

**Managers/Supervisors Worksite COVID-19 Safe Practise Review**

DATE: \_\_\_\_\_ Department/Division: \_\_\_\_\_

Location: \_\_\_\_\_ Work Crew/Section: (ie.HR, Water Crew, P&D 3 floor, etc.) \_\_\_\_\_

**Met with the following staff:**

- |    |    |    |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

**Yes No N/A**

- All staff at the worksite were following regular safe work practices.
- All contractors working with crew at the worksite were following safe work practices.
- Staff were observed more than two meters (six feet) away from one another or they had protective contact measures in place. If workers are unable to work greater than two meters apart depending on the task i.e. working in a trench on a specific task- are workers wearing masks or half face respirators.
- Do staff have easy access to at least two of the following safety cleaning/disinfectant supplies on site:
  - Disposable disinfectant cloth or spray disinfectant and/or paper towel
  - Washrooms with soap and water or hand sanitizer
  - Water jug filled with water and access to soap
- Staff and contractors at the specific work location were not displaying any flu like symptoms (coughing/sneezing, fever, difficult breathing).
- The following good safety behaviors were observed:  
\_\_\_\_\_
- The following coaching was provided:  
\_\_\_\_\_

**Reviewed/Discussed Key COVID-19 Preventative Measures:**

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately in the trash and wash your hands afterward.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home if you are sick.
- Avoid high-touch areas, where possible, or ensure you clean your hands after.
- Disinfect tools that are being used frequently by multiple employees.
- If you are ill, notify your supervisor immediately, complete the Covid-19 self-assessment test, call 8-1-1 or your general practitioner and follow the instructions you get.
- Physical Distancing -Importance of maintaining two meters (six feet) away from one another.

Comments: \_\_\_\_\_

(Manager/Supervisor) Please Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please completed and send a copy of this document to [safety@surrey.ca](mailto:safety@surrey.ca)