正确设置进出口的设施，使登录的每个人都可以：签到 > 检查是否症状 > 清洗和消毒，同时严格确保安全距离（参阅附录A – 个人防护用品列表和附录 B – 供应商列表）。
- **COVID-19 安全套装**
在现场设置 COVID-19 安全套装，配备足够数量的 COVID-19 个人防护用品和其他设备，如口罩，免洗消毒液，一次性塑胶手套、一次性抹布等。让每个人都知道安全套装在哪里（参阅附录A – 个人防护用品列表和附录 B – 供应商列表）。
- **洗涤站**
在现场入口附近和场地周围设置洗涤站，并清楚地标示（同样，请确保工人在使用时可以相距2米（请参阅附录 B – 供应商列表）。
- **垃圾管理**
在所有必要的地点设置垃圾箱或容器，确保工人安全处置垃圾。所有废物和废弃的一次性个人防护用品必须从现场清除，并根据清洁指南进行安全处置（参见附录 H）。

5. 个人防护设备

在个人防护设备方面，必须随时佩戴正确的 个人防护用品，在通常的 个人防护用品的基础上（包括安全帽/安全鞋 /反光背心等）。我们还建议在适当情况下穿戴适当的 COVID-19 个人防护用品，例如：

- 口罩
- 一次性塑胶手套
- 护目镜
- 面罩和一次性整体隔离服应提供给与访客和送货接触的工作人员
- 一次性消毒湿巾

6. 事故和事故报告

除了我们的正常事故和事故报告外，请使用以下方法报告任何违反 COVID-19 安全规定的事件和事故的行为：

通过电话： _____

通过电子邮件： _____

通过社交媒体： _____

我们鼓励您在以下列表中报告任何事件或事故隐患，但不限于该列表：

- 任何不保持安全距离的行为；
- 任何不符合卫生规程的行为；
- 任何需要消毒的区域；
- 任何不穿适当的个人防护用品的人；
- 任何有疑似症状的人。

7. 安全会议和工具箱安全会议

除了我们正常的安全会议和工具箱会议，我们要求所有PCBU有定期工具箱会议讨论COVID-19相关问题，这样的会议可以在网上进行。

请确认您的工具箱会议的安排：

我们安全会议的安排：

8. COVID-19现场安全交底检查表

安全代表使用以下安全交底检查表格完成安全交底过程：

安全交底日期：

安全代表姓名：

- 请在安全交底的过程中勾选您完成的任何项目：

CSSI 安全项目

- | | |
|---|--|
| <input type="checkbox"/> 1. COVID-19 政策和计划 | <input type="checkbox"/> 5. 个人防护设备 |
| <input type="checkbox"/> 2. 应急管理程序和联系人 | <input type="checkbox"/> 6. 事故和事故报告 |
| <input type="checkbox"/> 3. COVID-19 安全隐患和风险识别和控制措施 | <input type="checkbox"/> 7. 安全会议和工具箱安全会议 |
| <input type="checkbox"/> 4. 现场安全设施和措施 | |

- 请记录参加安全交底人员的姓名和签名（或确认）：

参加安全交底人员姓名	公司	SITE SAFE 护照号	签名或确认

Note:

附录 A – COVID-19安全套装和设备

1. 个人 COVID-19 复工套装：

项目	数量	说明
口罩	1 盒 50	您可以以套装的形式订购这些防护用品，请参阅附录 B 了解订购详细信息
一次性塑胶手套	1 盒 100	
免洗消毒液	2 瓶 500 毫升	
一次性抗菌清洁布	1 盒	
安全护目镜	2 副	
面罩	待定	备选
一次性整体隔离服	待定	备选
用于签到登记的笔	1 支	备选
使用一次性饭盒、餐具、杯子等	若干	备选

