

PART I – OVERVIEW		
Job Name:	Job #:	Project Manager:
Supervisor:	Work Task: COVID-19 Site Specific Plan	

PART II – JOB HAZARD ANALYSIS					
Steps	Hazards	Pre-control Risk Rating	Control	Post Control Risk Rating	Controls Verified (Y/N)
General	<ul style="list-style-type: none"> <li>Virus / bacteria with potential for exposure through touching face with contaminated surface (i.e. hands)</li> </ul>	<ul style="list-style-type: none"> <li>High</li> </ul>	<ul style="list-style-type: none"> <li><b>The health and safety of our employees is the utmost importance. We are continuing to monitor the situation and will update this procedure and practices as often as needed.</b></li> <li>Reporting &amp; Self-Isolation / Quarantine Scenarios               <ul style="list-style-type: none"> <li>Refer to <a href="http://www.plan-group.com/covid-19/">http://www.plan-group.com/covid-19/</a> for more information. Each scenario is contained on the FAQ and is updated regularly.</li> <li>Please refer to “Know the Difference: Self-Monitoring, Self-Isolation, and Isolation for COVID-19” document from Government of Canada for further guidance.</li> </ul> </li> <li>Orientation of New / Transferred Employees               <ul style="list-style-type: none"> <li>Person that is performing hiring process <b>must</b> use COVID-19 Health Questionnaire form prior to worker coming to site. If “Yes” answered to any question ineligible to be hired for a minimum of 14 days.</li> <li>Once new hire is present on project they must complete the COVID-19 Health Questionnaire form with signature and date present prior to conducting orientation.</li> </ul> </li> <li>Visitors               <ul style="list-style-type: none"> <li>In general, employees at both field and office locations should reconsider any non-essential travel between multiple locations. Visitors should only be</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	

			<p>present on the project as required and should not be visiting multiple sites and offices on the same day.</p> <ul style="list-style-type: none"> <li>○ In person meetings should be rescheduled, postponed or cancelled if they cannot be completed remotely (email, teleconference or video conference)</li> <li>○ If visitors are essential and will be present on site, the employee that brings the visitor to the project <b>must</b> use COVID-19 Health Questionnaire form prior to the visitor coming to site. If “Yes” answered to any question they are not permitted onsite until the necessary self-isolation / self-quarantine steps have been taken (reference above).</li> </ul>		
<p>Field Staff</p>	<ul style="list-style-type: none"> <li>• Virus / bacteria with potential for exposure through touching face with contaminated surface (i.e. hands)</li> </ul>	<ul style="list-style-type: none"> <li>• High</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing measures               <ul style="list-style-type: none"> <li>○ Start time for employees at _____ AM (fill in start time) to avoid common crowding at entrance to project.</li> <li>○ Supervisors to ensure that individual work groups contain no more than 5 workers. Crews to be designated to specific locations on the project and limit unnecessary on-site contact between workers. This is to maintain physical distancing and limit crew movement to other areas of the building as well.</li> <li>○ Working within 6 ft.                   <ul style="list-style-type: none"> <li>▪ If 6 ft. (2 metres) distance cannot be maintained while performing a task between workers, please refer to the <i>Working within 6 ft. JHA</i> for specific procedures to follow.</li> </ul> </li> <li>○ Breaks / lunch to be staggered to allow workers distance from one another.                   <ul style="list-style-type: none"> <li>▪ Limit _____ (fill in number of employees) workers per table for breaks/lunch</li> </ul> </li> <li>○ Safety meetings (i.e. safety talks, field level hazard assessments, etc.) will also be staggered to allow workers distance from one another. Where</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Medium</li> </ul>	

