**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 service / repairs on vehicles during the COVID-19 pandemicunless you have been trained and your Employer has implemented precautions. | | | | | |
| **Photograph(s):**  Tools  <<<insert equipment or process photo, picture, or diagram here>>> | **Identified Hazard(s):** | | |  | **Personal 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>>> |
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| **Training Requirements:** Needs to be customized to your work practices.   * Health and Safety Orientation * Task Specific Training * Driving a Vehicle Safe Work Procedure * WHMIS * COVID-19 SWPs * Company pandemic plan * PPE Fit and Inspection Training * Valid Class 3 driver’s license * Respirator fit testing | | | | | |
| **Safe Work Practices** | | | | | |
| Consider only one or two employees (with PPE) drive all vehicles in and out of shop | | Ensure adequate hand washing stations and hand sanitizer are available | | | |
| Stagger breaks to encourage physical distancing between staff | | Stay home if you are feeling sick | | | |
| Reduce / eliminate meetings or hold via phone or video chat | | Offer pick up and drop off service for customers | | | |
| Avoid touching your face | | Wash hands frequently for at least 20 seconds | | | |
| Prohibit customers and non-essential staff in the shop (eg. Sales) | | Close customer waiting area / lounge or ensure it’s monitored to allow minimal customers at a time depending on size (2 metre distance at a min). | | | |
| **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. Assess service bays to ensure physical distancing is occurring between Technicians. Close down bays as required or schedule technicians on rotation. |
| 1. Service Advisors shall vet customers. Question should be asked within 24 hours of scheduled appointment and 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 customer answers “yes” to any of the above questions, the service process will be suspended until the customer responses are all “no”** |
| 1. Use two-way radios / phone calls / text messaging / instant messenger to communicate with Service Advisors to limit amount of face to face contact |
| 1. Don all required PPE (gloves, face mask, etc.) |
| 1. Place a plastic sheet over vehicle seats |
| 1. Disinfect vehicle touchpoints including keys |
| 1. Drive vehicle into shop with windows open to allow air circulation. Exit vehicle and remove gloves using beaker method and thoroughly wash your hands for at least 20 seconds |
| 1. Perform required maintenance on vehicle following all company Safe Work Procedures  * Ensure only one Technician at a time in the tool room (post signage) * Wipe down any shop (shared) tools with a sanitizing wipe or bleach solution before and after use (post signage) * Implement non-contact parts delivery to shop |
| 1. Once complete, drive vehicle out of shop, wear all required PPE |
| 1. Disinfect vehicle touchpoints |
| 1. Remove gloves using beaker method and thoroughly wash your hands for at least 20 seconds |

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