

### 1. Introduction

This Risk assessment is intended to identify and manage the Health & Safety Risks to Team Members and customers associated with the current Covid-19 Pandemic.

### 2. Legislation and Standards

We refer to AS/NZS ISO45001:2018, “Section 6.1.2 Hazard identification and assessment of risk and opportunities” which requires that organisations:

“Shall establish, implement and maintain a process for hazard identification that is ongoing and proactive.”

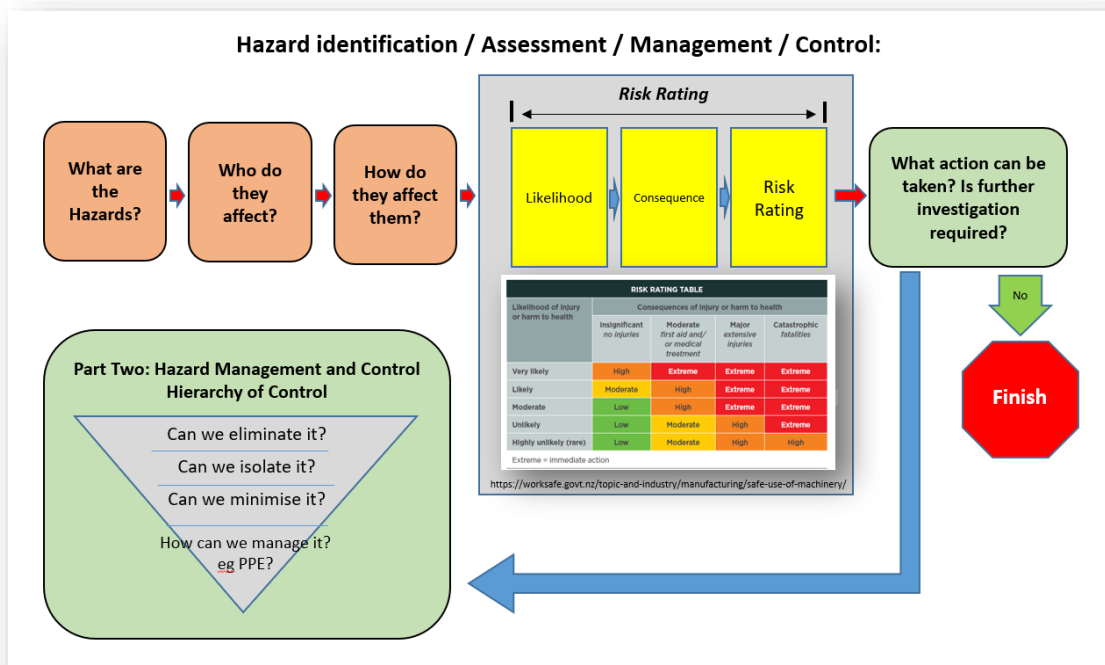
We have used the AS/ NZS4801:2001 prescribed method of Hazard identification / Hazard or Risk Assessment / Control of Hazards or Risks (Ref 4.4.6.1 AS/NZS 4801)

### 3. Definition of Site

This risk assessment refers to both onsite collection and return, plus offsite deliveries and collections during the Covid19 Level 3 Lockdown. It also deals with the team welfare and cleaning regimes at Upper Hutt Hire Ltd site at 20 Goodshed Road, Upper Hutt.

### 4. Hazard identification / Assessment / Control:

The Upper Hutt Hire QHS program uses a two-stage process to identify, assess and control hazards:



For more information refer to Worksafe document “Identifying, assessing and managing work risks” Retrieved from <https://worksafe.govt.nz/dmsdocument/839-identifying-assessing-and-managing-work-risks>

