



## COVID-19 Safety Plan

At Pacific Coast Marine Windshields (“PCMW”), 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 SARS-CoV-2 at our workplace. One of a family of coronaviruses, *SARS-CoV-2* is the biological hazard that causes the illness COVID-19 (BCCDC).

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. This COVID-19 Safety Plan is posted on our website at <https://pcmw.ca>

### 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

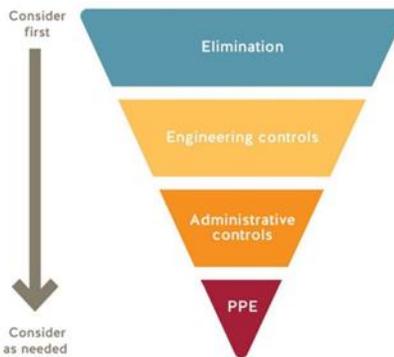
We have identified the areas/jobs/tasks that may present a risk of transmission of the SARS-CoV-2 virus, which causes COVID-19. We also determined who could be at risk of exposure, including workers, contractors, suppliers, and the public. With this in mind, we have:

- Considered risk of COVID transmission in our tasks and activities.
- Considered appropriate controls which manage the risks of the spread of COVID.

### 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



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 workers who are exhibiting COVID symptoms or who have traveled/been exposed to COVID.
- Changed configuration of workplace to eliminate unnecessary touchpoints.
- Visitor's policy to limit visitors to PCMW's premises.
- Hand hygiene procedures.
- Reporting symptoms in the workplace.
- Enhanced Cleaning protocol for common areas.
- Occupational first aid attendant protocols.
- Physical distancing requirements for workers.
- Changed PPE requirements to include face masks for those workers who cannot physically distance.

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.
- 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.
- 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.
- Consulted with our Joint Health and Safety Committee.
- 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.