

BCFMWU OFFICE RETURN TO WORK SAFETY PLAN

A: Risks at Workplace

1	Have involved front line workers, joint health and safety committee (worker health and safety representative)	X	Health and Safety Rep and employee input
2	Have identified areas where people gather	X	Kitchen, boardroom, reception, production room
3	Identified job tasks and processes where workers are close to one another	X	photocopier, transferring hard copy files/documents to one another
4	Identified tools, machinery and equipment that workers share	X	photocopier, self serve coffee
5	Identified surfaces that are high touch points	X	entrance doors, kitchen appliances, washrooms

B: Impliment Protocols

1	Review industry specific protocols	X	
2	Frontline workers, supervisors and worker representative	X	
3	Orders guidance, notices issued by provincial health officer relevant to industry	X	
4	Health and Safety association/other professional associations	NA	

C-1: Protection (Elimination- Level 1)

1	Occupancy limit - building	X	20 maximum capacity (10 Staff, 10 visitors/members for short boardroom)
2	Work-from home arrangements	X	Schedule created - work at home days established for staff
3	Established occupancy limits for common areas (break rooms, meeting rooms etc.)	X	10 person maximum boardroom, 3 people in kitchen
4	Implimented measures to keep workers 2 metres apart	X	file folder holders outside offices/staggered lunch times/one way traffic flow/use of reception for photocopy requirments/social distancing markers

C-2 Protection (Engineering - Level 2)

1	Installation of barriers where workers can't keep physically distant from coworkers, customers, others	X	plexiglass at reception
2	Barrier cleaning in protocols	X	Reception clean barrier weekly/additionally as required

3	Installed barriers that don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect safe operation)	NA	
C-3 Protection (Administrative - Level 3) Rules and Guidelines			
1	Identified rules and guidelines for how workers should conduct themselves	X	Welcome back to the office document and review with Kerri Silverthorn upon return; policy on sick days; work from home schedule
2	Clearly communicated these rules and guidelines	X	Email plan, review in office with worker safety rep, signage through out building, one way signage
C-4 Protection (Masks - Level 3)			
1	Review information on using masks	NA	
2	Understanding limitation of masks to protect wearer	NA	
3	Trained workers in the proper use of masks	NA	
C-5 Cleaning and Hygiene			
1	Have reviewed information on cleaning	X	
2	Workplace has enough handwashing stations and are visible	X	5 handwashing stations, easily identified
3	Policies on hand washing and good hygiene	X	Handwashing signs posted at all handwashing stations and hygiene communicated in welcome back to office document.
4	Cleaning protocols common areas	X	Reception wipes down all door handles twice a day, light switches daily and touch points of reception desk when another employee will be using desk.
5	Adequate training on cleaning and materials	X	
6	Removed unnecessary tools and equipment	X	Coffee at reception, materials at reception, bowls of snacks, mints, Union
D: Policies			
1	Anyone who has had COVID symptoms in last 10 days may not enter workplace	X	
2	Anyone directed by Public Health to self isolate may not enter workplace	X	
3	Anyone arriving from outside of Canada, or has had contact with confirmed COVID case must self isolate	X	
4	Visitors are limited in the workplace	X	Policy on small meetings/sign in with reception/wear face masks
5	First aid attendants provided with OFAA protocols for use during pandemic	X	Provided to Kerri Silverthorn
6	We have a work alone policy in place if needed	NA	
7	We have a work from home policy in place if needed	X	

8	Workers have training and strategies required to address the risk of violence that may arise as members of public adapt to restrictions.	X	First Aid attendant has necessary training, procedures in place for dealing with violence
9	Sick workers report to first aid	X	Sick workers will not come to office or will leave office immediately after
10	Sick workers asked to sanitize hands, provided with mask and isolated	NA	Sick workers will leave building immediately
11	Clean and disinfect any surfaces sick worker has come into contact with	X	Additional cleaning will be directed as needed
D: Communication and Training			
1	Training plan to ensure everyone is trained in policies/procedures	X	Written communication, clarification with ROM or Reception, review on
2	Workers received policies for staying at home when sick	X	via email
3	Signage posted at workplace, occupancy limits and proper hygiene practices	X	
4	Posted signage at the main entrance indicating who is restricted from entering	X	
5	Supervisors trained on monitoring workers in the workplace	NA	
E: Assess and Address Risks from Resuming Operations			
1	Training plan for new Staff	X	
2	Training plan for Staff taking new roles	X	
3	Training plan around changes to our business (products/equipment)	NA	
4	Reviewed start up requirements for vehicles, equipment and machinery	NA	
5	Identified safe process for clearing systems and lines of product that have been out of use	NA	