

## Ministry for Primary Industries Register for Safe Practice

### Registrant details

The Ministry for Primary Industries (MPI) now needs assurances from industries and businesses that their processes protect workers and the public by limiting interactions and reducing the potential spread of COVID-19.

As an essential primary sector business or service, we require you to complete this form UNLESS:

- There are five or fewer people (including the owner) working at each business site, and
- can achieve social distancing measures, including travelling, to and from work.

There is no fee for this form.

\* 1. Full name of operator

\* 2. NZBN Number

3. Other Registration Type

ACVM Act GMP ID:

Animal Products Act RMP ID:

Biosecurity Services ID:

Fisheries Services ID (FishServe Client Number):

Food Act FCP/NP ID:

Wine Act WSMP ID:

Other - please specify type and ID:

\* 4. Contact Person

First name

Last name

Position title

Email address

Phone number

Mobile

1 / 5  20%

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# Ministry for Primary Industries Register for Safe Practice

## Business details

\* 5. Business sector (tick all that are applicable)

***Tick Animal Welfare, and Other (Thoroughbred Racing/Breeding)***

## Number of Employees

\* 6. How many workplaces / premises / facilities / operating locations are there?

\* 7. What number of employees are at each premise / facility / operating location (show numbers by location)

\* 8. What number of employees do you already have working from home?

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### Number of Employees

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\* 7. What number of employees are at each premise / facility / operating location (show numbers by location)

\* 8. What number of employees do you already have working from home?

3 / 5



60%

\* 9. How do your production processes protect your workers and the public by reducing the potential spread of COVID-19?

***Various measures in on-farm equine management have been developed by the NZ thoroughbred breeding and racing industry to minimise the risks of transmission of the COVID-19 virus between staff. These are described in answer to the following questions.***

\* 10. How are you ensuring that workers and others at work are observing social distancing to and from work, during work and during rest breaks?

### ***Physical Distancing***

- i. Person-to-person contact must be minimised, no person should be within 2 metres of another person (unless to ensure safety in attending to the horse);
- ii. Segregation of staff into small teams/pairs of workers to minimise contact or over-lapping working hours between staff groups so that if one group is required to self-isolate, the other group(s) may continue to work;
- iii. If and when staff that are not employed by the Stud (e.g. vets/farriers or any other person) enter the stud property, they must be maintained at a distance at least 2 metres (unless to ensure safety in attending to the horse), and be required to handwash with soap or disinfectant on arrival and departure;
- iv. Other than for personal hygiene needs, access of staff to offices or enclosed spaces must be limited. Such measures must include:
  - only one person at a time in equipment rooms;
  - having a sole person wearing protective clothes eg gloves, face mask is responsible for the feed room, and feed buckets, containers or holders left outside the feed-room together with any high contact areas are to be with disinfected, and
  - employer and contracted staff that are feeding horses must also wear protective clothing
  - other similar distancing for recording and administering permitted supplements medications etc.
- v. Where possible staff should be separated by at least 2 metres (unless to ensure safety in attending to the horse), when weaning is necessary due to an animal health and welfare issue staff must adhere to strict hygiene and distancing protocols.
- vi. Employer and stud staff must immediately return to residences as soon as work duties are completed.
- vii. Staff who are employed only for the purposes of office administration, or for maintenance of grounds, fencing and facilities (unless urgently required to attend to an issue that involves a safety or welfare concern to staff or horses); will be required to self-isolate at home.
- viii. Site visits by outside Vets or Farriers must be limited to urgent situations only, or those required to maintain horse welfare and where possible initial assessment handled by phone (e.g. Facetime).

- ix. Require home isolation in accordance with Government stipulation and prohibit the socialising of staff either at or away from the workplace.

\* 11. What personal hygiene steps have you put in place for workers to reduce the likelihood of virus spread at work?

### ***Hygiene measures***

When on the stud or agistment property, employers and contracted staff are required to maintain strict standards of personal hygiene:

- Provision and use of disinfectant buckets and sprays, or soap and running water located throughout the property for regular washing of hands:
  - On arrival and before departure from the workplace; and
  - Before and after eating or drinking; and
  - Before and after assisting another person around the horse (e.g. assisting horses into a crush); and
  - Before and after handling of equipment that is handled by more than one person.
- All persons must wash and wear clean clothes before and after work;
- Wearing of overalls and gloves for duties all when it is practical to do so;
- Use of disinfectant on all equipment that is used, particularly regular disinfectant of lead ropes and high contact areas on vehicles used during day to day tasks; and
- Assign a staff member to regularly disinfect surfaces that are often used such as toilets, benches, doors, gates, barrows, rakes, brooms, buckets.

\* 12. What existing, or additional personal protective equipment could you introduce that would reduce the likelihood of virus spread at work?