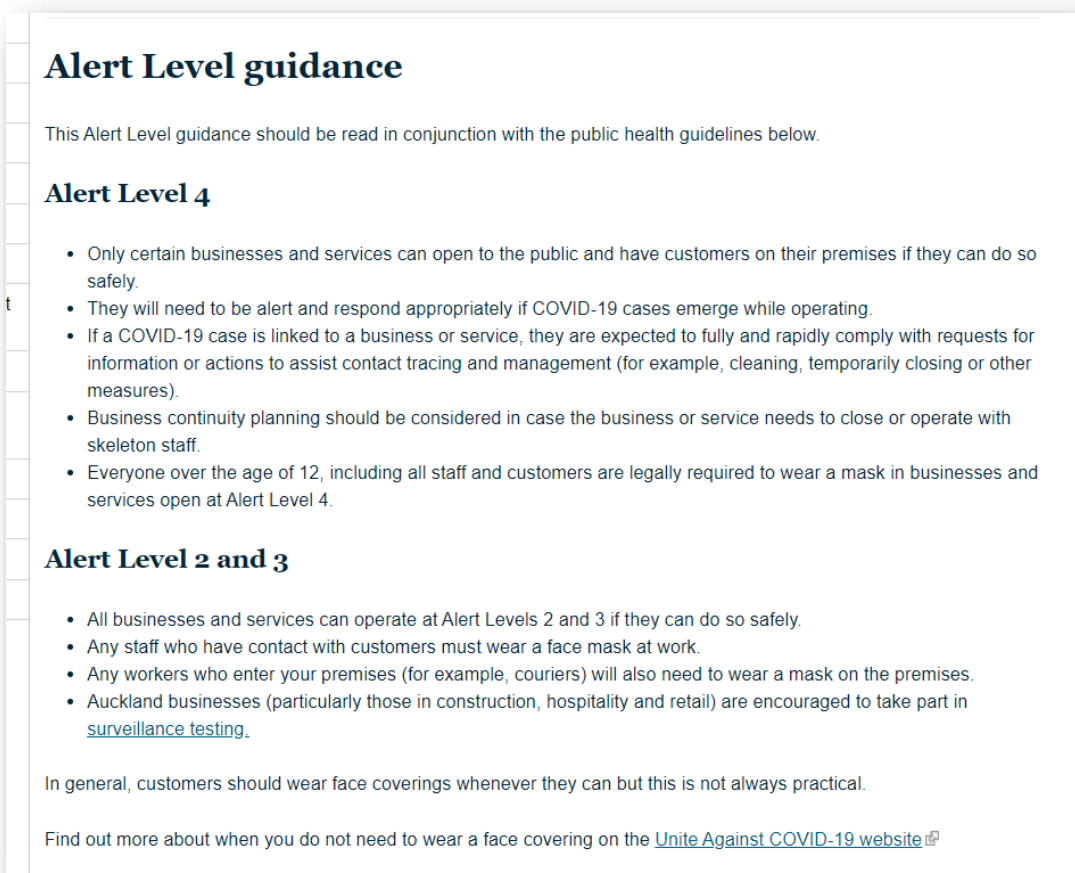


## 5. Reference Material

### 5.1 Government Guidance

The NZ Ministry of Health has provided guidance for operation under Level 2 / Level 3 at <https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/guidelines-businesses-and-services>

As at 2 November 2021 the guidelines state:



**Alert Level guidance**

This Alert Level guidance should be read in conjunction with the public health guidelines below.

**Alert Level 4**

- Only certain businesses and services can open to the public and have customers on their premises if they can do so safely.
- They will need to be alert and respond appropriately if COVID-19 cases emerge while operating.
- If a COVID-19 case is linked to a business or service, they are expected to fully and rapidly comply with requests for information or actions to assist contact tracing and management (for example, cleaning, temporarily closing or other measures).
- Business continuity planning should be considered in case the business or service needs to close or operate with skeleton staff.
- Everyone over the age of 12, including all staff and customers are legally required to wear a mask in businesses and services open at Alert Level 4.

**Alert Level 2 and 3**

- All businesses and services can operate at Alert Levels 2 and 3 if they can do so safely.
- Any staff who have contact with customers must wear a face mask at work.
- Any workers who enter your premises (for example, couriers) will also need to wear a mask on the premises.
- Auckland businesses (particularly those in construction, hospitality and retail) are encouraged to take part in [surveillance testing](#).

In general, customers should wear face coverings whenever they can but this is not always practical.

Find out more about when you do not need to wear a face covering on the [Unite Against COVID-19 website](#)

Upper Hutt is currently at Level 2.



