

PLAN FOR SAFE OPERATION
REDUCING THE RISK OF COVID19 TRANSMISSION - SHOP



ABSTRACT

A detailed plan for safe operations to reduce the risk of COVID19 transmission for onsite manufacturing workers

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INTRODUCTION

The Company has continued to operate during the COVID19 Pandemic, and it has implemented ongoing changes in accordance with WorkSafeBC, the Provincial Health Official, and the BCCDC. The Company's initial COVID19 Corporate Response Plan was created and communicated on March 5, 2020. The Company has continually reassessed risks and made operational changes. This document is an updated formalized plan for safe operations to reduce the risk of COVID19 transmission in the workplace.

LIST OF STEPS TO DEVELOP THE PLAN

1. Assess the risk at our workplace
2. Implementation of measures to reduce the risk of COVID19 transmission
3. Policy Development (onsite and WFH)
4. Communication and Training Plan
5. Plans for monitoring the workplace for the purpose of updating plans as needed
6. Assessing risks that arise with the return of additional onsite workers

ASSESS THE RISK IN OUR WOKRPLACE

Those involved with the assessment include: Ownership, Plant Manager, HR Manager, Joint Health and Safety Representative, and Frontline Workers

1. RISK ASSESSMENT

- a. Where do people congregate:
 - i. Lunchrooms
 - ii. Smoking Pit
 - iii. Clock in room
 - iv. PSI Meetings
 - v. Washrooms

- b. What task require workers to come into close proximity with one another?
 - i. Sub-assembly work bench
 - ii. Moving materials
 - iii. Pumping station
 - iv. QC review and discussion
 - v. Driving in work trucks to offsite locations
 - vi. Transporting injured workers to the Hospital if required
 - vii. Performing first aid

- c. What materials will be exchanged
 - i. Common use tools
 - ii. Parts and Frames moving through assembly line

- d. What tools, machinery or equipment will people come in contact with
 - i. Forklifts and overhead crane remote
 - ii. Clamps
 - iii. Production Cones
 - iv. Pin welder
 - v. Hand Sanitizer pumps
 - vi. Cleaning bottles

- e. What surfaces are touched often:
 - i. Clock in computer
 - ii. Kitchen counter tops, sink taps, tables, chairs
 - iii. Employee entrance door handles, lockers
 - iv. light switches
 - v. Bathrooms: doors, counters, flushing handles, sink taps, soap dispenser

Hierarchy of Controls for COVID-19

Safety measures implemented to reduce the risk of COVID 19 transmission must be selected based on the hierarchy of controls. One or more safeguards may be selected.

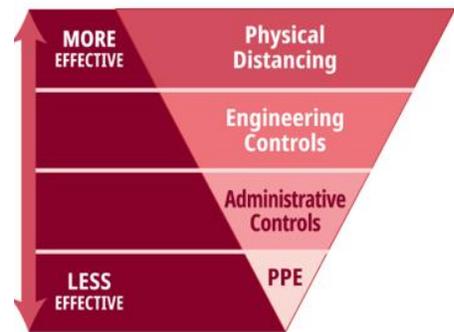
Hierarchy of controls in order of effectiveness:

1. Physical Distancing: Ensure space that allows for activities to be performed two meters apart. Consider eliminating or postponing work tasks that may create a risk of exposure to COVID19. Are there opportunities to work from home, or can work processes be changed to eliminate or reduce contact with others.

2. Engineering Controls: Are engineering controls, such as physical barriers, practicable?

3. Administrative controls: Can work practices be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?

4. Personal protective equipment (PPE): PPE is the last form of protection and should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible or effective.



RISK ANALYSIS

Risk	Control	Mitigation
<p>Congregation: Lunchrooms Smoking Pit Clock in room PSI Meetings Washrooms</p> <p>There is a risk of transmission whenever people come into contact with one another.</p>	<p>-Physical -Administrative -PPE</p>	<ul style="list-style-type: none"> • Occupancy limit signage posted for lunchroom and Washrooms • Cleaning/disinfecting procedures for all common areas established • Reduced number of people in PSI meetings • Eliminate weekly group toolbox • Implement small group safety meetings outdoors • Reduce workforce to ensure distancing can be maintained • Implement physical distancing policy