			<p>signatures are required on documentation, Supervisors are to temporarily record workers names and sign-off in the appropriate areas on the documentation to verify worker presence.</p> <ul style="list-style-type: none"> <li>▪ Workers to be mindful of their distance between themselves and other workers. It is recommended to maintain approximately 2 meters between each other.</li> <li>▪ Sharing of pens, notebooks, etc., should not be shared either.</li> </ul> <ul style="list-style-type: none"> <li>○ If Prime Contractor has implement more stringent social distancing measures on their project these requirements must be complied with as well.</li> </ul> <ul style="list-style-type: none"> <li>• Hygiene             <ul style="list-style-type: none"> <li>○ <b>Proper hygiene can be an effective way to reduce the risk and spreading of a virus / bacteria.</b></li> <li>○ Wear gloves for your task at all times while performing work on the project.</li> <li>○ Adequately wash hands often with soap and water in designated wash facilities, especially prior to and after breaks (including washroom facility use) and lunch. Refer to hand washing attachment for recommended practices.                     <ul style="list-style-type: none"> <li>▪ If soap is not available an alcohol-based hand sanitizer could be used.</li> </ul> </li> <li>○ Avoid sharing of food or drinks, especially foods that hands need to enter bags or food wrapping (i.e. chips)</li> <li>○ When coughing or sneezing cough into tissue or the bend of your arm. If using a tissue discard of it in proper waste disposal bin and disinfect hands afterwards.</li> <li>○ Avoid touching your eyes, nose, or mouth with unwashed hands.</li> </ul> </li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>○ Avoid common greetings, such as handshakes</li> <li>● Cleaning (i.e. lunch tables, tools)             <ul style="list-style-type: none"> <li>○ Tables shall be cleaned and disinfected between breaks and garbage will be taken out at least once daily.</li> <li>○ After breaks are completed, workers are responsible for cleaning up after themselves, including throwing away wrappers in waste bins.</li> <li>○ Tools and PPE shall be cleaned and disinfected regularly, at minimum daily. And sharing of tools shall be discouraged</li> <li>○ For further guidelines on “Cleaning and Disinfecting Surfaces” please refer to the attached document.</li> </ul> </li> <li>● Cloth Face Covering             <ul style="list-style-type: none"> <li>○ Field employees are required to utilize cloth face coverings while on the work site.                 <ul style="list-style-type: none"> <li>▪ Face coverings are not required while eating or drinking.</li> </ul> </li> <li>○ When donning and doffing a face covering:                 <ul style="list-style-type: none"> <li>▪ Ensure your hands are clean using soap and water or sanitizer when putting the covering on and taking it off</li> <li>▪ Ensure exterior of the mask is always facing outwards and also ensure interior does not contact any hard surface (potential to contaminate surface)</li> <li>▪ Mask must be adequately secured to the workers face and both the nose and the mouth</li> </ul> </li> <li>○ Coverings may be of a type that can be washed or disposable.</li> <li>○ Wearers shall maintain their face cover so that it is clean and does not pose a health risk. This may require changing of the cover throughout the day.</li> </ul> </li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>○ Should the face covering become damaged at any time while at work, the employee shall immediately remove themselves from the work area and either replace with an alternate or back up face cover. If this cannot be completed they shall inform their supervisor and remove themselves from site.</li> <li>○ When work is to be completed within the 6' distancing requirement cloth face coverings will no longer be adequate and further requirements are to be met.</li> </ul>		
Office Staff	<ul style="list-style-type: none"> <li>• Virus / bacteria with potential for exposure through touching face with contaminated surface (i.e. hands)</li> </ul>	<ul style="list-style-type: none"> <li>• High</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing measures               <ul style="list-style-type: none"> <li>○ Meetings should take place using remote options. Email, video or teleconference)are the preferred method</li> <li>○ When meeting in person limit meeting to 5 people or less depending on room size</li> <li>○ Remote working should be implemented where possible to limit the number of workers in the office environment</li> <li>○ If Prime Contractor has implement more stringent social distancing measures on their project these requirements must be complied with as well.</li> </ul> </li> <li>• Hygiene               <ul style="list-style-type: none"> <li>○ <b>Proper hygiene can be an effective way to reduce the risk and spreading of a virus / bacteria.</b></li> <li>○ Adequately wash hands often with soap and water in designated wash facilities, especially prior to and after breaks (including washroom facility use) and lunch. Refer to hand washing attachment for recommended practices.                   <ul style="list-style-type: none"> <li>▪ If soap is not available an alcohol-based hand sanitizer could be used.</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Low</li> </ul>	

