

## **CORONAVIRUS (COVID-19) PREVENTATIVE MEASURES IMPLEMENTATION REVIEW FOR MANAGERS AND SUPERVISORS.**

### **Background**

The health and safety of workers is a top concern amid the global COVID-19 pandemic. During this time, all parties must place an increased focus on health and safety in order to prevent the spread of COVID-19.

All measures taken to prevent the spread of COVID-19 should be done in compliance with requirements under the *Workers Compensation Act* and the Occupational Health and Safety Regulation and the directives/orders issued from the Provincial Health Officer.

While the COVID-19 situation is changing rapidly, the legislation and regulations used to govern BC's workplaces are not. Under BC law, employers have the duty to keep workers and work sites safe and free of hazards. Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker can seek enforcement by filing a complaint with the WorkSafeBC at 1-604-276-3100. Failure of the employer to comply with the WCA and its regulation could result in a stop-work order upon inspection by WorkSafeBC Safety Officer.

Workers should raise any concerns to their:

- Supervisor and/or manager
- Joint Occupational Health and Safety committee/representatives
- Occupational Health & Safety Section

This will help ensure that we have taken all reasonable precautions measures to protect employees from a contagion like the Novel Coronavirus (COVID-19).

On April 2, 2020, WorkSafeBC Senior Safety Officer reached out to the City and CUPE 402 and requested information to review the employer's steps to minimize the risk of worker exposure to Covid-19.

### **Our Responsibilities**

Everyone - employers, supervisors, contractors, and workers - has responsibility for health and safety in the workplace.

#### **Employer Responsibilities:**

- Provide a safe and healthy workplace;
- Maintain facilities and equipment to ensure that hazards are guarded against or eliminated;
- Ensure employees receive appropriate and adequate training, instruction, and supervision;
- Initiate, maintain and publicize occupational health & safety policies and programs;

- Support supervisors, safety advisors, and workers in their health and safety activities;
- Take action as and when required to improve or eliminate unsafe conditions;
- Provide personal protective equipment where required;
- Provide adequate first aid facilities and services;
- Enforce health & safety requirements; and
- Ensure that all work-related injuries are reported within a timely manner to WorkSafeBC.

**Supervisor Responsibilities:**

- Know the City's health & safety policies and his/her responsibilities concerning them;
- Follow safe work procedures and set a good example;
- Ensure all workers receive adequate instruction and training in safe work procedures;
- Provide safety orientation to new employees;
- Ensure that equipment and materials are properly handled, stored, and maintained;
- Train workers for all tasks assigned, and check that their work is being done safely;
- Ensure that only authorized and trained workers operate machinery and equipment;
- Ensure workers follow safe work procedures;
- Enforce health & safety requirements;
- Ensure accident investigations are completed and recommended corrective action;
- Take actions to prevent the recurrence of accidents;
- Be knowledgeable about WCB OH&S Reg. applicable to the work being supervised;
- Ensure that equipment and facilities are properly maintained; and
- Consult & cooperate with the Joint Occupational Health & Safety Committees.

**Employee Responsibilities:**

- Know and follow health and safety requirements affecting your job;
- Ask for training if you don't know how to do something safely, before you begin work;
- Work safely, and encourage your co-workers to do the same;
- Immediately report any work-related injury to his/her supervisor;
- Not remain on the work site while his/her ability to work is in any way impaired;
- Report unsafe acts and conditions;
- Actively participate in the City's Health & Safety program;
- Correct unsafe conditions immediately whenever it is possible to do so;
- Not engage in horseplay;
- Take the initiative. Make suggestions to improve Health & Safety;
- Use or wear personal protective equipment as required by WCB OH&S Reg. and/or City procedures;
- Ask for training instruction if you are planning on using equipment you are not familiar with; and
- Take reasonable care to protect your health & safety and the health and safety of other persons who may be affected by your acts or omissions at work.

