

# BCFMWU OFFICE RETURN TO WORK SAFETY PLAN

## A: Risks at Workplace

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|---|--|
| 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

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|---|----|
| 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)

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|---|--|
| 1 Occupancy limit - building  | X 15 maximum capacity - visitors/guests scheduled appointments only  |
| 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 8 person maximum boardroom, 3 people in kitchen<br>file folder holers outside offices/staggered lunch times/one way traffic flow/use of reception for photocopy requirments, |
| 4 Implimented measures to keep workers 2 metres apart                             | X social distancing markers at front entrance for visitors attending a scheduled meeting.  |

## C-2 Protection (Engineering - Level 2)

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|---|---|
| 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., barrieres insalled inside a vehicile don't affect safe operation) | NA  |

## C-3 Protection (Administrative - Level 3) Rules and Guidelines

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|---|---|
| 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)

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|-------------------------------------|----|
| 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. 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.
- 4 Cleaning protocols common areas X
- 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 pins etc, dishes from boardroom

### D-1 Policies

- 1 Anyone who has had COVID symptoms in last 10 days may not enter workplace X Daily health checks completed by anyone entering office (verbal or email).
- 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 Visitors are by appointment only and only when essential
- 5 First aid attendants provided with 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  
Workers have training and strategies required to address the risk of violence that may arise as members of
- 8 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 notifying reception
- 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-2 Communication and Training

- 1 Training plan to ensure everyone is trained in policies/procedures X Written communication, clarification with ROM or Reception, review on return to workplace
- 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