2. 建筑工地 (或办公室) COVID-19 套装和设备列表：

项目	不	的话
一次性口罩	5 盒 50	您可以以套装的形式订购这些防护用品，请参阅附录 B 了解订购详细信息
一次性塑胶手套	10 盒 100	
免洗消毒液	10 瓶 500 毫升	
一次性抗菌清洁布	几个盒子	
安全护目镜	20 副	
面罩	若干	备选
一次性整体隔离服	若干	备选
担任接待所有访客和送货员的员工必须有完整个人防护用品：面罩（眼睛保护）、口罩、一次性塑胶手套、一次性整体隔离服	若干套	前线套装（请参阅附录 B）
指示牌标牌 – 提醒工作人员 COVID-19 安全距离和清洁卫生规定，将张贴在现场入口和公共区域适当的位置。	若干	指示牌标牌套装（参阅附录 B）
将垃圾箱放在合适的位置 – 必须安全地处理所有垃圾和废弃的一次性个人防护装备。	若干	指示牌标牌套装（参阅附录 B）
设置“洗涤站” – 在场地入口附近设置特定地点，以便洗手和/或消毒。	在合适的位置	
用于签到登记的笔	若干	
储存足够的：洗手香皂，免洗消毒液，和纸巾	若干	

附录 B – COVID-19安全用品供应商

1. COVID-19 复工套装 / 公司套装 / 防护清洁用品供应商:

THE UNICORNS

网站: <https://theunicorns.co.nz/>
电子邮件: nancy@theunicorns.co.nz
联系人和电话: Nancy 021 373 137

2. COVID-19 商业清洁承包商:

BG PARTNERSHIP LTD.

20年专业消毒清洁, 专精商业建筑工地清洁,
COVID-19卫生达标

电子邮件: bgcleaning@xtra.co.nz
联系人和电话: Ian Shin 021 236 7020
John Drummond 021 704 379
通信地址: PO Box 11261 Ellerslie Auckland

