

Ministry for Primary Industries Register for safe practice

No	Question	Suggested response
1	Full name of operator	Your business name
2	NZBN Number	Enter “zero” if you do not have one
3	Other Registration Type	Under Other – state name of business
4	Contact Person	Your name
5	Business sector (tick all that are applicable)	Animal Welfare
6	How many workplaces / premises / facilities / operating locations are there?	Number of separate locations
7	What number of employees are at each premise / facility / operating location (show numbers by location)	Total number of employees at each location
8	What number of employees do you already have working from home?	
9	How do your production processes protect your workers and the public by reducing the potential spread of COVID-19?	<p>Good hygiene measures are followed in accordance with MPI guidelines and the HRNZ Order and Direction in response to COVID-19 Pandemic husbandry of standardbreds – alert level 4 (The HRNZ Order)</p> <p>A log will be maintained of all visitors (contractor, supplier, farrier and the like) and staff in and out of the property.</p>
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 and isolation measures are followed in accordance with MPI guidelines and The HRNZ Order
11	What personal hygiene steps have you put in place for workers to reduce the likelihood of virus spread at work?	Good hygiene measures are followed in accordance with MPI guidelines and The HRNZ Order
12	What existing, or additional personal protective equipment could you introduce that would reduce the likelihood of virus spread at work?	Good hygiene measures are followed in accordance with MPI guidelines and The HRNZ Order
13	What steps are you taking to limit access to your workplaces apart from essential workers?	Compliance with the requirements of MPI guidelines and The HRNZ Order

14	How are you isolating staff, or parts of your workplace, so that virus spread would be contained should it occur?	<p>Staff are rostered to reduce the numbers of staff at the stable at any one time</p> <p>Segregation of staff into small teams or pairs of workers to minimise contact or overlapping working hours between staff groups so that if one group is required to self-isolate, the other group(s) may continue to work</p> <p>Follow the physical distancing and isolation measures are followed in accordance with MPI guidelines and The HRNZ Order</p>
15	What arrangements have you put in place for staff to report any illness and remove themselves from work?	Staff are required to complete a questionnaire on their health when they first enter a property, and update their health status if anything changes. These measures are outlined in accordance with MPI guidelines and The HRNZ Order
16	What arrangement have you put in place for staff to report any suspected exposure to COVID-19?	Staff are required to complete a questionnaire on their health when they first enter a property, and update their health status if anything changes. These measures are outlined in accordance with MPI guidelines and The HRNZ Order
17	What actions would you take should a staff member be suspected of or confirmed as having COVID-19?	<p>A trainer and any staff will self-isolate, and not attend and be refused access to stables or training facilities if:</p> <ul style="list-style-type: none"> • They have cold or flu symptoms, including coughing, sneezing, runny nose, headache, aches or fever; • They know or suspect that they have been in contact with a person suspected or confirmed as contracting COVID-19; or • They or a close contact has returned to NZ from overseas with the previous 14 days.
18	How do you ensure that staff at particular risk of COVID-19 identify themselves and are isolated from work?	Staff are required to complete a questionnaire on their health when they first enter a property, and update their health status if anything changes
19	How will you ensure that your workers observe 'stay at home' rules at the conclusion of each working day?	Staff are prohibited from socialising either at or away from the work place