

## COVID-19 Safety Plan

At Excell Railing, 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 at our workplace.

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 providing services at our workplace.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer.

### STEP 1 Assess the risks at the workplace

To assess the risk of transmission of SARS-CoV-2, we have consulted:

- ☒ [Information about COVID-19](#) as offered by the Public Health Authorities
- ☒ Our frontline workers and managers
- ☒ Our Joint Health and Safety Committee
- ☒ We have identified the areas/jobs/tasks that may present a risk of and determined who could be at risk of exposure, including workers, contractors, suppliers, and the public.

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

To determine what control measures are required, we have consulted the following:

- ☒ The [Hierarchy of Controls](#)
- ☒ Our frontline workers and managers
- ☒ Our Joint Health and Safety Committee
- ☒ [Guidance and industry-specific information](#) from provincial health authorities

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
- ☒ Policy for returning travelers
- ☒ Visitor's policy
- ☒ Hand hygiene procedures
- ☒ Reporting symptoms in the workplace
- ☒ Enhanced Cleaning protocol for common areas
- ☒ Occupational first aid attendant protocols
- ☒ Field Visit Procedures
- ☒ Long Distance Travelling Guidelines
- ☒ Pre-Visit Questionnaire
- ☒ 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):
- 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

Excell Railing has been operating 'normally' throughout this pandemic with the exception of additional personal and facilities sanitation measures and observing social distancing for group meetings (held in the warehouse or parking lot).

Staff have been provided with reusable masks and refillable personal bottles of alcohol based hand sanitizer made to conform with the WHO recommended formula.

Additionally, fabrication and paint shop employees wear PPE all day as part of their normal work consisting of half or full face respirators, full face shields, coveralls and gloves plus safety footwear.