

WBL COVID-19 Risk Assessment (1-12-21)	Group 1 - Field Team & Water Consultants (home and office based) e.g. CEG, QA, L&D, visiting forestry sites		Group 2 - Office Based Employees (external facing) eg GMs, Marketing Team, members of the IT, Digital, Finance and P&C Teams		Group 2A - Office Based Employees (internal facing) eg Corporate, CSA Team and Learning Solution, Business Support, members of the CEG and P&C Teams		Group 3 - Home Based Staff (divisional difference) eg some Learning Solutions people	
1. Consider these risk factors	Rating (Low/Med/High)	Comments	Rating (Lower/Med/Higher)	Comments	Rating (Lower/Med/Higher)	Comments	Rating (Lower/Med/Higher)	Comments
<p>Overall risk assessment (based on detailed questions below) The 11 questions below are derived from the WorkSafe instructions, with additional questions from Te Pūkenga.</p> <p>This Risk Assessment is focused on our Kaimahi (employees) coming into contact with ākongā and is a combined risk assessment considering those completed by BCITO, Compentenz and Connexis.</p> <p>We are unable to fully assess ākongā, as they are based at various work places, of which we re considered visitors onsite. have no authority over and a</p>	Higher Risk	<p>All WBL divisions have people visiting sites.</p> <p>They are are going to locations where not all people are known, engagement with vulnerable people is considered medium-high risk, distancing can be difficult, facilities are shared, and the time spent ranges from 20 minutes - hours.</p>	Higher Risk	<p>All WBL divisions have people working in offices.</p> <p>While there are some areas identified as Medium risk, the majority were high, which has resulted in the overall decision of higher risk All offices having shared facilities and have people in the space for 6 -8 hours.</p>	Higher Risk	<p>All WBL divisions have people working in offices.</p> <p>While there are some areas identified as Medium risk, the majority were high, which has resulted in the overall decision of higher risk All offices having shared facilities and have people in the space for 6 -8 hours.</p>	Medium Risk	<p>Connexis is the only WBL division that has employees who solely work from home. This is directly from their risk assessment.</p>
<p>1) How many people does the employee carrying out that work come into contact with when carrying out their work? (very few = lower risk; many = higher risk)</p>	Higher Risk	<p>Employees conduct several visits on a daily basis to meet employers and trainees/apprentices. The locations of these visits may have numerous people on them, from various industry, who are unknown to the field team, including shool educators, children, those at Corrections and Defence facilities.</p> <p>Employees also travel and meet with numbers of industry people, other educators, and attend events (ie regional/national events like GwHV, Annual Connection, Apprentice of the year etc.) and will come in to contact with a significant number of people and possibly children. Some divisions also expect employee attendance up to twice yearly at all staff conferences.</p> <p>Where the employees are office based, they are in offices with shared entrances, stairs/lifts, facilities and visitors, which increases the number of people that the employees may come into contact with.</p>	Higher Risk	<p>These employees travel and come into contact with a range of people including people from other organisations, school educators and children when undertaking meetings, events, expos, and organising Connexis conferences.</p> <p>There are also numerous visitors to their offices e.g. industry liaison groups, couriers, plant care, external visitors/ suppliers. Some offices have shared entrances, lifts and stairwells, across WBL divisions.</p>	Higher Risk	<p>Some WBL offices have shared entrances, lifts and stairwells with other businesses, as well as shared facilities with other tenants.</p> <p>Those in the office all have either field team or marketing colleagues who work in the same office. There are also visitors to the offices e.g. industry liaison groups, couriers, plant care, external visitors/ suppliers.</p> <p>While internal meetings generate lower risk, the risk increases for those who travel in their role and engage with individuals and/or groups across industry. Some divisions also expect employee attendance up to twice yearly at all staff conferences, in which travel is involved</p>	Medium Risk	<p>While day-to-day work is conducted from home offices with limited day to day contact, there is a requirement for visits to Head Office and up to twice yearly all staff conferences which may include external events and will involve travel.</p>