3. COVID-19 指示牌标牌供应商:

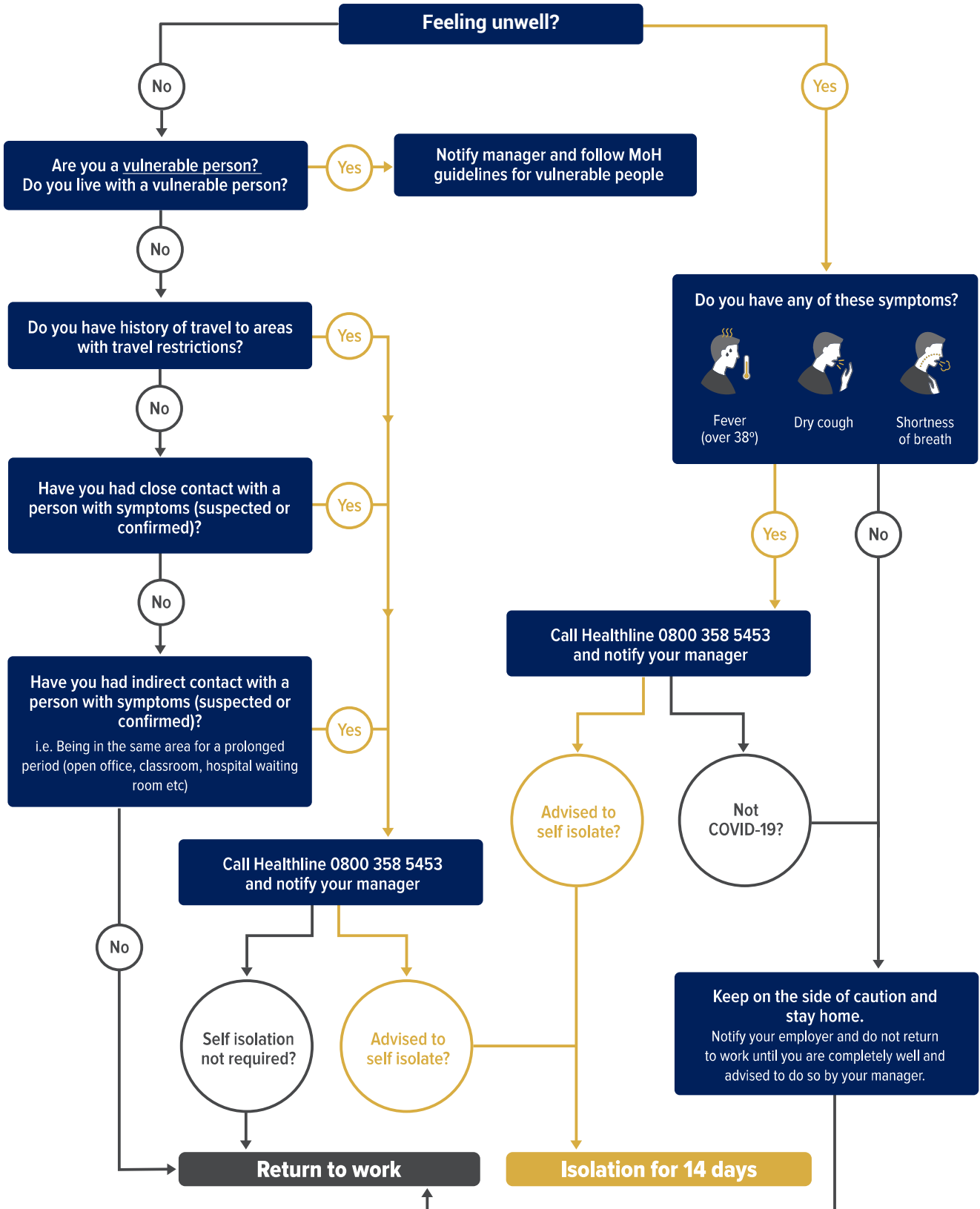
DTECH STUDIO (DESIGN & PRINT) LTD

网站: www.dtechstudio.co.nz
电子邮件: rui@dtechstudio.co.nz
联系人和电话: Rui Dai 021 648 451



附录 C – 个人健康评估流程图

PERSONAL HEALTH FLOWCHART



HEALTH DECLARATION FORM

Name:

Mobile:

Company:

Have you had any of the following symptoms over the past 14 days? Please tick if yes.

- | | |
|--|---|
| <input type="checkbox"/> Fever | <input type="checkbox"/> Nasal congestion (runny nose) |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sneezing |
| <input type="checkbox"/> Difficulty in breathing | <input type="checkbox"/> Temporary loss of smell |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Other symptoms (please specify): |
-
-

Have you been in close contact with person showing symptoms of COVID-19?

- Yes No

If the answer is yes to either of the question above, please report to the Health Screening Area.

Definition close contact:

- Health care associated exposure, including providing direct care for COVID-19 patients, working with health care workers infected with COVID-19, visiting patients or staying in the same close environment of a COVID-19 patient.
- Working together in close proximity or sharing the same classroom environment with a COVID-19 patient.
- Travelling together with COVID-19 patient in any kind of conveyance.
- Living in the same household as a COVID-19 patient.

Signature:

Date:

附录 F – 安全距离和卫生规定

PHYSICAL DISTANCING AND HYGIENE PROTOCOL – ALERT LEVEL 3

Safe work practices to limit exposure to COVID-19 while operating under alert level 3 at work means first assessing the risks, and then implementing the appropriate controls, so far as is reasonably practicable. All work must be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible.

WHAT IS PHYSICAL DISTANCING?

Physical distancing, sometimes known as “social distancing”, is about keeping a safe distance from others. Physical distancing means remaining two metres away from other people. This is important to help protect us from COVID-19, which spreads via droplets from coughing and sneezing. Staying two metres away from others is an effective measure.