<p>Tasks that bring people in close proximity to another</p> <ul style="list-style-type: none"> • Sub-assembly work bench • Moving materials • Pumping station • QC review and discussion • Driving in work trucks to offsite locations • Transporting injured workers to the Hospital if required • Performing first aid 	<p>-Physical -Engineering controls -Administrative -PPE</p>	<ul style="list-style-type: none"> • Install plastic barriers in production and sub-assembly • Maintain 6ft distance from one another • Use of surgical or cloth masks when distancing can't be maintained • Regular cleaning of common areas and vehicles
<p>Materials exchanged Common use tools Parts and Frames moving through assembly line</p>	<p>-Administrative -PPE</p>	<ul style="list-style-type: none"> • Ensure and encourage regular hand washing • No sharing of personal tools • Clean and disinfect common use tools • Mask and gloves when appropriate
<p>What tools, machinery or equipment will people come in contact with</p> <ul style="list-style-type: none"> • Forklifts and overhead crane remote • Clamps • Production Cones • Pin welder • Hand Sanitizer pumps • Cleaning bottles 	<p>-Physical -Administrative -PPE</p>	<ul style="list-style-type: none"> • Regular cleaning of communal tools and equipment • Cleaning protocols for use of forklifts and crane remote • Protocols for cleaning cones and clamps • Gloves and masks to be used
<p>What surfaces are touched often:</p> <ul style="list-style-type: none"> • Clock in computer • Kitchen counter tops, sink taps, tables, chairs • Employee entrance door handles, lockers • Light switches • Bathrooms: doors, counters, flushing handles, sink taps, soap dispenser 	<p>-Physical - Administrative - PPE</p>	<ul style="list-style-type: none"> • Hand sanitizer stations throughout Shop – sanitize hands after before and after • Regular cleaning of common areas • Regular cleaning of door handles and light switches • Occupancy limits in bathrooms, break rooms, and boardrooms • Alternative meeting arrangements: smaller groups, outdoors • Gloves available • Removal of shared kitchen equipment: utensils, coffee

		machines, water machines, microwaves
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IMPLEMENTATION OF MEASURES

The Company has implemented safety measures based on recommendations from health officials, WorkSafeBC, and the BCCDC, and we have made changes as this Pandemic progressed and the risks changed.

2. Implementation of Measures

a. Handwashing facilities: Locations and supplies

- i. Shop Floor five hand sanitizer stations: one in the crating department, one by the S/R office, one by FAB computer, one by clock in room, and one by the screw room. All bathrooms have paper towel dispensers installed and a soap dispenser, the kitchen has an auto soap dispenser.
- ii. Lower Shop: 2 hand sanitizer dispensers, both washrooms have soap and paper towel dispensers
- iii. Signage: Currently there is signage posted at all handwashing stations with instructions on proper handwashing.
- iv. A policy has been developed for when people must wash hands etc. arriving, before/after lunch, when handling common tools/equipment, before and after clocking in
- v. A policy has been developed that outlines who's in charge of filling and making sure we have enough supplies.

b. Protocol for cleaning common areas and surfaces:

(A solution of 75% Isopropyl and 25% water is used for cleaning equipment and tools. This cleaning solution has been labeled as Cleaner-19)

- I. The Production Assistant has a cleaning schedule that rotates selected employees for daily cleaning of common areas and commonly touched surfaces. Cleaning takes place at 12:00 a.m., 7:00 a.m. and 1:00 p.m.
- II. Workers in the lower shop sanitize work station at the end of shift
- III. Janitorial cleaning is done three times per week, and a deep clean is done
- IV. Training is provided for anyone who is tasked with cleaning duties
- V. When using the washroom or breakroom, wipe down anything surfaces you touch
- VI. All tools in your work area must be cleaned and sanitized at the start of your shift. Use gloves when cleaning tools or equipment
- VII. Forklifts must be disinfected before each shift (handles, steering wheel, gear shifts)
- VIII. Clamps must be sprayed down with "Cleaner-19" before they are placed back on the rack
- IX. Production cones must be sprayed down with "Cleaner-19". Glaziers are responsible for spraying down cones before they are placed on the glazed frames.

- X. Crane remotes must be wiped down with “Cleaner-19” at the start of shift, and after lunch/dinner
- XI. All shared tools within a group or work area are to be cleaned each day with “Cleaner-19” – gloves are available for use when using shared tools
- XII. A Workplace sanitation check list is located in the cleaning bins located in the production department
- XIII. The assistant purchaser and floor team lead are in charge of maintaining the cleaning supply inventory

c. Have policy on physical distancing:

- i. Everyone must maintain a physical distance of a minimum of 2 meters from one another
- ii. No more than 8 people at PSI meetings at one time
- iii. No more than 6 people in the breakroom at one time
- iv. Masks must be worn at all times, when you cannot keep a distance of 2 meters from one another. This includes when entering and leaving the building, leaving and returning to your work area, and when conversing with others. Masks must be on your person at all times. Masks are not required when working by yourself, as long as you are not within 2 meters proximity to one another.
- v. Shop employees must wear a mask in all office areas.
- vi. No more than two people in the men’s large washroom at one time (maximum occupancy signage has been posted at all washrooms)
- vii. No more than one person in the women’s washroom at one time
- viii. No more than two people in the clock in room at once. Physical distancing decals have been installed to indicate distancing when clocking in and out.
- ix. Signage indicating the number of people allowed in areas is posted at the entrance of break rooms, clock in room, and washrooms
- x. No entering the office area without prior approval. Only enter production area if absolutely necessary, and make sure to follow the 6 ft rule.
- xi. If you need to communicate with the drafting or design department, do so by telephone. If an issue cannot be resolved by phone, arrange for them to meet you in the shop at a scheduled shop break time only (9:30 a.m., 12:00 p.m., and 2:00 p.m.) Wear masks during these meetings
- xii. No congregating unless distance can be maintained
 - 1. If distance can’t be maintained, masks must be used
 - 2. The Shop Supervisor, can provide masks. Employees are permitted to use personal masks, but they must cover the nose and mouth
 - 3. Gloves are available in the vending machines

d. Adjust shift schedules to eliminate cross over:

