**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 ***Shuttle Customers*** 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.   * COVID-19 SWPs * Company pandemic plan * PPE Fit and Inspection Training * Valid Class 3 driver’s license * S2SA SWP011 Working Alone or in Isolation * Shuttle Driving safe work procedure * Working Alone or in Isolation Policy * WHMIS | | | |
| **Safe Work Practices** | | | |
| Allow only one customer per shuttle vehicle. | | Wipe down with disinfectant after each trip. | |
| Have alcohol-based hand cleansers available | | Wash hands for a minimum of 20 seconds. | |
| Have the radio only in reach of the driver. | | Have tissue paper available for the customer. | |
| **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 9 Working Alone or in Isolation * Part 10 Harassment * Part 12 Violence in the Workplace * Part 20 Vehicular and Pedestrian Traffic | | | |
| **Safe Work Procedures** | | | |
| 1. Follow original shuttle driving Safe work procedure. See below for extra steps for COVID-19 **NOTE:** It is highly recommended that shuttle vans are only permitted during pandemic, to allow for social distancing. Remove other 4 passenger shuttle vehicles from service until social distancing measures are lifted from the government. | | | |
| 1. Before getting into you shuttle vehicle, ensure that you disinfect the vehicle where the previous driver could have sat/touched. At this time also disinfect the passenger seats prior to picking up any customers.   Don all PPE. | | | |
| 1. Customers shall first complete a phone call with dispatch with questions such as:  * 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 Shuttle ride will be not occur until the customer application question responses are all “no”** | | | |
| 1. When possible keep one customer per shuttle.  When picking up your customer, advise them to follow social distancing measures, ensuring there is a two-metre distance between themselves and other people. Let them know that all surfaces had been disinfected prior to them entering. (depending on the shuttle vehicle, have the customers sit in the furthest seat away from the driver, and other passengers if applicable. E.G. rear passenger seat.) | | | |
| 1. To maintain physical distancing, the driver should get out of the vehicle first prior to having the customer enter/exit the shuttle. | | | |
| 1. Disinfect the vehicle where the customer had sat/touched. Using an alcohol based cleaner or disinfectant wipe. Repeat this for every customer.   If available, offer the customer hand sanitizer before entering and after exiting the shuttle. | | | |
| 1. It is highly recommended that whenever you can, to wash your hands for a minimum of 20 seconds with soap. This can be done every time you come back to the dealership. | | | |
| 1. When you are done your shift, ensure that you wipe down the driver’s seat and anywhere that you have touched throughout the day. i.e. steering wheel, shifter, radio, GPS, door handles etc. | | | |
| If physical distancing can’t be achieved in the shuttle vehicles used, it is recommended to find other means such as, lending a vehicle to a customer from the dealership, paying for a rental, etc. | | | |

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