**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.

|  |  |  |  |
| --- | --- | --- | --- |
| Do not use this **Non-medical mask (Covid-19*)***unless you have been trained  Employees are required to follow this procedure when performing this task. | | | |
| **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:**     |  |  | | --- | --- | | <<<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 * COVID-19 SWPs | | | |
| Safe Work Practices | | | |
| Wash your hands immediately before putting on and taking off the mask. | | Have a proper fit. (no gaping) | |
| Do not share your mask with others. | | Avoid touching your face mask while using it. | |
| Dispose of masks properly in a line garbage bin. | | Keep 2 metre distance from other employees/public | |
| Face shields do not replace masks or face coverings | | Inspect the mask for tears or holes | |
| **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 | | | |
| Safe Work Procedures | | | |
| Wearing a facial covering/non-medical mask in the community has not been proven to protect the person wearing it and is not a substitute for physical distancing and hand washing. However, it can be an additional measure you can take to protect others around you, even if you have no symptoms. It can be useful for short periods of time, when physical distancing is not possible in public settings such as when grocery shopping or using public transit. | | | |
| Homemade masks are not medical devices, and consequently, are not regulated like medical masks and respirators. Their use poses a number of limitations:   * have not been tested to recognized standards * may not provide complete protection against virus-sized particles * mask edges are not designed to form a seal around the nose and mouth * fabrics are not the same as used in surgical masks or respirators * they can be difficult to breathe through and can prevent you from getting the required amount of oxygen needed by your body | | | |
| It is important to understand that **non-medical masks have limitations and need to be used safely.**  Non-medical masks or face coverings should **not** be placed on:   * children under age 2 * anyone who has trouble breathing * anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance   Masks alone will not prevent the spread of COVID-19. You must consistently and strictly adhere to good hygiene and public health measures, including frequent hand washing and physical (social) distancing | | | |
| If you choose to use a non-medical mask or face covering:   * you must wash your hands immediately before putting it on and immediately after taking it off (in addition to practising good hand hygiene while wearing it) * it should be made of at least 3 layers   + 2 layers should be tightly woven material fabric, such as cotton or linen   + the third (middle) layer should be a filter-type fabric, such as non-woven polypropylene fabric * it must cover the nose, mouth, and chin without it gaping * allow for easy breathing * fit securely to the head with ties or ear loops * be comfortable and not require frequent adjustments * be changed as soon as possible if damp or dirty * maintain its shape after washing and drying * do not share your mask with others | | | |
| Face masks can become contaminated on the outside, or when touched by your hands. When wearing a mask or face covering, take the following precautions to protect yourself:   * avoid touching it while using it * change a cloth mask as soon as it gets damp or soiled   + put it directly into the washing machine or a bag that can be emptied into the washing machine and then disposed of   + cloth masks and face coverings can be laundered with other items using a hot cycle, and then dried thoroughly * non-medical masks or face coverings that cannot be washed should be discarded and replaced as soon as they get damp, soiled or crumpled   + dispose of them properly in a lined garbage bin   + do not discard them in shopping carts, on the ground, etc. | | | |

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