## 5.2 Scientific Evidence

To find a suitable anti-viral sanitiser we have referenced the following technical paper:

Su, X, and D'Souza, D.H. (2012) Inactivation of human norovirus surrogates by benzalkonium chloride, potassium peroxymonosulfate, tannic acid and gallic acid. Foodborne pathogens and disease, Vol 9, No 9.

The paper shows Benzalkonium chloride and potassium peroxymonosulfate have a positive effect as broad-spectrum contact surface disinfectants for prevention of noroviral surrogate contamination. Benzalkonium chloride is readily available, is not deemed to be flammable, and has therefore been chosen as our sanitiser of choice.

Methylated spirits may also be used, where the risk of fire or ignition of the alcohol is not deemed to be significant.

Chlorine-based cleaners can also be used but these also require additional PPE as these are eye / skin irritants and may pose other hazards. Check the MSDS before use.



## 6. Evaluation of Risk Factors

### 6.1 Main risks

There are four main means by which the Coronavirus could arrive on site, with the risk of infecting numerous people and spreading further.

- Brought onto site by a team Member, who has picked up the virus from some potential source, or;
- Brought onto site by an infected customer or other person who may cough or sneeze and spread the virus, or;
- Carried onto the site on a piece of equipment, or;
- Brought onto site by a supplier, such as a courier driver or contractor.

### 6.2 Risk to Team Members: Degree of Contact with Customers and Suppliers

On the 26<sup>th</sup> of October 2021 Worksafe NZ issued guidance to assist with risk assessment for Team Members coming into contact with members of the public and whether they require vaccination to mitigate potential risk. Refer <https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/>

The risk factors cited by Worksafe NZ are:

- How many people does the employee carrying out that work come into contact with?
- How easy will it be to identify the people who the employee comes into contact with?
- How close is the employee carrying out the tasks in proximity to other people?
- How long does the work require the employee to be in that proximity to other people?
- Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions?
- What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?
- Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?

We should also be aware of those Team Members who may be deemed to be ‘High Risk’ such as those with pre-existing health conditions and respiratory issues or those who cannot have a vaccination due to pre-existing medical conditions.

### 6.3 Incidence of Covid 19 in Upper Hutt

In determining the likelihood of the spread of the virus we have used the <https://covid19map.co.nz/> information to determine the spread of the virus in Upper Hutt.

As at 3 November 2021 there are no known cases of Covid-19 in the region.

Note: This information may change and a re-evaluation of the situation will be required.



## 7. The Process

There are two broad categories of customer sales: Onsite collection and drop-off, and offsite delivery and collection. To identify, assess and control all potential hazards it is important to identify the various steps in the process.

