

COVID 19 Risk Assessment for Returning Staff and Contractors.

Return to Work Questionnaire.

Date.../...../.....

Full Name.....

Contractor Y/N/ NA

Business of Contractor

Job title.....

Department.....

Location.....

Purpose.

This Risk assessment questionnaire has been prepared to assist your employer to identify any potential risks plus to maintain a safe place of work as required under the Health and Safety at Work Act 2015, to limit the exposure to COVID-19 in the workplace.

Health and safety duties

Subpart 1—Key principles relating to duties

S. 30 Management of risks

(1) A duty imposed on a person by or under this Act requires the person—

(a) to eliminate risks to health and safety, so far as is reasonably practicable; and

(b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

(2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

S. 36 Primary duty of care

(1) A PCBU must ensure, so far as is reasonably practicable, the health and safety of—

(a) workers who work for the PCBU, while the workers are at work in the business or undertaking; and

(b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

(2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

General Risk and Workplace Regulation 2016 Sections 5-8 (Hazard identification, control and monitoring)

All information provided by this questionnaire will remain secure and only used by the employer for the stated purpose for the duration of COVID 19 Government response levels.

Please indicate your age range

Under 20	21-30	31-40	41-50	51-60	61-70	70 plus
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1. Are you currently suffering or showing signs of *any* of the following: **Yes No**
- a. Cough
 - b. Sore throat
 - c. Shortness of breath
 - d. Runny nose or sneezing
 - e. Temporary loss of sense of smell
with or without fever?

2. Have you ever been diagnosed with COVID 19? If yes: **NO**
- When?
- Where?
- Result?

3. Have any of your family members undergone a COVID 19 lab test or been asked to go into isolation by Healthline or similar

NO

When?

Where?

Result?

4. Do you have any other health concerns at the moment?
If yes please outline.....
.....

I declare that the above information is correct.

Under the Privacy Act 1993 the information being requested and supplied by employees is deemed to be Private and Personal. Therefore we are requesting all employees consent to this information being provided subject to the stated Purpose and for the duration of the COVID 19 Government response levels.

I give my consent for,

- a. My personal information being collected, and
- b. The above information being used under the HSAW Act 2015 to enable my employer to provide and maintain a safe place of work for myself, other employees, contractors and other lawful visitors on site within the stated Purpose.

Thank you.

This information will be held by HR for the duration of the Government imposed Levels 1-4 and will be available to you at any time to check, update or review.

Further Information

1. Stay at home if you are unwell

- Everyone must self-assess their health prior to attending work. If in doubt, phone Healthline on 0800 358 5453 to seek advice
- Staff will not come to work if anyone in their home bubble has any COVID19 symptoms

2. General hygiene

Practice good hygiene at ALL TIMES including:

- Cover your coughs and sneezes with your elbow or a tissue
- Put used tissues straight into the bin
- Wash your hands often with soap and water, including before and after eating and after going to the toilet
- Use alcohol-based hand sanitisers
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently used hard surfaces
- Clean and disinfect frequently used objects such as mobile phones, keys, wallets and work passes

NB Contact Tracing.

Contact tracing is required by Ministry of Health as a means to identify all those people who may have been in contact with a known person with COVID 19 or suspected of being in contact with a person who may have been exhibiting signs or symptoms of COVID 19.

If indicated by this Return to Work questionnaire the company is legally bound to inform Healthline of any person who has or is suspected of being exposed to a person who has COVID 19. Please see below:

- **Employee has Covid-19 symptoms** (cough, sore throat, shortness of breath, head cold (*e.g.* runny nose, sneezing), loss of sense of smell, with or without fever) – Suspect Case:
 - must stay home and contact doctor or Healthline ([0800 358 5453](tel:08003585453)) immediately. The employee must call her/his supervisor or appropriate manager and confirm they have called doctor or Healthline. Unless investigated by health authorities and declared to be 'not a case', suspected cases must isolate at home (if mild symptoms) till 48 hours after symptoms resolve and at least 10 days after symptom onset
- **Employee reports or is observed with Covid-19 symptoms (Suspect Case):**
 - If employee has Covid-19 symptoms (cough, sore throat, shortness of breath, head cold (*e.g.* runny nose, sneezing), loss of sense of smell, with or without fever), send them home immediately (ideally provide them with tissues or mask to cover face)
 - Supervisor to identify other employees in that team and others having been in face-to-face contact within 2 meters for 15 minutes or more (including address and phone numbers) in case public health need to trace (if need be, by calling employee by telephone). Close contacts of suspect cases should be meticulous with physical

distancing, hand hygiene and cough etiquette. They do not need to self-quarantine. If symptoms develop within 14 days of the last exposure to the suspect case, they should immediately self-isolate and phone Healthline

- Employee must stay home and contact doctor or Healthline ([0800 358 5453](tel:08003585453)) immediately. The employee must call her/his supervisor or appropriate manager and confirm they have called doctor or Healthline. Unless investigated by health authorities and declared to be ‘not a case’, suspected cases must isolate at home (if mild symptoms) till 48 hours after symptoms resolve and at least 10 days after symptom onset
- Employee must immediately advise supervisor or appropriate manager that they have contacted doctor or Healthline, and, if a Covid-19 test undertaken, disclose the test result.
- **Confirmed or Probable COVID-19 cases**
 - A probable case is a case that shows the COVID-19 symptoms listed above, those symptoms cannot be fully explained by other causes, and testing results have been inconclusive
 - Any employee with a confirmed or probable case of Covid-19 will be put into compulsory self-isolation by MOH. They must notify their supervisor or appropriate manager immediately
 - Employee MUST self-isolate for 14 days and strictly follow self-isolation guidelines of MOH
 - Employee must immediately advise supervisor or appropriate manager if Covid-19 test undertaken and disclose the test result
 - Employee is required to present full medical clearance to her/his supervisor or appropriate manager before they can return to work. Employee is also required to complete a health checklist
 - Supervisor must identify “close contacts” (including address and phone numbers) for public health. Close contacts are team members and others having been in face-to-face contact within 2 meters for 15 minutes or more

Close contacts of confirmed or probable cases should self-quarantine and be managed at home with monitoring for symptoms. If they develop symptoms they should be tested and stay in isolation until results are available.