

# Procedure for Safety Work Kits Members Working Under Alert Level 3 for all sites domestic, residential and commercial

Here's what you need to know about working under Level 3 restrictions.

These requirements are the same as for Level 4: Regularly disinfect surfaces; wash and dry your hands, cough into your elbow, don't touch your face, stay home if you're sick, report flu-like symptoms.

Now that we have moved to level 3 the emphasis is on being able to work safely.

## How can you work safely? The six steps below will help

What you need to do:		Reasons why and how:
1	<b>Phone the client immediately before arriving on site</b>	This is to ensure no physical contact with the client.
		Do this even if you would not normally see the client.
		Ask the client to maintain at least a two metre distance at all times while you are on site.
		Commercial sites only: ask for their site entry procedures.
2	<b>Set up your cone or signboard</b>	Follow normal procedure.
		In addition - wear a mask and wash hands thoroughly with soap and water or sanitize.
3	<b>Assess the site for hazards</b>	Follow normal procedure.
4	<b>Complete a Take Care Be Aware Site Check</b>	Follow normal procedure.
		It is vital that you accurately record the date and time you are on site.
		Record the name and phone number of everyone you come into contact with on site (whether working or not) on your Take Care Be Aware Site Check in the section "Workers on site/people met on site" which is at the bottom of the form in your Safety Work Kits app. This is so the Ministry Of Health can contact them if required later.
5	<b>Proceed with normal site activity</b>	As described on your completed Safe Work Method Statement.
		In addition - keep a distance of one metre between workers.
		On leaving the site - wash hands thoroughly with soap and water or sanitize.
6	<b>Payment for services</b>	Email the invoice to the client or leave it in their letterbox.
		Request electronic payment as best practice.
		Do not accept any payment in person.
		If the client normally pays by cash, ask them in advance to leave it in the letterbox before you arrive.

This guide is for property maintenance contractors who are able to work safely under Level 3 restrictions.

*These requirements are in addition to normal health and safety obligations under the Health and Safety at Work Act 2015.*