<p>2) How easy will it be to identify the people who the employee comes into contact with? (easy to identify, such as co-workers = lower risk; difficult to identify, such as unknown members of public = higher risk)</p>	Higher Risk	<p>While there would be an expectation of QR Codes at offices, events, located on work vehicles, and at sites, a lot of unknown people could potentially be on work sites or at events.</p> <p>Employees at these locations would be encounter a number of people during the course of travel for their role.</p>	Higher Risk	<p>While there would be an expectation of QR Codes with events and at sites, a lot of unknown people could potentially be at sites or events that are visited and these staff would encounter a number of people during the course of travel for their role.</p> <p>Having shared lifts with 14 other floors creates higher levels of risk when external guests are visiting the building to meet other companies within the same building.</p>	Higher Risk	<p>While WBL offices can ensure that its visitors into its offices are identified, it would be harder to identify those who use the lifts and stairs and to identify those who may be present when our people travel for their work and attend external meetings or events.</p> <p>Having offices that share a lift with up to 14 other floors creates higher risk when external guests are visiting the building to meet other companies within the same building.</p>	Medium Risk	<p>When our people travel for their work to venues where external events may occur, it may be harder to identify those who employees come into contact with.</p>
<p>3) How close is the employee carrying out the tasks in proximity to other people? (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment = higher risk)</p>	Higher Risk	<p>Given the nature of the work, employees attempt to ensure that there is appropriate space to physically distance. However, the dynamic nature of people on work sites and at events, and sometimes limited physical space, means that physical distancing is not always maintained.</p>	Medium Risk (assessed as at the higher end of Medium)	<p>Although protocols may be in place at events and in the office, these may not always be adhered to by other parties given the nature of engagement, eg busy event sites, people collaborating at a single desk or in a meeting room</p>	Medium Risk (assessed as at the higher end of Medium)	<p>Our offices are an indoor space and given the nature of the work in the office environment, employees are generally able to ensure that appropriate distances are maintained, except where travel and events are involved.</p> <p>Social distancing becomes more difficult in common areas due to space limitations and shared facilities which increases the risk, eg people collaborating at a single desk, in shared facilities or in meeting rooms.</p>	Lower Risk	<p>Given the nature of the work and location of work, employees are able to ensure that suitable social distancing occurs, except where travel and events are involved.</p>
<p>4) Are people sharing a vehicle with others? (Are these co-workers - lower risk; are they not in your closework contacts - higher risk)</p>	Higher Risk	<p>While company cars are generally driven without passengers, there are occasions where vehicles are shared with others, such as colleagues, learners and employers' staff, ie training a new starter, Learning & Development, joint visits, ride-along visits etc.</p>	Higher Risk	<p>There will be occasions where vehicles are shared with colleagues and taxi drivers.</p> <p>Taxis and other transport modes (with close proximity) are a regular feature for people in these roles</p>	Higher Risk	<p>Given the nature of work, people would seldom share vehicles with others.</p> <p>It is noted that in order to get to our offices, many of our office-based staff will be utilising public transport which is considered a higher risk.</p>	Lower Risk	<p>Given the nature of work, people would seldom share vehicles with others.</p>

5) Are people sharing bathrooms and cooking/eating areas? (in a single room with no shared facilities - lower risk; dormitories and shared bathrooms and kitchens - higher risk)	Higher Risk	Employees frequently travel and may need to make use of restrooms on site or public facilities. Those in offices will also share bathrooms and kitchens with people within their own, and from other, organisations whose vaccination status is unknown.	Higher Risk	Employees frequently travel and may need to make use of restrooms on site or public facilities. In the office, these employees also share bathrooms and kitchens with people from other organisations.	Higher Risk	In the office, these employees share bathrooms and kitchens. Facilities may be shared with people from other organisations	Lower Risk	While based from home, employees have no shared facilities. The risk does increase however with visits to offices and events.
6) How long does the work require the employee to be in that proximity to other people? (very brief contact = lower risk; lengthy contact (>15mins) = higher risk)	Higher Risk	Visits to customers and employers are on average about an hour. However, there can be multiple apprentices at one site, resulting in more time on site. Regional and national events are likely full day events if they are not held virtually.	Higher Risk	Visits on sites and at events can be up to a day long and there may be a range of people and children coming through events.	Medium Risk	Office meetings last for approximately an hour at a time and physically distancing protocols apply. Virtual capabilities are also used where possible. Desks allow for 1m spacing but not 2m.. Contact time while in lifts and/or kitchens would be brief. Being in the office with others could be from 6 - 8 hours.	Lower Risk	Contact is limited when an employee is WFH however there is risk of longer exposure in line with attendance at events.