GENERAL WORKING ARRANGEMENTS

- Keep team sizes as small as possible
- Keep a record of who is in each team every day as you may be required to track back for contact tracing.
- Site teams are encouraged to put forward split/ alternating shifts to avoid extensive intermingling to reduce potential of exposure.
- Work site is to be segregated into zones (or by other methods) as much as possible to keep different teams/traes physically separated at all times.
- Where possible, apply a one-way system in high-traffic areas, such as lifts, stairwells and scaffolds.
- Where practical, all office employees supporting a project work remotely.
- When using a vehicle, the Cleaning Guide must be followed.
- When using a vehicle, limit this to one person per vehicle if possible.

EXTERNAL INTERFACES

- One member of the crew nominated to receive supplies etc.
- Keep the engagement with the other person as brief as possible.
- Ask for paperwork to be emailed rather than handed over as much as possible:

- If unavoidable, then either wear gloves when handling the item or wash hands before and after handling said items.

SITE ENTRY

- Limit visitors to site where ever possible.
- Introduce staggered start and finish times where possible to reduce congestion and contact.
- Monitor site access points to enable physical distancing – you may need to change the number of access points, increase to reduce congestion or decrease to enable monitoring.
- Where entry systems that require skin contact e.g. fingerprint scanners are used, the Cleaning Guide must be followed.
- Require all workers to wash or clean their hands before entering and leaving the site.
- Allow plenty of space (two metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If an in-person induction is required, reduce the number of people and hold them outdoors wherever possible.
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Any sign in registers should be recorded by one person where possible –do not pass material around the group and minimise contact with any screens.

SITE MEETINGS

- Only absolutely necessary meeting participants should attend.
- Attendees should be two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Hold meetings in open areas where possible.
- Meetings are to be held through teleconferencing or videoconferencing where possible.

AVOIDING CLOSE WORKING

- There will be situations where it is not possible or safe for workers to distance themselves from each other by two metres. In such cases appropriate PPE must be worn – facemasks are optional.
- Teams working in close proximity (within 2m) should stay in these teams for close work. To minimise risk of exposure, do not introduce or change members of teams.
- Plan all work to minimise contact between workers.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Stairs should be used in preference to lifts or hoists.
- Where lifts or hoists must be used:
 - Lower their capacity to reduce congestion and contact at all times.
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces.

TOILET FACILITIES

- Physical distancing rules apply to the use of shared facilities, including toilets.
- Wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet flush and sanitary bins.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

EATING ARRANGEMENTS

- If you need to leave site for any reason, follow site entry procedures on return.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break time should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drink bottles from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- Payments should be taken by contactless card wherever possible.
- Shared crockery, eating utensils, cups etc. should not be used unless a dishwasher is available to clean them.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines.
- Limited access and use of coffee machines and water fountains.
- Consider numbers on site for site facilities as physical distancing may require additional space/facilities.

CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one times to maintain a distance of two metres.

- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

GENERAL HYGIENE

- Each worker must sanitise their hands with hand sanitiser or soap and running water before entry onto site, use warm water if available.
- Set up a specific place near the entry of the site for handwashing and/or sanitising. This could be as simple as on the back of a ute.
- Any personal items brought to site by workers must be segregated (kept separate from other workers items).
- Individual PPE for workers must be kept separate from other workers PPE and cleaned correctly as per the Cleaning Guide.
- All eating and drinking utensils to be cleaned by the user. Have paper towels accessible to dry.

SMOKING

- Smokers/vapers must use designated area or do so off-site and butts are to be placed in the designated receptacle. Hands must be washed before and after smoking.
- Stand so that smoke or vapor produced is not going into another person's breathing zone.

HAND WASHING

- Provide additional hand washing facilities to the usual welfare facilities on large, spread out sites or significant numbers of personnel on site.
- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

HAND WASHING



Wet your hands under clean running water. Use warm water if available.



Put soap on your hands and wash for 20 seconds. Liquid soap is best.



Rub on both sides of both hands...



and in between fingers and thumbs...



and round and round both hands.



Rinse all the soap off under clean running water. Use warm water if available.