**Increased focus on health and safety in order to prevent the spread of COVID-19.**

Our enhanced focus to prevent the spread requires the following:

1. Managers and Supervisors review the **Coronavirus (COVID-19) Important Update for Supervisors and Managers** emails that are issued regularly. This will keep you informed about the latest COVID-19 work related actions.
2. Managers and/or Supervisors to review the Covid-19 Safety Talk with your staff. Managers and/or Supervisors must review the following information with their staff and/or have their staff complete the online COVID-19 Awareness educational training. They must ensure that workers understand the hazard and are adequately instructed on the controls for the hazards at their location.
  - a. The safety talk was developed with input from our Joint Occupational Health & Safety Committees to assist us with providing useful information to staff about the COVID-19 virus and the key prevention steps required to slow down the spread of the virus.
3. Managers and/or Supervisors are required to review on a regular basis worksite practices to ensure that staff are following safe work practices including COVID-19 preventative measure. A **MANAGERS/SUPERVISORS COVID-19 WORKSITE SAFE PRACTISE REVIEW FORM** has been developed to assist in the documenting worksite reviews. The form should be completed bi-weekly and submitted to [safety@surrey.ca](mailto:safety@surrey.ca) until advised otherwise.
4. Staff must follow our COVID-19 preventative measure where operationally practical, which should be in the vast majority of our work tasks. Where not practical, please call OHS to discuss and get direction.

We must all work together collectively to implement steps so that we can prevent the spread of this respiratory illness.

**REVIEW OF KEY COVID-19 SPREAD PREVENTION STEPS:**

1. Social/Physical distancing is the essential strategy for the control of any infectious diseases, especially if they are respiratory infections.

That means staying home when you are sick and also keeping a safe distance, at least two meters or six feet away from someone else. This is one of the most effective methods we have for halting the spread.

2. Greeting each other in a positive manner with a wave instead of a handshake (ensuring that you are two meters away).

3. Wash your hands often with soap and water for at least 20 seconds. Antibacterial soap is NOT required to prevent the spread of COVID-19. If soap and water is not available, use an alcohol-based sanitizer with 60% alcohol content.
4. Avoid touching your eyes, nose, and mouth with unwashed hands or gloved hands.
5. Cover your cough or sneeze with a disposable tissue, then throw the tissue in the trash or use the crease of your elbow when you sneeze.
6. Avoid close contact with people who are sick.
7. Clean and disinfect frequently touched objects and surfaces i.e. door handles, light switches, tables, keyboards, phones, handles, toilets, sinks, etc.
8. Advise your supervisor or OHS if you have had a positive Covid-19 test results so that we can contact trace and inform others to self-isolate.
9. Stay home and self-isolate when you are sick or have flu like symptoms (even if they are mild symptoms).
10. Avoid close contact meetings, use tools like Microsoft Team Meetings to help maintain physical distancing.
11. Field workers should hold their safety crew talk meetings outside, while maintaining 2m physical distancing.
12. Utilizing the interim flexible work program (i.e. work from home) if possible.
13. Know the location of the hand sanitizer/disinfectant for your jobsite.
14. Keep your mind on your task, this is critical to prevent incidents from happening.
15. Contact your supervisor if you need any guidance and direction to perform your work safely.
16. Avoid any unnecessary travel at this time.
17. Self-screen before you come to work.

18. Embrace change. Things are changing daily, you should expect regular communications from your supervisor and you will need to be prepared that you may be expected to change your routines.

Examples include:

- Enforcing social distancing
- Cleaning and disinfecting your tools and work surfaces after every use
- Wellness questions being asked to ensure you are not sick before entering sites or random checks

Thank you for your collaboration and your continued support. If you have any questions, please email [safety@surrey.ca](mailto:safety@surrey.ca) or call Sam Chauhan, Manager, Occupational Health & Safety - 778-846-0673.

**MANAGERS/SUPERVISORS COVID-19 WORKSITE SAFE PRACTISE REVIEW FORM**

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

Location: \_\_\_\_\_ Work Crew/Section: (i.e.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 practises/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 into 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
- Disinfecting 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)

Developed By: Occupational Health & Safety

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