

Assessing the Risks

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread via contact between contaminated surfaces and the face. The risk of person-to-person transmission increases with proximity, time spent, and number of contacts. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We Have Consulted Our Staff in Our Risk Assessment

In the creation of new COVID-19 safety protocols, we have involved our staff and supervisors, and will continue to be advised by our joint health and safety committee. We have identified the tools, workstations, and other equipment that workers share while performing job tasks. In addition, we have identified surfaces that people touch often and have introduced several controls specific to each task including maximum occupancy limits and enhanced cleaning schedules for each location of concern.

We have identified risks to staff at the Maintenance Shop who may have contact with:

- Door handles, light switches, taps and faucets
- Computers and pens
- Hand tools - shovels, rakes, drills, wrenches, etc. & blowers, string trimmers, chain saws
- Machinery - steering wheels, keys, levers, switches, handles, and gas caps
- Fuel cans and nozzles

New Risk Management Procedures

Elimination Controls

- No public access: signage posted indicating staff only allowed in buildings.
- Anyone other than delivery drivers or equipment suppliers are not permitted in the shop. If required, anyone who enters our facility, must be wear PPE, use hand sanitizing stations and conduct social distancing.
- All calls and correspondence with the shop is made via phone or email.

Administrative Controls

- Shop doors to be kept open during working hours to reduce contact with handles, etc.
- Equipment are washed and steering wheels and all operator controls are sanitized after use and again before use.
- Door handles are to be wiped down at the beginning of and during the day.
- Hand sanitizer is located at front door and by computer station, and is to be used before and after signing in.
- Staff is to practice 6-foot physical distancing rule (signs posted).
- Start times have been staggered to prevent the gathering and cross-over of staff.

- Signs posted indicating the maximum number of people allowed in office, lunchroom, and parts room.
- Staff must sanitize hands prior to start of shift and are encouraged to wash hands frequently throughout the day.
- Staff are encouraged to wear the supplied Nitrile gloves while operating all equipment, and throughout the entirety of their shift.
- Staff are not permitted in the shop more than 15 minutes before the start of their shift.
- Staff must leave the shop area immediately upon the completion of their scheduled shift and will be asked to leave if not doing so.

Company Policies Developed to Help Stop COVID 19

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace. Anyone who has had symptoms of COVID-19 in the last 14 days, including (fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache) are asked to stay home. Anyone directed by public health to self-isolate and anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms before returning to our facility.

Additionally, we have prohibited and/or limited in the ability for the public to enter our offices.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to the Supervisor, even with mild symptoms. The worker will be asked to go straight home and encouraged to consult the BC COVID-19 Self-Assessment Tool. Staff are expected to follow the guidance of health care providers related to further testing and/or self-isolation. If the worker is severely ill (e.g., difficulty breathing, chest pain), staff have been instructed to call 911. Areas where the sick staff member had contacted will be thoroughly cleaned and disinfected before staff continue to work in that area.

Staff Protective Equipment & Training

Hand Sanitization, Face Masks, & Gloves

Fairwinds Maintenance staff have reviewed the information on cleaning and disinfecting surfaces and equipment. Our workplace has enough handwashing locations available to our workers, and are visible with signage, and are easily accessed. Staff are instructed to wash their hands or use hand sanitizer whenever entering or exiting the facility, or wear the supplied nitrile gloves throughout the entirety of their shift, while also practicing good hygiene.

Our department will continue to review any newly adopted protocols and policies. Our staff meetings will include an opportunity for staff to review new policies or gain additional training as required. All workers will receive a copy of the policies and will be required to sign-off to acknowledge their abiding by our cleaning policies, and understanding to stay home when feeling ill.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices, and have restricted the public from entering the facility. All staff members continue to be trained on how we may best monitor our staff and the workplace, to ensure policies and procedures are being followed, and we are not contributing to the spread of this public health concern.

All maintenance staff have been instructed to bring safety concerns to the maintenance manager; all unresolved issues may involve Joint Health and Safety Committee members.

Monitoring & Updating Plans as Necessary

We recognize that this is an everchanging environment and this plan may be updated from time to time. We will continue to monitor information provided to us by the health authority and make changes as recommended.

Staff Acknowledgement

Staff are required to read and sign this document to ensure they understand the policies, that they have asked for clarification if needed and that they will follow the rules and policies to help keep them and their co-workers safe. In addition to reading the document, they understand/know too:

- Sanitize hands upon arrival
- Wear gloves while disinfecting
- Disinfect workspace before & after shift
- Have received training on wearing a mask properly
- Let Management know if they are concerned about safety issues
- Know where the hand washing stations/hand sanitizers are
- Has read and signed the WHIMIS sheet for the disinfectant

I, _____ have read and understand the WCB Safety Plan _____
(EMPLOYEE NAME) (EMPLOYEE SIGNATURE)

Date: _____ Signed by Department Manager _____