

DEVELOPING A COVID-19 SAFETY PLAN



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QUESTIONS DURING THE WEBINAR

- 60 min followed by 15-30 min Q&A
- Use the Q&A feature at the bottom of your screen to pose questions to the presenters.
 - Need to be logged in!
- If we can't get to your question, we will get back to you (if we have your contact information).
 - Email: ohsadmin@bcfed.ca

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PREVENTION THROUGH EDUCATION

- Our mission is to provide the education and resources necessary to effectively participate in health and safety at the workplace to prevent injury, illness, disease and death.
- The BCFED Health and Safety Centre would like to acknowledge that this training is delivered on unceded First Nations territories.



The diagram shows a central circle labeled 'BCFED Health & Safety Centre PROGRAMS' surrounded by eight smaller circles representing different programs: OHS Construction Education, OHS for Supervisors, OHS for Employers, OHS for Workers, OHS for Additional Language, OHS for Workers, OHS for Workers, and OHS for Workers.

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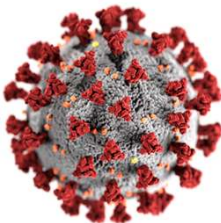
OBJECTIVES

- Become familiar with the various authorities supporting health and safety during the COVID-19 pandemic.
- Understand the regulatory requirements for having policies and procedures specific to COVID-19.
- Understand the Provincial Health Officer's Order.
- Be familiar with the components of a COVID-19 Safety Plan and the resources available to help in the plan development.

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SARS-CoV-2

- Risk group level 3 (RG3)
- Routes of transmission (Precautionary Principle)
- Longevity on surfaces



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BIOLOGICAL AGENTS

- The virus is a biological agent, and several regulations are applicable.
- Part 6.34 of the OHSR applies when there is an occupational risk of exposure control to biological agents.
- Part 5.2 applies when there is a community risk of exposure.
- For workers in federally-regulated industries, COHSR Part XIX (19) applies to biological agents such as SARS-CoV-2.
- Regardless of jurisdiction, all workplaces in BC must address COVID-19.

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ROLE OF AUTHORITIES


- Provincial Health Officer (PHO) – Orders
- BC Centre for Disease Control (BCCDC) – Information and advice
- Provincial Government – Emergency Program Act
- Federal Government – Quarantine Act
- Chief Medical Officer
- WSBC – Regulatory body for workplace H&S in BC
- ESDC – Regulator for federally regulated workplaces
- All parties are working together to lower the risk of exposure to the virus and to support positive outcomes




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OVERVIEW



Every provincially-regulated workplace in British Columbia must have a COVID-19 Safety Plan developed and posted to comply with the provincial public health order issued by Dr. Bonnie Henry on May 14, 2020. Today we will review the six steps required for the safety plan.




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PHO ORDER FOR WORKPLACES

- Issued on May 14, 2020 under the authority of the Provincial Health Act:
 - “Employers are required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order)”




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PHO ORDER FOR WORKPLACES

- “post a copy of your COVID-19 Safety Plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public”
- “provide a copy of your COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request”

Check the BC Government website to see if there are other PHO orders that apply to your workplace.




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COVID – 19 SAFETY PLAN

- WorkSafeBC made available a template and resource documents to assist employers in the development of the safety plans.
- The WSBC resource documents are developed specific to the needs of individual industries and should be reviewed and used if possible in the development of your safety plan.
- First Aid Attendants – resource document and guideline changes
- Multi-Employer workplaces




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ROLE OF THE JHSC

The joint health and safety committee cannot be overlooked in this process. The duties and functions related to COVID-19 include (but are not limited to):

- Identifying situations that may be unhealthy or unsafe for workers;
- Making recommendations on education programs promoting health and safety;
- Advising the employer on proposed changes to the workplace.




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6 STEP PROCESS

- Assess risk of occupational exposure to the virus
- Develop and implement control measures
- Develop policies, including protocols
- Develop communication and training plans
- Monitor policy implementation and update as needed
- Assess risk and modify as you increase operations



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6 STEPS OF A SAFETY PLAN

It's important to follow the sequential process when developing your COVID-19 Safety Plan.



Remember that your Safety Plan is a living document; modify it as needed and as conditions change.



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STEP 1 ASSESS RISK

Involve workers, supervisors & the joint committee!

