Safe Work Procedure and Practice for Preventing the Spread of COVID-19

Hygiene Practices:

- Clean your hands with soap and water for 20 seconds-before you eat, at the end of the workday, during the work shift whenever possible, and when you get home from work.
- Practice social distancing of two metres.
- Do not share food, drinks cigarettes, and personal hand tools
- Do not touch your face, eyes, nose, and/or mouth with unwashed hands (i.e. when smoking, drinking water, eating, etc.). Avoid touching face as much as possible.

Orientations:

- Limit the number of persons in the orientation. Maintain the social distance of 2 metres. When practical orientations will be completed outside and verbally done to reinforce social distancing.
- As part of the verbal orientation, discuss:
  - Social distancing of two metres (six feet).
  - Hygiene and location of hand washing and hand sanitization stations.
  - What the company is doing at the site to promote a safe workplace and remind them that their health is important to us.
  - The importance of reporting to their supervisor if they are feeling unwell and leaving the project.
- Disinfect used pens, tables, chairs, and table after each orientation

Health Verification of Visitors Prior to Site Access:

- Question all site visitors on the current status of their health – use Shared Health Manitoba Screening Tool to verify health of workers. https://sharedhealthmb.ca/covid19/screening-tool/
- At the start of shifts, the supervisor is to confirm the health status of workers and subcontractors through discussion with the contractor supervisor and notify Safety Coordinator of any issues. Document issues.
- The supervisor, each day, is to ask for updates of workers who have left the site for self-isolation. Document changes.
- At the end of shifts, the supervisor to confirm the health status of workers through discussion with the contractor supervisor and notify HSE manager of any issues.

AWP Operations/Scaffolds:

- Remind all operators or workers utilizing the AWP at the beginning of the work shift to maintain social distancing within the AWP lift and while accessing the lift or waiting to utilize the lift.
- Inside the AWP reduce the number of workers within lift to maintain social distancing.

- Passengers are to face the outside of the lift to avoid being inside each other's breathing zone.
- Worker will have the option to wear an N95 mask.
- Provide the operator with disinfectant to routinely disinfect commonly touched items — buttons/controls, handles, etc.
- While working on scaffold only one worker per platform.
- When receiving materials on scaffold step back to one end of platform allow the worker to place materials and when he's done and moved away continue to work.

Equipment Operation (Forklift, Skidsteer, Zoomboom, etc.):

- Assign an operator to the equipment, ensure training is current and verified.
- To avoid cross contamination, ensure operator that is assigned is the only person accessing equipment for the duration of day.
- Ensure the equipment is disinfected prior to start and at the end of the day.

Stairwells:

- Avoid passing each other on the stairs. Wait on the landing until person has exited stairs.

Gloves:

- Do not touch your face, eyes, or mouth.
- Make sure that hands are washed thoroughly or disinfected with hand sanitizer as soon as possible after gloves are removed.

Meetings on Site or at The Office:

- Limit the number of meetings and the number of participants; ensure social distancing protocol.
- If possible, meetings will be held in open areas or outside.

Site Trailers and Office Location:

- Restrict access and place contact information (phone number) outside on door.
- Limit the number of workers or restrict who is allowed to enter.
- Maintain the social distance requirements.
- Do not touch items — "keep your hands to yourself".
- Do not share keyboard or mouse, pens, clipboards, or documents.
- Disinfect commonly touched items like door handles, chairs, tables, etc.
- Handrails leading up to the trailer or office: do not slide your hand down them and routinely disinfect.
- Post signage to remind workers to wash or disinfect their hands before and after eating.
- Staggered coffee/lunch breaks to reduce the number of workers in the lunchroom at the same time.
- Maintain social distancing by staggering the seating arrangement, or don't eat in the lunchroom.

- Remove garbage often.
- Routinely disinfect the tables and other commonly handled items.
- Separate PPE and clothing that is hung up in the lunchroom to avoid touching.
- If you must take your spare work clothing home, place it in a plastic bag and do not take it out of the plastic bag until it goes into the laundry to be washed — ideally separately

Tools:

- Avoid sharing hand tools when possible.
- If you must share tools, clean and disinfect points of contact, any parts touched by hands. Disinfect it when you are done.

First Aid:

- First aid attendants are to wear N95 mask or ½ mask respirator, face shield, and medical gloves when treating workers.
- If conscious and capable of answering, ask the worker the Shared Health Manitoba Screening Tool questions to verify the current status of their health. https://sharedhealthmb.ca/covid19/screening-tool/