### 7.1 Onsite collection and drop-off

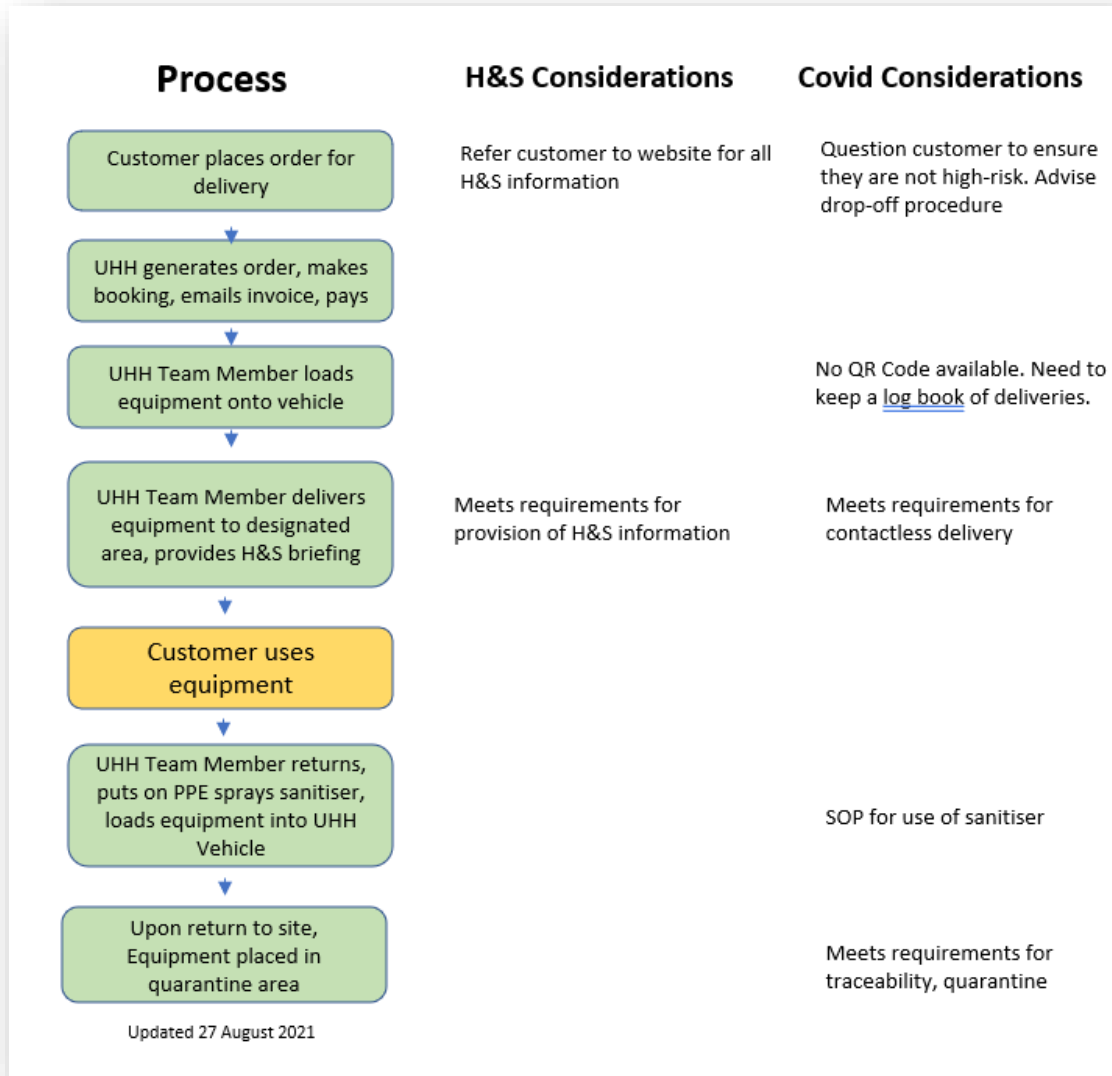
#### Process and Risk Assessment for offsite Drop-off and Collection

Process	H&S Considerations	Covid Considerations
Customer places order		Question customer to ensure they are not high-risk. See Note 1
UHH generates order, makes booking, emails invoice		
On day of booking, customer arrives at Goodshed Road		Signage at gate to restrict access to pre-paid customers only
Customer scans QR code at gate		Meets requirements for traceability
UHH Team Member explains H&S through vehicle window	Meets requirements for provision of H&S information	
UHH Team Member loads equipment into customers vehicle	UHH SOP Site Control applies	Observe physical distancing at all times.
Customer uses equipment		
Customer arrives back on site, scans QR Code		Meets requirements for traceability
UHH Team Member unloads equipment from customers vehicle	Must use lifting equipment to load and unload the hired item. UHH Team members only out of vehicle.	
Returned Equipment placed in quarantine area	SOP for handling of equipment. Include use of no-rinse sanitiser	Place equipment in designated quarantine area, awaiting cleaning and sanitising

