**Health & Safety Policy for Supplier Interaction**

**7 September 2021**

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any questions. *The Restaurant Association has taken all reasonable care to ensure that the information materials contained on our website are true and correct at the time of publication. The information provided is general information only and is not intended to constitute legal advice. Therefore, the Restaurant Association accepts no responsibility for any loss, errors or omissions which may arise pertaining to such reliance.*]

**Numerous obligations are owed by a Person Conducting a Business or Undertaking (PCBU), which includes an employer. This requires you to provide a healthy and safe workplace and to protect workers against hazards and risks that arise in your workplace.**

Obligations include, but are not limited to, PCBUs owing a duty of care to eliminate risks to health and safety (so far as reasonably practicable) that their workers may be exposed to while undertaking work for the PCBU.

You need to **manage risks, to the extent you have, or would be expected to have, the ability to control what the risks relate to.** *Duties cannot be transferred from one person and/or business to another.*

At this time, in order to meet your obligations as a PCBU, members should update their Health and Safety policy for Supplier Interaction for COVID-19 at each Alert Level.

**On the following pages we provide a sample template email, together with a template policy to be issued to your suppliers.**

1. **Sample email template** to send to suppliers regarding supplier interaction for COVID-19
2. **Sample policy** - Supplier Interaction for COVID-19

*Please note that this email template and the sample policy on the following pages are templates only, and that you need to consider the individual requirements of your business, risks that are specific to your workplace, and eliminate these risks so far is reasonably practical to do so. In the event that it is not reasonably practicable to do so, then the PCBU needs to* ***minimise*** *the risks so far as reasonably possible.*

1. **Sample email template to send to suppliers regarding supplier interaction policy for COVID-19**

**[INSERT SALUTATION]**

As a responsible business, the wellbeing of our staff, our customers, and anyone that attends any of our premises, is always our top priority.

As our business intends to operate throughout Alert Level **[choose one: 2/3]**,we have **[choose one: developed/updated]** the **attached** Supplier Interaction Policy.

We will monitor further developments and act in accordance with the Ministry of Health guidance.

If the **attached** policy is revised, we will provide you with an updated version.

Thank you for your ongoing support, your understanding is greatly appreciated.

**[INSERT NAME]**

**[INSERT SIGNATURE]**

1. **Sample policy - Supplier Interaction for COVID-19 at Alert Level [choose one: 2/3]**

**Effective Immediately**

As you will be aware many businesses are taking steps to ensure the safety of their teams and here at **[INSERT ENTITY NAME]** trading as **[INSERT BUSINESS NAME]** (the Company) we are also being proactive to protect our staff, our customers and supplier partners while helping to minimise the spread of COVID-19.

**What are we doing to minimise risk to our staff, our customers, supplier partners and the Company?**

We take the safety and wellbeing of our staff, our customers and supplier partners very seriously and have a position on the virus that is based on the current advice from the Ministry of Health (MOH) and other Government Agencies.

To date the Company is taking steps including:

* monitoring and ensuring contingencies for all situations and Alert Levels
* implementing and keeping up to date our staff Health & Safety policy for COVID-19, including staff health checks and management of hygiene practices
* directing our staff to expert information on the virus, precautions and MOH advice
* providing information relating to prevention measures, including around social distancing, hygiene and layout of the premises.

**How does this affect our supplier partners?**

We are extending our restrictions to anyone who enters any of our premises.

Some of the measures we are taking include:

* Mandatory wearing of masks by any person entering the premises
* We will be asking for the name and basic contact details of anyone entering our premises, including suppliers.
* Suppliers are legally required to sign in using our register or using the QR Code
* Suppliers and delivery people are asked to restrict their movement around our premises to only include areas required for the delivery, and/or the essential business at our premises.
* Suppliers and delivery people must agree to maintain a social distance of 2 metres from any staff at all times. We will be minimising the number of workers attending to deliveries as much as possible.
* We will be providing hand sanitiser at our delivery points for use by employees and anyone else entering our premises.
* Wherever possible we are asking our suppliers and delivery people to use electronic paperwork, to minimise physical interaction.
* Rather than signing for delivery our preference is to email a confirmation or a photo of the unloaded goods as proof of delivery. We will need further details from you to implement this procedure.

In addition, we ask that suppliers and delivery people do not come onto our premises if:

* they are unwell, particularly with flu-like symptoms such as a temperature, cough, shortness of breath.
* they have been potentially exposed through contact with a person who is a probable case or who has COVID-19.
* they should be self-isolating for any other reason (e.g., because of being at a location of interest).

For clarity, currently, face to face supplier meetings with anyone in any of our premises should now be conducted using electronic communication tools. We understand that the business needs to continue and encourage you to use the phone or web-based applications to maintain business continuity for all.

Also, and for clarity, in line with MOH guidelines, if a supplier representative has any of the symptoms of COVID-19, our expectation is that the supplier isolates that representative from interacting physically with anyone in any of our premises.

Anyone entering our premises must agree to follow our company’s requirements including distancing, sneezing and cough etiquette (into elbow), hand washing and hand sanitising, and all other workplace rules, protocols and measures outlined above, and especially those measures related to preventing the transmission of Covid-19

This policy will be reviewed regularly, and we will update you accordingly.

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