

COVID-19 Safety Plan

At Kennedy Electric, we have developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of COVID-19, the novel coronavirus, within our company and with the clients we serve.

Our plan follows the six-step process as outlined by WorkSafeBC. By Order of the Provincial Health Officer dated May 14 2020, employers are required to **post a copy of their COVID-19 Safety Plan on their website and at the workplace**. This plan must be readily available for review by workers, as well as visitors, contractors, suppliers, and any other person who could be in contact with our staff.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. This COVID-19 Safety Plan is posted on our website here:

<https://kennedy-electric.ca/covid-19-safety-plan>

STEP 1 Assess the risks at the workplace

To assess the risk of transmission of COVID-19, we have consulted information about COVID-19 as offered by the Public Health Authorities

We have identified the areas/jobs/tasks that may present a risk of transmission of COVID-19. We also determined who could be at risk of exposure, including workers, contractors, suppliers, and the public. With this in mind, we took *at least one* of these three steps:

- Updated our existing, documented risk assessments to include COVID-19.
- Developed an Exposure Control Plan (ECP) for COVID-19, which includes a risk assessment. An *ECP* is a document created by a workplace in response to an identified risk, documenting specific and appropriate controls that will minimize or eliminate that risk. (www.phsa.ca)

STEPS 2 & 3 Implement control measures, including policies, procedures and protocols to reduce the risks

The control measures we have identified as necessary for our facility are listed in our documented risk assessment as indicated in Step 1. Based on that assessment, with reference to the above resources, we have implemented necessary controls and developed/updated the following policies, procedures and protocols:

- Workplace inspections policy/program, with added checklist items for inspections
- Limiting the number of our staff per job to a total of 2
- Policy for returning travelers
- Hand hygiene procedures
- Reporting symptoms in the workplace
- Enhanced Cleaning protocol for tools and common areas
- Field Visit Procedures
- Long Distance Travelling Guidelines

- Pre-Visit Checklist
- Respiratory Protection Program
- PPE Program

Managers have been made aware of these policies/procedures/protocols.

STEP 4 Develop communication plans and training

To ensure workers, contractors and visitors know how to stay safe at our workplace, we have:

- Developed plans to communicate new and updated policies to all of our employees.
- Conducted a training needs assessment and updated our training to include training on procedures and protocols
- Posted awareness posters throughout our workplace(s): No visitors, Distancing reminder, Sanitizing Station, Stop Sign, Feeling Symptoms?, Handwashing station.
- Posted occupancy limit signage throughout our workplace(s).
- Chosen the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible. However, all required control measures, such as physical distancing, must be in place if communication or training must take place in person.
- Trained Managers on monitoring workers and enforcing policies/procedures/protocols.

STEP 5 Monitor our workplace and update our plans as needed

As the pandemic situation changes, we are doing the following to monitor changes in our operations and workplace(s) to ensure that control measures are effectively providing the expected level of protection and prevention.

- Workers are aware of how to report workplace hazards.
- Workers are aware of how to report symptoms of COVID-19.
- We review all workplace inspections to check for new areas/jobs/tasks of concern.
- We audit our cleaning and hygiene practices and protocols.
- We have established a corrective action process (i.e. corrective action log or other method to monitor the completion of corrective actions).
- We consult with our Joint Health and Safety Committee
- We update our policies/procedures/protocols accordingly.
- We re-assess communication and training needs accordingly.

STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we have completed the following:

- Reviewed our existing risk assessments for the jobs and areas affected. We have considered the effects of the control measures discussed in this Plan on existing safeguards and controls, and revised our risk assessments accordingly.
- Ensured all work areas have been inspected before resuming operations
- Re-assessed and implemented occupational first aid requirements accordingly.
- Re-assessed communication and training needs accordingly.
- Communicated plans to workers before they return.