7) 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 = lower risk; whole time = higher risk)	Higher Risk	This is hard to determine, as we don't know the health status of those who we engage with, or who could be sites we are visiting. which includes a wide spectrum of trainees, employers and customers across all areas of New Zealand. Where vaccination status is unknown, it is safest to assume that individuals are at higher risk unless confirmed otherwise. To also note some of these employees are expected to have relationships with local schools and attend school trades events which may put them in direct contact with some of the most vulnerable within our community.	Higher Risk	This is hard to determine, as we don't know the health status of those who we engage with and we engage with, which includes a wide spectrum of trainees, employers, customers and children (College aged) in all regions. Where vaccination status is unknown, it is safest to assume that individuals are at a higher risk unless confirmed otherwise.	Higher Risk	This is hard to determine, as we don't know the health status of those who we engage with, and employees engage with a wide spectrum of visitors and work contacts and employees from across all regions. Where vaccination status is unknown, it is safest to assume that individuals are at higher risk unless confirmed otherwise.	Medium Risk	While contact is limited when an employee works from home, there is inevitable contact with others in the course of this role. Where vaccination status is unknown, it is safest to assume that individuals are at higher risk unless confirmed otherwise.
8) Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk).	Higher Risk	With a move to the Covid-19 Protection Framework, there would continue to be regular interaction with unknown people if vaccination certificates are present and sites are happy to receive us.	Higher Risk	No we don't expect to be operating in person at a higher alert level. However with a move to the Covid Protection Framework, there would continue to be regular interaction with unknown people even if vaccination certificates are used, eg education is able to operate at Orange with public health measure in place.	Medium Risk	No, as we don't expect to be allowed in our offices at higher alert levels and would move to virtual methods at higher alert levels, unless vaccination certificates are required and the Covid Protection Framework applies.	Medium Risk	Not at increased alert levels, but with the move to the Covid Protection Framework, there would continue to be regular interaction with unknown people if vaccination certificates are used.
9) 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 = lower risk; higher than outside work = higher risk)	Higher Risk	The risk for these employees would be higher due to the nature of the role and the multiple unknown people that they may come into contact with.	Higher Risk	The risk for these employees would be higher, as although larger groups may be less frequent, they could be exposed to those more vulnerable and a higher concentration of people than they would ordinarily connect with outside of work.	Medium Risk	Given the work undertaken and exposure to similar environments outside of work this is considered to be on par although employees do work in the office with field teams and/or employees identified in group 2, who do have a higher risk. We note that the duration of exposure to colleagues and other invited guests is multi-hour and therefore significant. The risk would also increase when a person is required to travel and attend meetings or events.	Lower Risk	Given the work undertaken and exposure to similar environments outside of work this is considered to be on par with the risk outside of work. However, the risk would increase when a person is required to travel or attend events as part of their role.
10) Do people in the work environment comply with the rules around wearing face covering and keeping a safe distance? (good compliance - lower risk; poor compliance - higher risk)	Higher Risk	While the use of appropriate protocols is expected within WBL offices, it is difficult to guarantee that this will be adhered to by all external parties at employers' work sites and external events and that all employers and trainees will adhere to this. (At all times, WBL employees are encouraged to exit a work environment where appropriate protocols are not practised). It is possible that face coverings and distancing may not be observed by external parties.	Medium Risk	While the use of appropriate protocols is expected within WBL offices, it is difficult to guarantee that this will be adhered to by all external parties. It is possible that face coverings and distancing may not be observed by external parties.	Medium Risk	The use of appropriate protocols is expected within WBL divisions	Lower Risk	There is limited interaction with colleagues or externals in day to day work. Where there is in-person engagement with colleagues, the use of appropriate protocols is expected.
Consider other controls. Identify any further infectious disease controls you and your employees could put in place to reduce the risk.		Wearing a face covering is in line or above government requirements., keep physical distance, sanitise before and after visit and regularly at events. Hazard assessments required by some divisions prior to entering sites. Employees to keep a record of all visits undertaken and follow all venue requirements. Alternative digital methods of visits ie.g. Teams, Zoom can be arranged where necessary. Those visiting corrections, defence or school locations mandated to be fully vaccinated.		Wearing a face covering is in line or above government requirements., keep physical distance, sanitise before and after visit and regularly at events. Employees to keep a record of all visits undertaken and follow venue requirements. Alternative digital methods of visits ie.g. Teams, Zoom can be arranged where necessary.		Employees required to wear masks in line with government requirement, keep physical distance, sanitise before and after visits and regularly at events. Employees to keep a record of all visits undertaken and follow venue requirements and use QR codes when coming into office. Visitors required to use QR code, and hand sanitise.		Employees required to wear masks in line with government requirements, keep physical distance, sanitise before and after visits and regularly at events. Employees to keep a record of all visits undertaken and follow venue requirements and use QR codes when coming into office. Visitors required to use QR code, and hand sanitise.