

APPROVED COMPLIANCE CERTIFIERS LTD

Plain Speak **Worksafe Approved** Compliance Certification



24/3/2020

PO Box 7134
DUNEDIN 9040
Email: service@tst.co.nz
Web: www.tst.co.nz

Due to COVID-19 – LEVEL 4 – ESSENTIAL SERVICES RESPONSE

In light of the COVID-19 (coronavirus) pandemic we are following the latest Ministry of Health advice about preventing the spread of the virus keeping up to date with any changes as they occur.

YOU ARE GETTING THIS AS A DEEMED ESSENTIAL SERVICE –

TO ENSURE YOUR CERTIFICATION REMAINS CURRENT

What you can do

- Take the time now to ensure your compliance documents are all in order before our visit
- Respond quickly to requests for evidence of compliance after our visit. Email all evidence IN A SINGLE EMAIL to service@tst.co.nz rather than direct to the a person so we can coordinate the amount of evidence coming in electronically for maximum efficiency – if we are efficient , your certification will be more timely

What we are doing to ensure your certification is maintained current should Level 4 continue on,

- Visiting sites early to minimise trips out / less onsite time (no personal contact at all) and more offsite followup contact
- EXCLUDING face to face contact time COMPLETELY
- Keeping a register of the visits – including site name, date and time visited
- Travel in our own vehicle
- Frequent sanitising with surgical grade wipes and WHO approved sanitiser
- Using our own equipment including pens and safety goggles while on your site
- Follow your organisations site specific requirements while on your site
- Your existing certificate may be renewed earlier than usual, to ensure your energy supplies and hazardous substances supply is not compromised, when you most need them (in the winter months) and in this unprecedented time.
- Providing a document folder with assistance regarding compliance and somewhere to store all the relevant paperwork ongoing due to the lack of face to face contact

All of our inspection staff work remotely (don't share office space with each other) and

- Have not tested positive for COVID-19
- Have not been in direct contact with any COVID-19 infected person
- Did not previously have to self-isolate
- Are living within their bubble – apart from site visits only

In order to keep us safe at **your site we will be asking you to confirm the following in regard to COVID-19.**

- Did you have any staff have to self-isolate before the lockdown?
- Has anyone been in direct contact with any COVID-19 infected people?

Kind regards – Greg Quin

Kevin Towart