Updated 27 August 2021



## 7.2 Offsite delivery and collection





## 8. Hazard Identification, Assessment and Control

### 8.1 Hazard Identification and Assessment General

Hazards	Affects who?	How	Likelihood	Consequence	Risk rating	Action taken	Closed out?
Risk of infected Team Member introducing virus onto site, transmitting to Team Members & customers	UHH Team Members and customers	Viral Contamination	Unlikely	Catastrophic	Extreme	Require full risk analysis, include new induction questionnaire: See Hazard Management & Control	<b>No</b> See 8.2.1
Risk of infected Customer introducing virus onto site, transmitting to Team Members & other customers	UHH Team Members and customers	Viral Contamination	Unlikely	Catastrophic	Extreme	Require full risk analysis: See Hazard Management & Control	<b>No</b> See 8.2.1
Risk of Viral Infection when delivering or collecting equipment	UHH Driver and all UHH Team members	Viral Contamination	Unlikely	Catastrophic	Extreme	Require full risk analysis: See Hazard Management & Control	<b>No</b> See 8.2.1
Risk of infection spreading between Team Members while on site	UHH Team Members and customers	Viral Contamination	Highly Unlikely	Catastrophic	HIGH	Require full risk analysis: See Hazard Management & Control	<b>No</b> See 8.2.1
Risk of Supplier introducing virus onto site, transmitting to Team Members & customers	UHH Team Members and customers	Viral Contamination	Highly Unlikely	Catastrophic	HIGH	Quarantine Are for all incoming goods. Procedure for sanitizing before opening	Yes
Risk of Contractor introducing virus onto site, transmitting to Team Members & customers	UHH Team Members and customers	Viral Contamination	Highly Unlikely	Catastrophic	HIGH	Revise contractors induction process, re-issue. No one under 16 years of age allowed on site during the Level 3 Lockdown.	Yes
Risk of Spread of virus between Vehicles	UHH Team Members	Viral Contamination	Highly Unlikely	Catastrophic	HIGH	Amend Vehicle Policy. Dedicated one person per vehicle, add daily sanitizing to SOP	Yes
Specific Hazards relating to use of machinery by customer	UHH Customer / Equipment user	Lack of awareness of specific hazards for each machine, incorrect use, rush to use equipment due to Pandemic-related urgency	Unlikely	Major	HIGH	(Difficult to determine, as each piece of equipment is different. UHH Driver <u>must</u> direct customer to H&S information on our website, and provide ESDS plus any training as necessary.	Yes

**Upper Hutt Hire Quality Health and Safety Manual**

**Risk assessment : UHH Level 2 Lockdown**

Version 4 Issue date: 3 November 2021

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Vehicle Accident (Increased use of vehicles for deliveries)	UHH Driver, Members of the public	Motor Vehicle Accident	Unlikely	Major	HIGH	Revise UHH Vehicle Policy, remind all drivers of policy and their obligations	Yes
Transport of DG Goods while making delivery to customer: Spill of hazardous material or fire hazard	UHH Driver	Spillage or damage in a road accident may become a source of combustion or other hazard (eye irritant, skin irritant etc)	Unlikely	Major	HIGH	Ensure all fuels and DG substances carried in approved containers, and that goods are not in excess of maximum DG volumes.	Yes





## 8.2 Hazard Identification and Assessment of Team Members and Vaccination Requirements

### 8.2.1 Risk Assessment: Potential exposure to the virus carried by non-UHH employees

	Manager	Sales & Service	Admin / Party Hire	Comments
How many people does the employee carrying out that work come into contact with? (None= 0, very few = 2; many = 6)	5/6	5/6	4/6	Extra Weighting for this question. Based on 20 – 60 Hire contracts per day, pickup and delivery.
How easy will it be to identify the people who the employee comes into contact with? (Easy to identify = 1,difficult to identify, such as unknown members of public = 3)	2/3	2/3	3/3	All customers must scan in upon entry (signage). Hire customers have a contract with ID but party hire does not.
How close is the employee carrying out the tasks in proximity to other people? (Mostly outdoors, or 2+ meters =1, close physical contact in an indoor environment = 3)	2/3	2/3	2/3	Distance of Contact when booking or paying is 2+ meters, issue becomes when loading or unloading gear.
How long does the work require the employee to be in that proximity to other people? (brief contact = 1; lengthy contact = 3)	1/3	1/3	1/3	Minimal time when loading or unloading gear
Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions? (little to none = 1; whole time = 3)	1/3	1/3	1/3	No, not in trade services.
What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = 1, higher than outside work = 3)	2/3	2/3	2/3	Contact time is minimal, precautions in showroom,
Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = 1; yes = 3)	2/3	2/3	2/3	Extra precautions would apply
Total	15/24	15/24	15/24	



### 8.2.2 Vaccination Register

(Note: This form to be completed for all UHH Team Members)

Name	Date of first Vaccination	Verification	Date of second vaccination	Verification	Comments

### 8.2.3 Unvaccinated Team Members

Given the potential effects of the Covid-19 virus and the significant risk of contracting the virus as detailed in the risk assessment in 8.2.1, Upper Hutt Hire will take the following action:

Any Team Member who declines to answer questions about their vaccination status (for the purposes of this risk assessment only) shall be deemed to be unvaccinated.