Dry your hands all over for 20 seconds. Using a paper towel is best.

Steps provided by Ministry of Health's guide to hand washing.

附录 G – 现场交通管理规定

SITE TRANSPORTATION PROTOCOL – ALERT LEVEL 3

WORKERS TRAVEL TO SITE

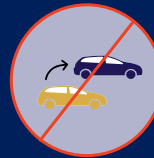
Employers are required to have an understanding of how workers will travel to and from site.



Workers are to travel to the site one person per vehicle where possible.



Log is to be kept to record who has arrived on site, how they traveled and who they traveled with for contact tracing purposes.



Workers must travel home in the same vehicle as they arrived in.



Handwashing protocols to be observed before entering site.

Any travel managed by the employer should ensure that adequate steps can be achieved for this transport – which includes:



Allowing for spaces between passengers.



Hygienic washing of hands before and after the journey.



Follow Vehicle Cleaning Procedures as per the Cleaning Guide.



Restricting equipment and baggage to trailers and or separate parts of the vehicle

REQUIRED PROCESS FOR DELIVERIES TO SITE



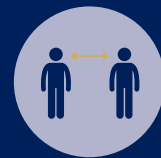
Deliveries to site should be delivered by one person only where possible.



Handwashing protocols to be observed once arrived at site.



Sign-in register must be completed for persons delivering goods to site.



2m physical distancing rules to be applied at all times.

附录 H – 清洁消毒指南

CLEANING GUIDE – ALERT LEVEL 3

Construction sites operating after Coronavirus COVID-19 level 4 is lifted need to ensure they are protecting their workforce and minimising the risk of spread of infection.

KEY CLEANING TIPS

Consider your work environment and what is frequently used and touched by workers, customers and others. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning areas where the virus is more likely to spread, such as the kitchen and toilet.

Physical distancing should also be practiced when cleaning offices and jobsites. Refer to the Physical Distancing and Hygiene Protocol for more information.

- Schedule regular cleaning.
- Use a suitable cleaning product.
- Use disposable cloths, if available.
- Always wear disposable gloves when cleaning. When finished, place used gloves in a rubbish bin.
- Wear disposable gloves while handling soiled items.
- Wash hands immediately after removing gloves or after handling these items.

DISINFECTING CLEANING AIDS

Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces.

Here are some general cleaning tips to help prevent the spread of germs:

Cloths and sponges

- Use disposable cloths or paper towels when possible.
- Reusable cloths should be disinfected or washed after each use.

Washing-up brushes

- Wash brushes in a dishwasher regularly or clean with detergent and warm water after each use.

Mops and buckets

- Use two buckets for mopping – one for

detergent and the other for rinsing.

- Mops and buckets should be cleaned and dried after each use.

KEY CLEANING TIPS

All offices and jobsites should implement additional cleaning measures of common areas as recommended by the Ministry of Health and to help minimise the spread of COVID-19.

Regular cleaning of the workplace environment will minimise the spread of infection by reducing workers' contact with contaminated surfaces.

Clean surfaces with a suitable cleaner and/ or disinfectant and follow the manufacturer's instructions for use. When choosing a suitable cleaning product, consider what the product is effective against and the length of time the product needs to be left on a surface to clean it properly.

Where possible, use disposable cloths or paper towels to clean surfaces. Reusable cloths should be disinfected and then dried after use, as bacteria and viruses can still survive on damp cloths.

Common internal touch points may include:

- Coffee machines and water fountains.
- Common pens for sign in sheet to construction site.
- Doors/door handles – look at all reasonable opportunities to remove them.
- High-touch public surfaces such as stairwell handrails, door handles, tabletops, lift buttons, microwaves and other kitchen surfaces.
- Screens and tables should be wiped after use, including iPads, photocopiers, digital check-in scanners and desktop stations.
- Clean floors with disinfectant or bleach solution, starting from one end of the premises to another (from the exit inwards).
- Wash items such as towels, tea towels and other fabrics and dry thoroughly outside or with a dryer.

