

SAFE WORK METHOD STATEMENT – COVID-19

Introduction

The purpose of this statement is to ensure a safe and healthy working environment for Canon employees, customers and other affected parties while undertaking work at Canon sites, at home or on customer sites. This plan outlines how we'll operate safely during COVID-19 restrictions for employees. COVID-19 is a global pandemic.

The contents of this statement and changes to this statement are communicated to Canon workers via internal communications and availability on the company intranet.

All Canon employees are responsible for and ensuring that they work safely and apply the risk controls outlined in this statement.

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Task	Location		Communication	
Working during Covid-19 Pandemic	All Canon sites (New Zealand)		Intranet, internal emails, company briefings, team meetings	
Process	Hazards	Risk Controls	Risk	Regulations/Standards/ACOP etc.
1. General Approach	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> BCP plan in place. Regular review by Senior Executives meeting regularly at Group, company and country level to monitor conditions and to plan ahead Regular updates to managers and employees of changes in regulations or advice from government Where teams are in the office, work rosters will ensure that there are limited numbers of people in the office at any one time Physical distancing within sites to ensure minimum 1m distance at all times Regular communication with employees about good hygiene practices and how to avoid unnecessary contact with others Regular communication with employees requiring them to stay home if they are sick and if they are displaying symptoms of COVID-19 to contact Healthline 0800 358 5453 Regular communication with employees about actions to take if they are in close contact with others who display symptoms or who are diagnosed with Covid-19. Monitoring of employees who are in self isolation due to symptoms or close contact with others with symptoms 		Canon Oceania Business Continuity Plan v10 New Zealand government https://covid19.govt.nz/ New Zealand Worksafe https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/

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		<ul style="list-style-type: none"> Guidelines provided to location heads and people leaders on what to do if there is a suspected case in their location, including communication with close contacts and relevant customers, suppliers, and tenancy Provision of EAP services 		
2. Travelling to Work	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> Encourage those who are coming to work to drive, and stagger work times to minimise travelling during peak hours Teams to manage onsite car parks to minimise need to park off site 		
3. Building Entry	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> Hand sanitiser available at the workplace Signage on how to wash/rub hands and how to avoid unnecessary contact with surfaces Signs on lifts to ensure physical distancing Stairwell use to ensure physical distancing Office entry and exit times to be staggered (Northcote) Regular cleaning by landlords of public/common areas and high contact points Electronic sign in/out to be used to register employees working on site Contact tracing register to record visitor/contractor access 		<p>Visitors/Contractors Covid-19 Contact register</p> <p>Employee registration www.Simpleinout.com</p>
4. Working in the office	Transmission of virus through contact with surfaces or close contact with others	<ul style="list-style-type: none"> Assigned workstations to be used Clean/disinfect desk on arrival and departure Desks to be cleared end of each work day Additional in-depth cleaning conducted as required including high touch points Staggering meal breaks and rest breaks to ensure physical distancing 		<p>Coronavirus (COVID-19)</p> <p>Specific guidelines for company response</p> <p>How to clean and disinfect your workplace https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-</p>

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		<ul style="list-style-type: none"> • Reduced seating capacity in break out areas to ensure physical distancing • Co-ordination and communication between shared PCBU's (Person conducting a business or undertaking) • High use internal doors to be positioned open to reduce touch points where safe to do so. 		audiences/general-cleaning-information-following-suspected-probable-or-confirmed-case-covid-19
5. Meetings		<ul style="list-style-type: none"> • Meeting rooms to observe physical distancing rules • Meetings to be held by electronic methods where there are large numbers 		
6. Working from Home	<p>Potential for injury from working in an unergonomic position for lengthy periods</p> <p>Potential for mental stress due to isolation</p>	<ul style="list-style-type: none"> • Remote working HSE standards • Online ergonomics training • Monitoring of workers conditions at home through checklists and ongoing communication • Engagement activities at team and company level • Advice to employees on how to look out for each other • Regular advice on how to work safely at home – maintaining healthy routines, exercise diet etc 		<p>Remote working HSE Standards</p> <p>Inspection checklist and user guide for remote workers</p> <p>L&D Programs</p>
7. Showrooms		<p>At Level 2, demonstrations to customers are permitted</p> <ul style="list-style-type: none"> • Signage advising people to adopt physical distancing rules and proper hygiene • Additional regular cleaning of equipment including cleaning machines between each customer • Access is limited to customers who have made an appointment and contact details recorded for contact tracing purposes • Group size restricted to maximum 10 people 		<p>NZ Ministry of Health</p> <p>https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/contact-tracing-covid-19</p>
8. Camera Service (Northcote)		<ul style="list-style-type: none"> • Drop off and collection available at level 2 		NZ Ministry of Health

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		<ul style="list-style-type: none"> • Disinfecting of service desk, eftpos machine and pen after each customer interaction • Disinfecting of product high touch points before and after service • Contact tracing register requiring contact details to be recorded and retained as required • PPE including Nitrile gloves 		https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/contact-tracing-covid-19
9. Canon Technology Centres		<p>In addition to sections 1-6, the following apply</p> <ul style="list-style-type: none"> • Periodic daily disinfecting/cleaning of work desks • Disinfectant spray to be used on incoming packages • Nitrile Gloves and face masks available to be worn 		
10. Working on Customers' premises BIS		<ul style="list-style-type: none"> • Where possible service is provided through our remote service technology • All customer site visits tracked and logged • Regular communication with customers about shared activities to reduce risk of infection • Washing of hands upon arrival and departure of customer site • Sanitising solution to be used on hands as required • Clean/disinfect high touch point surfaces on device prior to and after completion of servicing • Nitrile Gloves and face masks are available to be worn 		Response contact logs with customers
11. Working on Customers' premises CBS		<ul style="list-style-type: none"> • All employees have been advised to notify their supervisor and to not attend customers' premises if they are showing any signs of illness or have been in close contact with anyone suspected of having the virus. • Communication with customers to understand the measures that they have in place on their sites to protect their employees and ours 		

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12. Canon Store		<ul style="list-style-type: none"> Product dispatched from DHL warehouse following agreed safe work protocols 		
13. Managing contractors, suppliers and visitors		<ul style="list-style-type: none"> Not permitted to attend premises if experiencing any signs of cold/flu/covid-19 symptoms or illness. Adhere to sign in requirements to allow retention of contact details for contact tracing 		<p>NZ Ministry of Health https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-novel-coronavirus-health-advice-general-public/contact-tracing-covid-19</p> <p>Contractor management Policy and procedure</p>

Note: Safety Data Sheets, Product Safety Sheets and any general safety information on Canon products can be found at <https://www.canon.co.nz/business/support/safety-and-compliance> or may be requested by emailing: gse@canon.com.au

Document Control

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Version Control

Version No.	Version Date	Document Author	Change Description
0.1	05/05/2020	Vanessa Marsh	First draft of comprehensive summary of our current Covid-19 WHS response
0.2	12/05/2020	Vanessa Marsh	Update revised for National level 2 responsibilities