- xiii. Change day shift from 7:00 a.m. to 3:30 p.m. to 6:45 a.m. to 3:15 p.m.
- xiv. Change afternoon shift from 3:30 p.m. to 12:00 a.m. to 3:45 p.m. to 12:15 a.m.

3. Develop Policies:

- a. All persons entering the worksite must have prior approval by management
- b. Anyone with cold, flu or COVID19 symptoms (even mild ones), including: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose,

loss of sense of smell, headache, muscle aches, fatigue, loss of appetite, nausea and bowel issues, must contact HR, and self-isolate for a minimum of 10 - 14 days. hr@inlandglass.ca. Anyone with the above symptoms should use the self-assessment tool <https://bc.thrive.health/> or call 811. Employees must follow all public health advice.

- c. If an employee has received confirmation that they have been exposed to someone with COVID19, he or she must inform their supervisor or HR and follow the direction of Public Health.
- d. If an employee has a negative test, and is symptom free, they can return to work – with the approval of HR.
- e. Anyone under the direction of the Provincial Health officer to self-isolate must follow those instructions
- f. Anyone arriving from outside of Canada or who is in contact with a confirmed Covid19 case, must contact HR and self-isolate for 14 days and monitor for symptoms
- g. Deliveries: Delivery drivers must call S/R or front desk prior to entering the yard, physical distancing is required. If physical distancing is not possible, worker must wear mask.
- h. Visitor's are currently prohibited from entering the workplace without prior authorization. All visitors will be provided a COVID19 Safety Checklist prior to their visit. Visitors must wear masks while onsite, and their host must meet them upon arrival.
- i. Any worker who starts to feel ill at work, must inform HR or their supervisor and leave the worksite. If first aid is required, the first aid attendant must follow protocols for treating patients at a distance, if possible. First aid attendants must wear PPE (mask, face shield, gloves) prior to providing first aid
- j. No more than 2 people in work vehicles – masks must be worn if more than one person in a vehicle. Disinfect vehicles before and after use. Wipe down door handles, steering wheel, gear shifts, radio nobs, - anything touched.

4. Develop Communication plans and training: how we communicate to any person entering our workplace

- a. Workers have received training on the safety measures put in place, and they understand the policies around staying home when sick.
 - i. Safe Work Practices Policy provided to all shop staff – Each employee must sign the acknowledgment form and return it to HR
 - ii. Management and HR communicate safety protocols every Thursday in small groups. Group meetings are held on the front lawn to allow for physical distancing.
 - iii. Safety protocols and reminders are posted on the Company's Facebook page
 - iv. Safety protocols and policies are discussed at PSI meetings
 - v. Supervisor training to be provided
 - vi. Training manual will be created for new or returning employees
- b. Signage has been posted throughout the building, including occupancy limits and effective hygiene practices, (Signage is posted at the main entrance indicating who is restricted from entering premise)
- c. Ensure workers are adequately supervised to ensure they know what to do

- i. Supervisors monitor employee behaviour, and ensure the policies are being followed
- ii. Violations to the safety policy will result in disciplinary action including: verbal warning, written warnings, unpaid suspensions. Additional training will be provided if required.

5. Monitor the workplace and update plans as needed

- a. Employees can bring up safety concerns at the weekly update meetings, and HR will bring these concerns to the Plant Manager, ownership, and shop supervisors' attention. A risk assessment will take place, and additional safety measures will be put in place if appropriate.
- b. Employees can raise safety concerns at any time with their supervisor, HR, the safety coordinator, the joint health and safety committee, or management.

6. Assess risks arising from returning office employees

- a. Identify anything that has changes during the time workers were off work due to layoff or illness. Ensure returning workers receive adequate training on any changes in safe workplace practices
- b. HR contacts recalled employees to discuss new safety protocols. The recalled employee is emailed a copy of the safe work practices. Employee must sign acknowledgement form prior to start date.

7. YARD STORAGE SAFETY PROCEDURES

- a. Masks must be worn when travelling to the yard when 2 or more people are in the truck.
- b. The storage sea-can must be cleaned with sanitizing wipes daily, including door handle, fridge, and any commonly touched surfaces.
- c. First aider onsite at all times. When first aid is needed, first aider must wear appropriate safety gear when attending to injured employee. Including: face shield, mask, gloves. First aid from a distance when possible.
- d. Mask usage is required when physical distancing is not possible to perform a task.