Risk assessments should identify:

- Places where people congregate
- Amount of time workers spend around other people
- Number of people in an area
- Air flow in a work area
- Shared tools or equipment
- Contact surfaces – railings, light switches




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RISK ASSESSMENTS

- Who will be exposed to the virus?
- Where will workers be exposed to the virus?
- What is the level of risk for each worker who may be exposed? Are there vulnerable workers?
- How will workers be exposed to the virus? What are the modes of transmission?
- How will risk of exposure be prevented?
- With changes to operations, will new risks be introduced?




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WORKERS

- **Workplaces** – Does the employer have multiple workplaces? Each workplace may need a separate risk assessment depending on the variables between the work locations.
- **Job Classifications** – some job classifications, by the very nature of the work being done, may have a higher or lower risk of exposure than some other workers at the same work site.
- **Job Tasks** – some tasks done periodically within a worker's day may have risk factors associated only to that task which must be evaluated separately
- **Individual workers** – older persons and those with underlying medical conditions may be at a higher risk of serious illness if exposed




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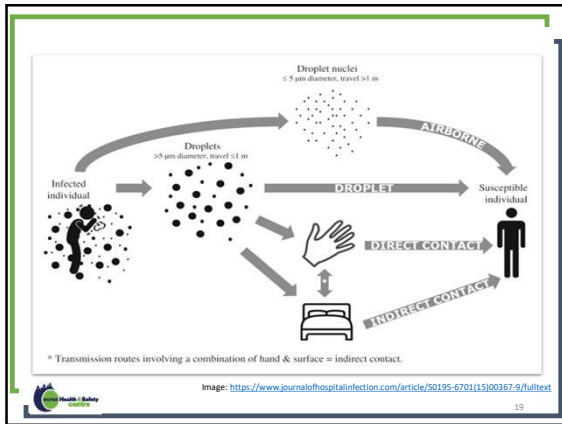
POTENTIAL FOR EXPOSURE

- The most common and currently recognized routes of transmission include:
 - **Airborne** – airborne droplets from sneezes or coughs
 - **Contact** – when one touches a contaminated surface and then touches their face allowing for exposure
 - **Aerosolized** - generally in health care settings & associated with aerosol generating procedures.

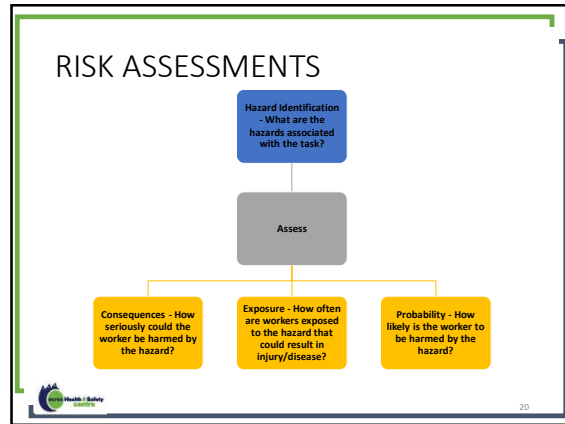


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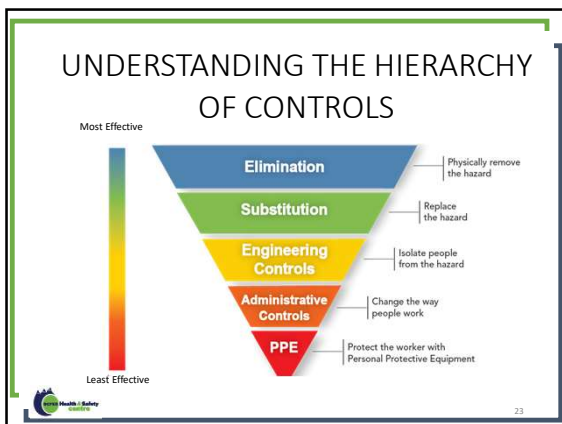
TEMPLATE

Job Class / Department	Task	Possible Route of Exposure	Risk Level	Control Measure
Clerk	Stock shelves	1. Contact 2. Airborne	Moderate	
Shipping and receiving	Receive delivery (milk)	1. Contact	Low	
Cashier	Process customer orders	1. Contact 2. Airborne	High	

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- ### STEP 2 CONTROL MEASURES
- When determining effective measures to reduce risk:
- Involve your workers, supervisors and the joint committee.
 - Look at industry specific protocols from WSBC.
 - Look for any other PHO orders applicable to your industry.
 - Refer to government resources. (Federal and Provincial)
 - Strive for the highest level of protection practicable.