			<ul style="list-style-type: none"> <li>○ Avoid sharing of food or drinks, especially foods that hands need to enter bags or food wrapping (i.e. chips)</li> <li>○ When coughing or sneezing cough into tissue or the bend of your arm. If using a tissue discard of it in proper waste disposal bin and disinfect hands afterwards.</li> <li>○ Avoid touching your eyes, nose, or mouth with unwashed hands.</li> <li>○ Avoid common greetings, such as handshakes</li> <li>● Cleaning             <ul style="list-style-type: none"> <li>○ Daily disinfecting/sanitizing of the office                 <ul style="list-style-type: none"> <li>▪ Commonly used items; door handles, lunch tables, keyboards, light switches, etc must be cleaned and disinfected regularly</li> </ul> </li> <li>○ After breaks are completed, workers are responsible for cleaning up after themselves, including throwing away wrappers in waste bins.</li> <li>○ In an effort to ensure the office space can be properly cleaned daily we are asking all employees in the office to:                 <ul style="list-style-type: none"> <li>▪ De-clutter all desks</li> <li>▪ Remove and store all non-essential items</li> <li>▪ Tidy and organize all shelves, the tops of filing cabinets and other areas where items could accumulate.</li> </ul> </li> <li>○ For further guidelines on “Cleaning and Disinfecting Surfaces” please refer to the attached document.</li> </ul> </li> <li>● Cloth Face Covering             <ul style="list-style-type: none"> <li>○ Office employees are required to utilize cloth face coverings while on the work site.                 <ul style="list-style-type: none"> <li>▪ It is not required while working alone at their work station or while eating or drinking.</li> </ul> </li> </ul> </li> </ul>		
--	--	--	---	--	--

			<ul style="list-style-type: none"> <li>○ When donning and doffing a face covering:             <ul style="list-style-type: none"> <li>▪ Ensure your hands are clean using soap and water or sanitizer when putting the covering on and taking it off</li> <li>▪ Ensure exterior of the mask is always facing outwards and also ensure interior does not contact any hard surface (potential to contaminate surface)</li> <li>▪ Mask must be adequately secured to the workers face and both the nose and the mouth</li> </ul> </li> <li>○ Coverings may be of a type that can be washed or disposable.</li> <li>○ Wearers shall maintain their face cover so that it is clean and does not pose a health risk. This may require changing of the cover throughout the day.</li> <li>○ Should the face covering become damaged at any time while at work, the employee shall immediately remove themselves from the work area and either replace with an alternate or back up face cover. If this cannot be completed they shall inform their supervisor and remove themselves from site.</li> <li>○ When work is to be completed within the 6' distancing requirement cloth face coverings will no longer be adequate and further requirements are to be met.</li> </ul>		
--	--	--	---	--	--

**PART III - REVIEWED BY**

This is to acknowledge that the above information has been reviewed for accuracy by the identified parties.

HSE Department: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HS Rep (if any) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



PROBABILITY		
4	Probable	Very likely to occur in most circumstances
3	Possible	May occur occasionally
2	Unlikely	Could happen at sometime
1	Rare	May happen only in exceptional circumstances
SEVERITY		
5	Fatal / FLTI	Fatal
4	Major / PDI	Non-reversible / permanent injury (i.e. amputation, spinal, etc)
3	Serious / LTI	Reversible (i.e. fracture)
2	Medical / NLTl	Medical aid needed (i.e. stitches)
1	Minor / First Aid	On site first aid

		PROBABILITY			
		4	3	2	1
SEVERITY	5	20	15	10	5
	4	16	12	8	4
	3	12	9	6	3
	2	8	6	4	2
	1	4	3	2	1

RISK CATEGORY	DESCRIPTION
High (8-20)	Hazards must be minimized or eliminated immediately. Approval to continue at current level of risk by PM, HSE Dept. and site supervision.
Medium (4-6)	Approval to continue at current level of risk by PM and site supervision.
Low (1-3)	Managed appropriately at field level.

