PREVENTION

Wash hands **Avoid touching** **Wear Mask** **Social distance** **Use alcohol based** **Stay home**
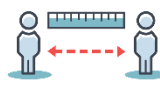
COMMUNICABLE DISEASE PLAN

MANAGEMENT OF CHANGE

Communicable diseases, such as COVID-19, prompt a review of your safety management system. Developing and implementing various controls to protect your workers from viruses will also trigger a review of your safety management system to ensure that all safety program activities support your employee's health and safety.

Adjustments to Safety Management Systems may need to be revised in several areas of your safety management system.

(Note: The topics and examples below are suggestions. Companies will need to revise their safety management systems using the most current direction from the public health officer and safe practices that are applicable to their worksites.)

Considerations for review

Personal Protective Equipment Policy

- Revise PPE policy to ensure PPE needed for protection such as half mask respirator (with approved fit testing), face shields, gloves and googles are included.

- Review the maintenance section of the PPE policy to include information on proper handling, cleaning and safe disposal of potentially contaminated PPE.

Emergency Response Procedure

- Revise Emergency Response Procedures for muster location(s), physical distancing, head counts, sign-in's for people at the workplace by area and retraining and/or drills.

- Review emergency calling procedures to address virus hazards and correct/add agency to call. Consider adding additional emergency numbers such HealthLink BC 811 or Mental Health Support 310-6789.

First Aid Procedure

- Revise first aid procedure(s) to include information on additional protection required for first aid attendants (if not included in an existing first aid exposure control plan).

- Include a reporting procedure for first aid attendant(s) that may have been exposed to communicable diseases including COVID-19 while performing first aid.

- Include a reporting procedure for when a first aid attendant believes a worker may have COVID- 19 symptoms.

- Review first aid contaminated supplies disposal procedures (if not included in existing first aid exposure control plan).

Safe Work Procedures

- Review all safe work procedures to identify any tasks or procedures that require workers to work within two metres (2m) or six feet (6') of each other and use hierarchy of controls to mitigate exposure.

Incident Investigation Procedure

- Review investigation interviewing process to include safe procedures on how to conduct interviews and maintain required physical distancing.

Site Inspections

- Revise site inspections to include inspecting all hygiene facilities (hand washing & hand sanitizing) located in the workplace and availability of cleaning and disinfectant supplies.

Equipment/Pre-Use Inspections

- Review equipment pre-use inspection process for cleaning and sanitizing equipment before use.
- Consider adding a pre-use inspection process for common tools and shop equipment that includes pre-use cleaning and sanitizing.

On-the-Job Training

- Review training procedures to ensure that worker and trainer have adequate protection if near each other or ensure required physical distancing is practiced.
- Have there been any changes in the job positions? Training requirements for workers switching jobs? How will the employer retrain returning workers?

Worker Assessments

- Revise worker assessment process to ensure that physical distancing is maintained during the assessment.
- Add to assessment process workers focused on the task.
- Has there been a change is supervision? Do new supervisors get appropriate training in communicable disease hazards and mitigation? Should there be more supervision during these times? How is the supervision conducted to ensure the supervisors safety?

Meetings

- Consider if meetings need to take place face-to-face or if alternative measures can be utilized such as tele-conferencing or video meetings.
- Review safety meeting procedures to include required physical distancing. This would include all meetings (safety meetings, JHSC meetings, toolbox talks, administration meetings).

Working From Home/Working Alone or Isolation

- Review the working alone or isolation procedure to ensure there are systems in place with check-in times for workers that are working alone or in isolation and from home. Systems may include injury reporting process, safe workstations, emergency evacuation, check-in process, ergonomics and mental health support.

Mental Health/Mind on Task Support

- Review the Health and Wellness support/policy to include information on mental health support (including ongoing access to Employee and Family Assistance programs for absent workers).

- Provide workers with training or information on Mind on Task and the importance of always working safely (at work and at home).

Injury/Illness Management/Return to Work

- Develop onboarding procedures for employees that have been off due to illness.

- Consider adding to light duty job list sanitizing, cleaning high-touch areas and monitoring physical distancing.