Any Team Member who declines to be vaccinated or is deemed by default to be unvaccinated may be placing them selves and other Team Members at avoidable risk. Therefore Upper Hutt Hire shall take the following action:

- Seek to address that Team Members concerns by all practicable means.
- If, after a time period of 20 working days, the Team Member has still not received at least the first vaccination then that Team Member shall be placed in a role of reduced exposure the general public and other Team Members. These may include: no serving members of the public, restricted deliveries and pickups, staggered access to lunchroom and dining facilities during tea and meal breaks, and other actions deemed necessary by the Managing Director to reduce the risk of spreading the Covid-19 virus.



### 8.3 Part Two: Hazard Management and Control:

#### 8.3.1 Management and Control of risk of infected Team Member introducing virus onto site, transmitting to Team Members & Customers

Hazard	Eliminate?	Isolate?	Minimise?	Controls?	Action	Closed Out?
Risk of infected Team Member introducing virus onto site, transmitting to Team Members & customers.	Yes by removing any Team Members who do not need to work on site, and any Team Members who are predisposed to infection	N/A	N/A	N/A	A. Identify any non-essential workers who do not need to be on site and can work from home. B. Conduct a work induction prior to commencement of work under Level 3 restrictions to identify anyone who has potential links to a cluster or who have preexisting health conditions.	Yes
Risk of Viral infection being spread by Team Members: <b>Isolation techniques</b>	N/A	All UHH Team Members should remain within the confines of Upper Hutt Hire and reduce outside visits. Allocate tasks to specific geographical areas, such as workshop, office, loading	N/A	N/A	A. Advice to all designated UHH Team Members that they should remain on the business premises during work hours where possible B. Toolbox meeting to determine isolation procedures and where each Team Member should nominate as 'their' space.	Yes
Risk of Viral infection being spread by Team Members: <b>Minimisation techniques</b>	N/A	N/A	Get all Team Members vaccinated	N/A	Verification of all Team Members vaccinated (record as per table in 8.2.2)	Yes
Risk of Viral infection being spread by Team Members: <b>Control techniques</b>	N/A	N/A	N/A	Make PPE available to those Team Members who wish to use them, plus instructions on safe use.  Distancing	A. Ensure Gloves, Masks, soap and hand sanitiser is readily available for all. B. Provide instructions for safe use.  UHH Team Member must stay at least 1 meter from one another, staggered lunch and snack breaks where possible.	Yes



**8.3.2 Management and Control of risk of infected Customer introducing virus onto site, transmitting to Team Members & other customers**

Hazard	Eliminate?	Isolate?	Minimise?	Controls?	Action	Closed Out?
Risk of infected Customer introducing virus onto site, transmitting to Team Members & customers.	Yes, by allowing only pre-order sales, and asking health-related questions prior to taking the booking.	N/A	N/A	N/A	Seek clarification from customer that they have been vaccinated and are from the Hutt Valley Region.  <b>Action: Add to action points for amending SOP</b>	Yes
Risk of Viral infection being spread by infected Customer: <b>Isolation techniques</b>	N/A	Only one customer in showroom at any time, use of isolation curtain at sales counter, masks	N/A	N/A	<b>Action: Add to action points for amending SOP</b>	Yes
Risk of Viral infection being spread by infected Customer: Minimisation techniques	N/A	N/A	Minimise time spent in close proximity to one another, prefer to offer paperless transactions	N/A	UHH Team Member must stay at least 2 meters from customer. UHH Team Member ONLY to load vehicle  Action: Add to action points	Yes
Risk of Viral infection being spread by infected Customer: Control techniques	N/A	N/A	N/A	Make PPE (gloves) and hand sanitiser available to customers	Ensure gloves and hand sanitiser is readily available for all customers  <b>Action: Add to Induction check list</b>	Yes