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TEMPLATE

Job Class / Department	Task	Possible Route of Exposure	Risk Level	Control Measure
Clerk	Stock shelves	1. Contact	Low	1.(a) Disposable, single use gloves –remove after stocking shelves & wash hands or use sanitizer (SWP) 1.(b) frequent hand washing or use hand sanitizer
		2. Airborne	Low	2.(a) Stock shelves after hours to avoid access with the public 2.(b) If stocking needs to be done during store hours, use portable barricades to restrict public access to the area (SWP)

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EXAMPLES OF ELIMINATION

- Work remotely
- Eliminate high risk tasks where possible
- Where possible, close shared work areas like lunch rooms, or other areas where workers congregate
- Prevent public access



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EXAMPLES OF ENGINEERING CONTROLS

- Physical barriers such as plexiglass
- Barriers to isolate persons
- Barriers to restrict the flow of people
- Negative pressure rooms (generally in health care settings)
- Systems to restrict public access




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EXAMPLES OF ADMINISTRATIVE CONTROLS

- Preventing workers from coming to work if ill (setting clear parameters)
- Safe Work Procedures – including hand washing
- Implementing personal risk assessments
- Implementing an enhanced cleaning schedule with effective cleaning products
- Physical distancing (PHO Order)




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PERSONAL PROTECTIVE EQUIPMENT

- Gloves, gowns, respirators and masks are often suggested as PPE for this hazard.
- It is important to note that different masks address different hazards.
- Workers must be trained on the appropriate use of PPE.
 - Improper use (such as when donning and doffing) increases the likelihood of causing infection.




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STEP 3 DEVELOP POLICIES

- Restricting workers or other persons who are sick or restricted by order of the PHO or Quarantine Act (14-day isolation)
- Working alone policy
- Working at home policy
- Enforcing occupancy limits
- Enhanced cleaning
- Reporting illness policy
- Violence prevention



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STEP 4 COMMUNICATION/TRAINING

- Defined plan for training workers and supervisors in policies, procedures and any other control measures implemented to mitigate the risk of exposure
- Training plan for supervisors to understand their role in enforcing policies and procedures

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STEP 5

MONITOR CHANGES

Develop a plan for:

- Ongoing monitoring to identify the impact of any changes to the workplace.
- Ensuring workers know who to report safety concerns to.
- Ensuring workers know who and how to report a possible exposure.
- Involving the joint health and safety committee in resolving health and safety concerns.




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STEP 6

RESUMING OPERATIONS

- Ongoing assessments to identify changes to the risk of transmission with increased operations.
- How will new staff be trained?
- How will staff be trained to understand any new responsibilities?
- If there are changes to how the business operates, how will workers be trained?
- Do you need to consider start up safety concerns such as equipment, vehicles or machinery?




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SAFETY PLAN OR EXPOSURE CONTROL PLAN?

- Some workplaces will be required to develop an exposure control plan (where there is a reasonably anticipated risk of occupational exposure) in addition to a COVID-19 Safety Plan.
- If you already have an exposure control plan for COVID-19, you should review the information and you may be able to transfer much of it to your COVID-19 Safety Plan.
 - Do not transfer any confidential information!




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DOCUMENT & POST

- Post on the employer's website and at the workplace where it can be seen and reviewed by workers and others.
- Review regularly and update as needed, with involvement of the joint health and safety committee.
- Monitor the BCCDC, WSBC and BC Government for any updates or new PHO orders.




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RESOURCES

- [Orders, notices and guidance](#) from the Provincial Health Officer of British Columbia.
- WorkSafeBC's [guide for employers](#) on preventing COVID-19 exposure in the workplace.
- WorkSafeBC's [COVID-19 Safety Plan](#) template (also available as a [mobile app](#)).
- Health Canada's [list of hard surface disinfectants and hand sanitizers](#) effective against COVID-19.



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FOLLOW UP HELP AND ADVICE

Contact the BCFED Health & Safety Centre:

- <https://www.healthandsafetybc.ca/about/contact/>
- 604-433-1453 or 1-888-223-5669 (toll free)
- ohsadmin@bcfed.ca



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