SITE CLEANING

Before leaving the office or jobsite at the end of the working day or end of each shift, wipe down any tables/surfaces with soapy water or cleaning agents where possible. All workers must be checked out of site and record kept daily.

Common touch points may include:

- All waste and disposable PPE must be securely disposed of.
- All door handles, railings and personal workstation areas are wiped down with a disinfectant, such as disinfectant wipes. Individuals are responsible for cleaning their workstation area with disinfectant wipes.
- Clean all 'high-touch' surfaces such as desks, counters, tabletops, doorknobs, bathroom fixtures, toilets, light switches, phones, and keyboards every day with antiseptic wipes or disinfectant, including bleach solutions.

CLEANING BATHROOMS, TOILETS AND SHOWERS

Clean toilets with separate set of cleaning equipment (disposable cleaning cloths, mops, etc).

Clean sinks frequently, if they're used regularly.

If your jobsite has a shower:

- Clean shower trays frequently, if used regularly.
- If a shower hasn't been used for a while, let it run with hot water before using it.
- Keep tiles and grout in good condition.
- Clean shower curtains frequently.

Common toilet touch points may include:

- Keep the U-bend and toilet bowl clean by flushing after each use.
- Limescale should be regularly removed using a descaling product.
- Keep the toilet seat, handle and rim clean by using a disinfectant.

CLEANING TOOLS AND EQUIPMENT

- Clean tools and equipment before and after each day's work with a disinfectant, concentrating on points of contact such as handles.
- Wash your hands after handling tools and equipment to prevent the spread of germs.
- If possible, don't share tools on-site. If sharing

cannot be prevented, take precautions and follow the hand washing guide before and after each use.

CLEANING VEHICLES

- Have dedicated drivers when using vehicles to avoid the spread of germs.
- Don't share vehicles if possible, if you need to use a shared vehicle then wipe down the common touched areas of the vehicle after each use (steering wheel, handbrake, gear stick, dashboard, handles, etc) and wash hands before and after using the vehicle.
- Wipe down the inside and common touched areas of the vehicle before and after each day.
- Have one person per vehicle where possible. If you are required to have more than one person then keep as much distance between people as possible, open the windows to keep air circulating and passengers to face towards the window to reduce the spread of germs.
- If you need to have multiple people in a vehicle, then where possible, split teams into groups and stay in those groups when you travel together.

CLEANING PPE

Work clothes to be placed in washing machines and clean reusable PPE.

Read and follow directions on the labels of laundry or clothing and detergent. In general, wash and dry laundry and clothing with the warmest temperatures recommended on the label.

When handling soiled laundry wash your hands afterwards. All clothes and towels should be washed with a laundry product to prevent germs from spreading. Don't leave laundry in the washing machine – any remaining germs can multiply rapidly.

SPECIALIST CLEAN

If a worker is unwell and removed from site, a specialist clean will be completed in the area/areas identified where the worker was working and has accessed. These areas are to be isolated until a specialist clean has taken place.

All equipment and vehicles used must be cleaned down and disinfected, concentrating on points of contact such as handles, steering wheels etc.

附录 J – 下班回家注意事项

RETURNING HOME AFTER WORK

STOPPING THE SPREAD OF COVID-19 FROM WORK TO HOME

To stop the possible spread of COVID-19, it is important that when you return home after work, you take all the necessary precautions to ensure that you and everyone in your bubble are safe. Here are four simple guidelines to follow:



No touching

When you return home, try not to touch anything until you have cleaned your hands properly.



Shoes

Remove your shoes, do not walk through the house with them on – leave them outside.



Items

Leave non-essential items at work and disinfect items you have used at work that you have to keep with you, e.g. mobile phones.



Clothes and bags

Place your clothes and bags in a container and wash in a hot washing machine cycle.



Shower

Have a shower and make sure to clean your hands, wrists, arms, neck, nails and areas that might have been exposed.