### 8.3.3 Management and Control of risk of Viral Infection when delivering or collecting equipment

Hazard	Eliminate?	Isolate?	Minimise?	Controls?	Action	Closed Out?
Risk of Viral infection from potentially infected customers: <b>Reduce risk of exposure</b>	Yes, by eliminating any sales to customers who have not been vaccinated	N/A	N/A	N/A	Ask Questions at time of booking: <ul style="list-style-type: none"> <li>• Have you been vaccinated ?</li> <li>• Are you or anyone in your household showing signs of being unwell</li> </ul> If Yes, then sorry we can't deliver equipment or supplies to them. <b>Action: Update SOP</b>	Yes
Risk of Viral infection being spread by driver: <b>Isolation techniques</b>	No	UHH Driver Should remain within the confines of Upper Hutt where possible	N/A	N/A	Advice to all designated UHH drivers that they are not permitted to leave the Upper Hutt region for the duration of the shutdown.  <b>Vehicle Policy updated</b>	Yes
Risk of Viral infection from potentially infected customers: <b>Isolation techniques</b>		Equipment to be delivered to and collected from a designated area on the premises that must be outdoors, and customer must keep at least 2 meters away.	N/A	N/A	Need to clearly to define to customer the need to have a secure and safe location where the goods are to be delivered to and collected from. This location must be outdoors (less chance to contact with the virus) and customer must stay at least 2 meters distance from UHH Team Member.  All pets must be contained (tied up or locked inside) during time of delivery or collection.  <b>Action: Add to SOP</b>	Yes
<b>Risk of Viral infection from cross contamination of equipment</b>		Hired equipment cannot be used outside the delivery address (Traceability).	N/A	N/A	Advise customers of updated delivery terms and conditions.  <b>Action: Add to SOP</b>	Yes
<b>Minimise risk of spreading virus at collection</b>			Minimise contact with machinery at	PPE (latex gloves and face mask)	UHH driver to put on disposable latex gloves and facemask. Spray with sanitiser solution prior to moving the equipment	YES



			time of collection		Spray again upon collection (including the bottle). Isolate the equipment to avoid cross-contamination. Once back at Goodshed Road clean as per revised cleaning SOP.	
					<b>Action: Add to SOP</b>	
<b>Risk of Viral contamination from un-sanitised equipment.</b>		Yes: Isolate upon return to 20 Goodshed Road	Yes : amend cleaning SOP	Amend SOP for cleaning	Need to treat all equipment arriving back at 20 Goodshed Road as potentially contaminated. Amend SOP to show: 1. Place in designated isolation area awaiting cleaning 2. Spray with sanitiser 3. Rinse with non-pressurised water 4. Water blast and clean as per normal 5. Spray with sanitiser solution.	Yes

### 8.3.4 Management and Control of risk of infection spreading between Team Members while on site

Hazard	Eliminate?	Isolate?	Minimise?	Controls?	Action	Closed Out?
Risk of Viral infection between current Team Members while on site: <b>Elimination / Reduce risk of exposure</b>	Yes, by ensuring all Team Members have received both doses of the vaccine.	N/A	N/A	N/A	Update Vaccination register.  Any Team Members who decline to answer or do not agree to be vaccinated to be placed on non-public duties (see section 8.2.3)	Yes
Induction of new Team Members on site.	Yes, by ensuring new Team Members have received both doses of the vaccine.				Strong preference for applicants who reply positively.	



Risk of Viral infection between Team Members while on site: <b>Isolation techniques</b>	N/A	Unvaccinated Team Members must remain at least 2 meters away from one another, use isolation techniques when site	N/A	N/A	Refer to requirements as set out in Section 8.2.3	Yes
Risk of Viral infection between Team Members while on site: <b>Minimisation techniques</b>	N/A	N/A	Hygiene practices, showering after work, etiquette for coughs and sneezes	N/A	Action: Add good hygienic practices information to re-induction sheet.	Yes
Risk of Viral infection between Team Members while on site: <b>Minimisation techniques</b>				PPE (latex gloves and face mask)	Ensure PPE available and information on how to use effectively made available.	Yes

**9.0 Revision**

This risk assessment will be continually revised and reissued as and when further information comes to hand.