

OP-WKI-0001 – COVID-19 – Maintaining Physical Distance When Completing Field Documentation – Work Instruction

Operations



Security Class: PowerNet Employees & External (with NDA's)

Work Instruction

Under New Zealand Government direction, essential services like PowerNet are required to continue to provide services to keep the lights on during the Covid-19 Pandemic response.

To minimise the risk of Corona virus exposure during the next four weeks, PowerNet field employees and contractors must maintain physical distancing of at least **two meters** between two or more people. This presents challenges when completing the required documentation like Worksite Risk Assessments, Work Authority, Access / Test Permits, NEM's and Commissioning Check Lists.

Below are some simple steps that must be followed to maintain the two meter physical distance:

Steps:

1. Complete the required documentation if you are the leader or permit holder on site.
2. Verbally communicate the documentation requirements to those on site whilst maintaining the physical distance of two meters.
3. Obtain verbal communication from those on site that they understand the requirements set out in the documentation.
4. Obtain verbal communication from those on site that you can sign on or off the documentation on their behalf.
5. Sign the documentation on behalf of those on site with the person/s full name and initials.
6. Verbally acknowledge the person/s that you have signed their name.
7. Follow the same process when signing off a document.

A handwritten signature in black ink, appearing to read "Justin Peterson", with a stylized flourish at the end.