**Read this DISCLAIMER prior to using this Safe Work Procedure.**

These procedures have been written by Safety professionals, and not by workers who perform these tasks.  They need to be reviewed by workers and customized to match your company’s processes, tools and machines.

Follow these steps:

1. Print the procedures
2. Have experienced workers (experienced with the tasks) review the procedures and mark up the document with any changes – deletions or additions.  The procedures need to reflect your practices.
3. Workers to then date and sign the document at the bottom of the SWP as “reviewed by”
4. Supervisor to then review the suggested changes and accept or further customize the SWP.
5. Supervisor to sign “Approved by” once procedure accurately reflects your company’s procedures
6. Make changes to digital copy of procedure and add your company logo.  Type in names of reviewers, approvers and dates at the bottom of the procedure and note” Signature on file”
7. File all original marked up documents.  DO NOT THROW OUT
8. The Procedures are now yours.
9. Review with WSH Committee and document review
10. Train and document your workers according to the tasks they perform.

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| Do not perform this task ***Working with Contractors*** during the COVID-19 pandemicunless you have been trained and your Employer has implemented precautions. | | | |
| **Photograph(s):**  <<<insert equipment or process photo, picture, or diagram here>>> | **Hazard(s):**      <<<insert hazard pictograms and descriptions here. See PDG B-03 chart for examples>>> | | **Protective Equipment Required:**    **Disinfectant wipes – Hand Sanitizer – Mask – Gloves**  <<<Add or remove Personal Protective Equipment as to your company’s specific procedures or tasks>>>  <<<Specify PPE specific e.g. Nitrile gloves>>> |
| **Training Requirements:** Needs to be customized to your work practices.   * Health and Safety Orientation * Task Specific Training * PPE Fit and Inspection Training * Physical / social distancing * Handwashing procedure * Sanitizing surfaces * Company pandemic plan * COVID-19 SWPs | | | |
| **Safe Work Practices** | | | |
| Wear gloves when handling packages | | Avoid person-to-person contact (2 Meter distance) | |
| Only essential Contractors permitted during this pandemic | | Ensure adequate hand washing stations and hand sanitizer are available | |
| Only permit Contractors to use one entrance / exit | | Stay home if you are feeling sick | |
| Wash hands frequently for at least 20 seconds | | Avoid touching your face | |
| Contractors must sign in/out so records of who entered facility are available | | All deliveries will be made to one door and will be contact-less | |
| **Guidance Document & Reference Information:**  Reference your Safety Management System/Program  Any other relevant legislation (federal or provincial references when working outside of Manitoba)  Workplace Safety and Health M.R. 217/2006   * Part 2 General Duties * Part 4 General Workplace Requirements * Part 6 Personal Protective Equipment * Part 36 Chemical and Biological Substances Application | | | |

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| **Safe Work Procedures** |
| 1. Ensure Contractors conduct as much work as possible **off-site**. This includes pre-fabrication, remote access, gathering required parts / supplies, etc. |
| 1. Vet contractors 24 hours before scheduled visit to your facility. Questions should include:  * Have you recently travelled outside of Manitoba in the last 14 days? * Have you been in contact with anyone who has recently travelled in the last 14 days?   + See travel exceptions to this requirement specified in the public health order. [link](https://www.gov.mb.ca/covid19/soe.html) * Have you been in close contact with someone who has been tested for COVID-19? * Do you have any symptoms such as coughing, difficulty breathing, fever?   **If the Contactor answers “yes” to any of the above questions, the Contractor service will be suspended until responses are all “no”** |
| 1. Communication with Contractors working in the building to be done through two-way radios / phone calls / text messaging / Etc. |
| 1. Contractors must sign in before entering facility. |
| 1. Ensure to notify employees in the building of the contractors’ scheduled activities, and assess the contractors’ working area to ensure physical distancing can be accomplished. Employees to report to management if they see Contractor not following COVID-19 safety protocol. |
| 1. Conduct Contractor orientation with focus on COVID-19. Maintain physical distancing protocols or conduct electronically where possible. Topics to include:  * Review of this Safe Work Procedure * Location of handwashing stations and hand sanitizer * Rules regarding physical distancing with staff * Reminder to cough / sneeze into sleeve or use tissue * Use of shop or Technician tools is prohibited * Use of staff changeroom and break room is prohibited with exception of washroom * Required PPE |
| 1. Contractors must wash hands thoroughly before starting their work |
| 1. Ensure contractors are wearing required PPE to safely perform their tasks |
| 1. Contractors must clean and sanitize their tools and equipment with a sanitizing wipe or bleach solution after use |
| 1. Monitor contractors to ensure they are following COVID-19 rules. Record on Contractor Monitoring form (TMP G-01 Contractor Safety Templates) |
| 1. Contractors to wash hands after work has been completed |
| 1. Refer to Transactions SWP (COVID-19) for package handling procedures |

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| Revisions to the document made by: |  | Date: |
| Reviewed by: |  | Date: |
| Reviewed by: |  | Date: |
| Reviewed by: |  | Date: |
| Approved by: |  | Date: |