Overalls, gloves, and additional sites where disinfectant, hand sanitiser, or soap and running water is made available throughout the property,

\* 13. What steps are you taking to limit access to your workplaces apart from essential workers?

- i. Employer and staff must immediately return to residences as soon as work duties are complete.
- ii. Staff who are employed only for the purposes of office administration, or for maintenance of grounds, fencing and facilities (unless urgently required to attend to

an issue that involves a safety or welfare concern to staff or horses); will be required to self-isolate at home.

- iii. Site visits by outside Vets or Farriers must be limited to urgent situations only, with initial assessment where possible by phone (e.g. Facetime).
- iv. Require home isolation in accordance with Government stipulation and prohibit the socialising of staff either at or away from the workplace.

\* 14. How are you isolating staff, or parts of your workplace, so that virus spread would be contained should it occur?

Employers and their stud staff as must work together to understand and comply with any measures that their employer dictates, in order to minimise the risks of transmission of COVID-19. These measures shall include but not be limited to the following:

In addition to details provided in response to Question 10:

### **Isolation**

Employers must stand down from the roster and require self-isolation of any staff member who:

- Is aged 70 or over; or
- May be vulnerable to COVID-19 due to a medical condition; or
- Answers 'yes' to any of the 4 Health Assessment questions in (1) above.
- Is diagnosed or is suspected of having contracted COVID-19. In such an instance, the employer must ensure that: the staff member immediately self-isolates, follow Ministry of Health advice, and assist in contact tracing.

### **Contact Tracing**

A daily logbook of all on-site staff to be maintained by one designated person or digitally, with inclusion of any visiting suppliers or contractors (e.g. Vets/Farriers or any other person).

\* 15. What arrangements have you put in place for staff to report any illness and remove themselves from work?

### **Health Assessments**

Studs employers must maintain assessment of the health of themselves and each of their staff. Matters that must be assessed and confirmed at the commencement of each working day:

- a. Has the person been close contact with a confirmed or probable case of COVID-19?
- b. Has the person returned from overseas travel in the last 14 days, or has been in contact with another person who has returned from overseas travel in the last 14 days?
- c. Any raised temperature or other indication of illness or fever?
- d. Any indication of a cough, sore throat or shortness of breath?

If any one of the above four questions is a 'yes' then the person must revert to self-isolation, for at least a further 14 days.

A questionnaire is provided for Studs to require staff to complete each day.

### **Personal Responsibility**

A person must inform their employer and self-isolate if they have cold or flu symptoms, including coughing, sneezing, runny nose, headache, aches or fever, or if they know or suspect that they have been in contact with a person suspected or confirmed as contracting COVID-19, or if they or a close contact has returned to NZ from overseas with the previous 14 days.

Any staff member must report their concern as to the health status of any another person in the workplace.

### **Isolation**

Employers must stand down from the roster and require self-isolation of any staff member who:

- Is aged 70 or over; or
- May be vulnerable to COVID-19 due to a medical condition; or
- Answers 'yes' to any of the 4 Health Assessment questions in noted above.
- Is diagnosed or is suspected of having contracted COVID-19. In such an instance, the employer must ensure that: the staff member immediately self-isolates, follow Ministry of Health advice, and assist in contact tracing.

\* 16. What arrangement have you put in place for staff to report any suspected exposure to COVID-19?

As noted in the previous response, any staff member must report their concern as to the health status of any another person in the workplace.

\* 17. What actions would you take should a staff member be suspected of or confirmed as having COVID-19?

As previously noted in response to Question 15

### **Isolation**

Employers must stand down from the roster and require self-isolation of any staff member who:

- Is aged 70 or over; or
- May be vulnerable to COVID-19 due to a medical condition; or
- Answers 'yes' to any of the 4 Health Assessment questions noted in question 15 above.
- Is diagnosed or is suspected of having contracted COVID-19. In such an instance, the employer must ensure that: the staff member immediately self-isolates, follow Ministry of Health advice, and assist in contact tracing.

\* 18. How do you ensure that staff at particular risk of COVID-19 identify themselves and are isolated from work?

As previously noted in response to Question 15

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Any staff member must report their concern as to the health status of any another person in the workplace.

\* 19. How will you ensure that your workers observe 'stay at home' rules at the conclusion of each working day?

As an agreed condition of employment, the stud and agistment property employers must require:

- i. Stud and agistment property staff must immediately return to residences as soon as work duties are complete.
- ii. Require home isolation in accordance with Government stipulation and prohibit the socialising of staff either at or away from the workplace.

### Applicant Statement

\* 20. I confirm the information supplied in this application is truthful and accurate to the best of my knowledge, and I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator.

Please tick the box to confirm

Please use the PREV button if you wish to review or change your answers. Once you click DONE you will not be able to change your answers.

5 / 5

100%

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Done