**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 conduct this task ***Vehicle Sales***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>>> | **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>>> |
|  | |  | |
| insert hazard pictograms and descriptions here. See PDG B-03 chart for examples>>> | | | |
|  |
| **Training Requirements:** Needs to be customized to your work practices.   * Health and Safety Orientation * Task Specific Training * Driving a Vehicle Safe Work Procedure * WHMIS * S2SA SWP011 Working Alone or in Isolation * PPE Fit and Inspection Training * COVID-19 SWPs | | | | | |
| **Safe Work Practices** | | | | | |
| Keep a distance of at least two metres | | Employees will **NOT** go on test drives with customers | | | |
| Avoid common greetings, such as handshakes | | Employees will use Contact-less Delivery | | | |
| Wash hands often use alcohol-based hand cleaners | | Wipe down with disinfectant before and after each trip | | | |
| 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 20 Vehicular and Pedestrian Traffic * Part 35 Workplace Hazardous Materials Information System * Part 36 Chemical and Biological Substances Application | | | | | |

|  |
| --- |
| **Safe Work Procedures** |
| 1. Follow Driving a Vehicle and Working Alone Safe Work Procedures. See below for additional measures against COVID-19. |
| 1. **Test drives** will be conducted by customer contact-less delivery **only**. Customers shall first complete a phone/online vetting application 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 sales process will be suspended until the customer application question responses are all “no”** |
| 1. Once the customer has completed the phone/online application and it is approved sales staff can start the procedure. |
| 1. **Drop-off**   Plan your route to the customer drop-off destination. **Note:** have shuttle drivers or the pick-up driver review the COVID-19 Shuttle SWP. |
| 1. Before getting into the test-drive vehicle, ensure that you disinfect the vehicle where the previous driver could have sat/touched. This includes keys, steering wheel, shifter, radio, GPS, rear view mirror, door handles, etc. |
| 1. Apply PPE before driving the vehicle. |
| 1. Once the test-drive vehicle is at the drop-off location disinfect the vehicle again, repeat Step 5 of the procedure. |
| 1. If the customer comes to greet you, keep a distance of at least 2 metres. Avoid all physical contact including handshakes. |
| 1. Test-drive vehicles will be left with the customer for <enter duration of time here>. Sales employees will return to the dealership either by shuttle or by another staff member. |
| 1. The staff member responsible for pick-up must review and follow the COVID-19 Shuttle SWP. |
| 1. After returning to the dealership dispose of gloves and wash your hands for a minimum of 20 seconds with soap. |
| 1. **Pick-up**   Plan your route to the test-drive vehicle pick-up location. |
| 1. Before driving the vehicle back to the dealership repeat Steps 5 and 6. |
| 1. When the test-drive vehicle is back at the dealership repeat Steps 5 and 9. |
| 1. **Purchases**   If the customer chooses to purchase the vehicle, the entire purchase will be completed online using contact-less customer interaction. |

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