**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 ***Glove Removal “Beak Method”*** 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 * SWPs COVID-19 | | | | |
| **Safe Work Practices** | | | | |
| Avoid person-to-person contact (2-metre distance) | | | Remove and dispose of glove before breaks. | |
| Wear gloves when handling packages & cash | | | After removing gloves, wash hands for 20 seconds | |
| Wipe surfaces before removing gloves | | | Have alcohol-based hand cleansers available | |
| **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 | | | | |
| **Picture Illustration** | **Safe Work Procedures** | | | |
| Insert your own picture, or diagram here. Delete this column if you are not using pictures | The beak method is the safest way to remove gloves as it permits removal of gloves with out risking touching the outer part of the glove and contaminating your hands. Avoiding contact with the outer glove prevents contact with viruses such as COVID-19. Prior to glove removal, complete all tasks, cleaning and sanitization. Avoid touching your nose, eyes and face when wearing gloves. | | | |
|  | If possible, remove gloves directly over a trash can.   1. Using the gloved hand, pinch and pull the base of the glove on the other gloved hand. Avoid touching your arm and skin during this step. | | | |
|  | 1. Use the middle finger to scoop the cuff of the glove up and in. | | | |
|  | 1. Pull the glove inside out, pulling over the preformed beak or cover the thumb and tips of the fingers forming a “beak”. | | | |
|  | 1. With the beaked hand, pinch the base of the other gloved hand and pull up the base of the glove. Keep your gloved hand straight to ensure that you do not touch your arm with your hand during this step of the process. | | | |
|  | 1. Roll the glove inside out and off the hand, hold the glove removed. | | | |
|  | 1. With the ungloved hand, use the index finger to push down and pull the glove off removing the beaked glove off the hand. If you are above a trash can it is best to push the glove straight into the trash without trying to hold onto the gloves. Gloves will likely drop possibly contaminating surfaces, recommend letting gloves fall to the floor, then picking them up. | | | |
|  | 1. If not possible to dispose directly into the trash can, hold onto the inside of the gloves and dispose both gloves into the trash. | | | |
|  | 1. When you safely remove and dispose of gloves using the beak method, wash your hands for a minimum of 20 seconds with soap or use hand sanitizer. Washing your hands is still the best way to prevent the spread of COVID-19. Avoid touching your eyes, nose and face until after you have removed the gloves and washed your hands. | | | |
|  | 1. Before going for breaks remove and dispose of gloves using the “beak method”. Upon your return, put a new pair of gloves on. | | | |
|  | 1. If someone has a respiratory illness (coughing, trouble breathing) refuse service and call your manager. | | | |
|  | 1. If you become ill let your manager know immediately and go or stay home. | | | |

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