

New interim methamphetamine testing policy for tenanted properties

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Business Alert for all staff

We have recently reviewed our methamphetamine testing policy for tenanted properties - (CRIP rated A).

Commencing today the attached policy comes into force. This is an **interim** policy pending a full policy and procedure review. This will enable methamphetamine testing to re-commence immediately in a safe and systematic manner.

This process applies to all properties where Housing New Zealand is responsible for carrying out any methamphetamine contamination testing, including Home Lease and Community Group Housing properties where the lease or agreement states Housing New Zealand have this responsibility.

The key points include:

Tenanted Properties (with suspected methamphetamine use)

All requests are to be for Comprehensive Testing only.

- Where a Senior Tenancy Manager/Tenancy Manager suspects methamphetamine use, this is to be discussed immediately with their Area Manager and a decision made by the Area Manager, Senior Tenancy Manager/Tenancy Manager and the Asset Manager to agree on testing.
- A Safe Work Plan (HS-305) and Corporate Care Request (HS-309) are to be prepared by the Senior Tenancy Manager/Tenancy Manager, reviewed and (where necessary) revised by the Area Manager, approved by the Regional Manager and then sent for final review and approval to Health, Safety & Security. A Safe Work Plan template and Corporate Care Request Form are attached to the policy. A coloured aerial view site photo must be attached to the Safe Work Plan.
- The approved Safe Work Plans and Corporate Care Request Forms will be forwarded by Health, Safety & Security to Corporate Care. Corporate Care will liaise directly with the Senior Tenancy Manager/ Tenancy Manager.
- The signed Safe Work Plan will also be returned by Health, Safety & Security to the Area Manager who will direct the Senior Tenancy Manager/Tenancy Manager to request the testing through the Asset Manager
- The request for comprehensive testing to the Asset Manager **MUST be by email and confirm that** a signed Safe Work Plan is in place. The Safe Work Plan is to remain with the Asset Manager.
- There may be situations where the risk is deemed too great for testing to proceed, in which case we would wait for evidence necessary to commence the termination process.
- The **property must** be vacant at the time of the test, including removal of all dogs (restrained dogs are not acceptable).
- Two Corporate Care workers are allocated to provide security services to the tester and the Senior Tenancy Manager/Tenancy. Corporate Care will lead the decision-making on site including determining the most prudent location(s) for the Corporate Care workers.

- The Senior Tenancy Manager/Tenancy Manager is to remain inside their vehicle during the test, with visibility on the property at all times. Should any issues arise, the Senior Tenancy Manager/Tenancy Manager is to raise these with Corporate Care by phone, and may be required to exit the vehicle to assist with de-escalation.
- If at any point the tester, Corporate Care, or the Senior Tenancy Manager/Tenancy Manager feel that their safety may be jeopardised, they are to cease testing and leave the property immediately.
- A pre brief test
- Following the test, the Corporate Care worker(s) will provide a debrief and the keys can be returned by the Senior Tenancy Manager/Tenancy Manager to the tenant.

This business alert has been authorised by Dianne Te Nana Acting Regional Manager, Northland, Northern, Western and Central Auckland

If you have any questions about this alert please contact your manager. If your manager is unavailable or unable to assist, please email your query to Dianne Te Nana or the Health, Safety and Security Team.

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