



**COVID-19 EXPOSURE  
CONTROL PLAN**

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04-AUGUST-2020**

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## COVID-19 EXPOSURE CONTROL PLAN

### A. INTRODUCTION

#### 1. COVID-19 POLICY

Argo Group of Companies has identified the potential risk of transmission of the COVID-19 virus at its work sites which poses a threat to the health and wellness of its employees, subcontractors and hired equipment operators. The company is committed to protecting worker health and safety while preventing worker exposures and potential spread of the virus and will ensure that appropriate control measures are in place to mitigate the risk.

Through the implementation of this *COVID-19 Exposure Control Plan (ECP)* the Company will ensure:

- Compliance with all applicable legislative and regulatory requirements including recommendations/orders from the Provincial Health Officer and BC Center for Disease Control; <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- Communication of COVID-19 health hazards/risks to employees, subcontractors and hired equipment operators;
- Implementation of control measures to minimize the risk of potential exposures and transmission;
- Proper management of worker, subcontractor and hired equipment operator health; and
- Provision of all required training/instruction and equipment/materials.

All Argo Group of Companies employees, subcontractors and hired equipment operators are responsible for their personal health and safety as well as the health and safety of those around them and are required to comply with the policies and procedures outlined herein.

### B. ROLES AND RESPONSIBILITIES

Each group or individual listed below is required to execute all assigned responsibilities, as identified in the Company's Occupational Health and Safety Manual as well as the COVID-19 related responsibilities outlined below.

#### 1. Employer

- Ensure all resources and materials required to implement and maintain this plan are readily available where and when they are required;
  - Ensure that the workers are able to maintain physical distancing (minimum of 2 metres apart) at all times while completing their work safely;
  - Select, implement and document the appropriate site-specific control measures;
  - Ensure that Supervisors, workers and all contractors are educated and trained to an acceptable level of competency regarding the risks of COVID-19 and controls that must be utilized;
  - Ensure that all workers are provided with and properly use all required/appropriate personal protective equipment (PPE);
  - Maintain records of safety inspections and worker training;
  - Ensure that a copy of this Exposure Control Plan (ECP) is available to all workers; and
  - Conduct a periodic review of this Plan's effectiveness;
  - Support and accommodate high risk employees.
-

## 2. Supervisors/Foremen

- Ensure that workers are adequately instructed on the specific COVID-19 controls implemented at their site (including locations of hand-washing stations, disinfecting/cleaning supplies, etc.);
- Ensure physical distancing of a minimum of 2 metres is maintained at all times; and
- Direct work in a manner that eliminates or minimizes the risk of worker exposures.

## 3. Quality Assurance Manager/Operations Manager

- Implement/manage this ECP and all associated documents;
- Provide all required training materials;
- Assist in the selection of controls to eliminate or minimize the risk of worker exposures;
- Conduct a periodic review of this Plan's effectiveness, including a review of available control technologies to ensure all available appropriate controls are selected and used when practical; and
- Ensure all related safety documents and records are properly filed/maintained.

## 4. Employees

- Maintain a physical distance of a minimum of 2 metres;
- Know the hazards of the work site;
- Follow established work procedures as directed by the Employer or Supervisor;
- Use any required PPE as instructed;
- Report any unsafe conditions or acts to the Supervisor, and
- Follow the Company's reporting requirements for symptoms or potential exposures.

## 5. Subcontractors and Hired Equipment Operators

- Follow the requirements outlined in the ECP;
- Follow the requirements and participate in the COVID-19 Additional/Emergent Works Site Safety Meeting; and
- Complete the Contractor Orientation Checklist

## 6. Visitors

All worksites have limited access restrictions in place and all visitors must:

- Report to a designated Company contact upon arrival at the site;
- Maintain physical distance of a minimum of 2 metres; and
- Utilized all required COVID-19 controls by the site contact.

## C. RISK ASSESSMENT

### 1. Routes of Transmission

The 3 primary routes of transmission of COVID-19 that must be controlled, are:

#### a) Airborne Droplets

Droplets are generated when a person coughs or sneezes. If a person is infected with or is carrying the COVID-19 virus, the droplets they generate may also carry the virus. If a healthy worker inhales the infected droplets, they may be infected with the virus. Droplets generated, generally fall to the ground within 1 to 2 metres of the person. **Therefore**, maintaining physical distancing of 2 metres from other workers at all times will reduce the risk of droplet inhalation.

**b) Close Contact**

Individuals infected with or carrying the COVID-19 virus may transfer droplets containing the virus to their skin or clothing when coughing or sneezing. These droplets may be transferred to healthy workers who come into close contact with these individuals (e.g. via shaking hands). If the worker then touches his/her face with contaminated hands, he/she may also become infected with the virus. **Therefore**, maintaining physical distancing of 2 metres from other workers at all times will reduce the risk of transmission.

**c) Surface Contact**

If an individual who is infected with or carrying the COVID-19 virus coughs/sneezes in proximity to or touches shared surfaces with contaminated hands, droplets containing the virus may be deposited. A healthy worker who then touches the surface (e.g. table, doorknob, steering wheel, tool, etc.) and subsequently touches his/her eyes, nose, or mouth may become infected with the virus.

In addition, the virus may be spread across multiple surfaces by touching a contaminated surface and subsequently touching other surfaces. COVID-19 can persist on surfaces for several days.

**Therefore**, frequent disinfection/cleaning of surfaces and proper hand hygiene is required.

**2. Risk Level Determination**

The following risk assessment table adapted from WorkSafeBC Regulation Guideline G6.34-6 has been used as a guideline to classify the level of risk of worker exposure to COVID-19 at the workplace.

As workers are on a construction site with little contact with the public and with the implementation of mandatory physical distancing, the Company has determined the risk of exposure as **LOW**.

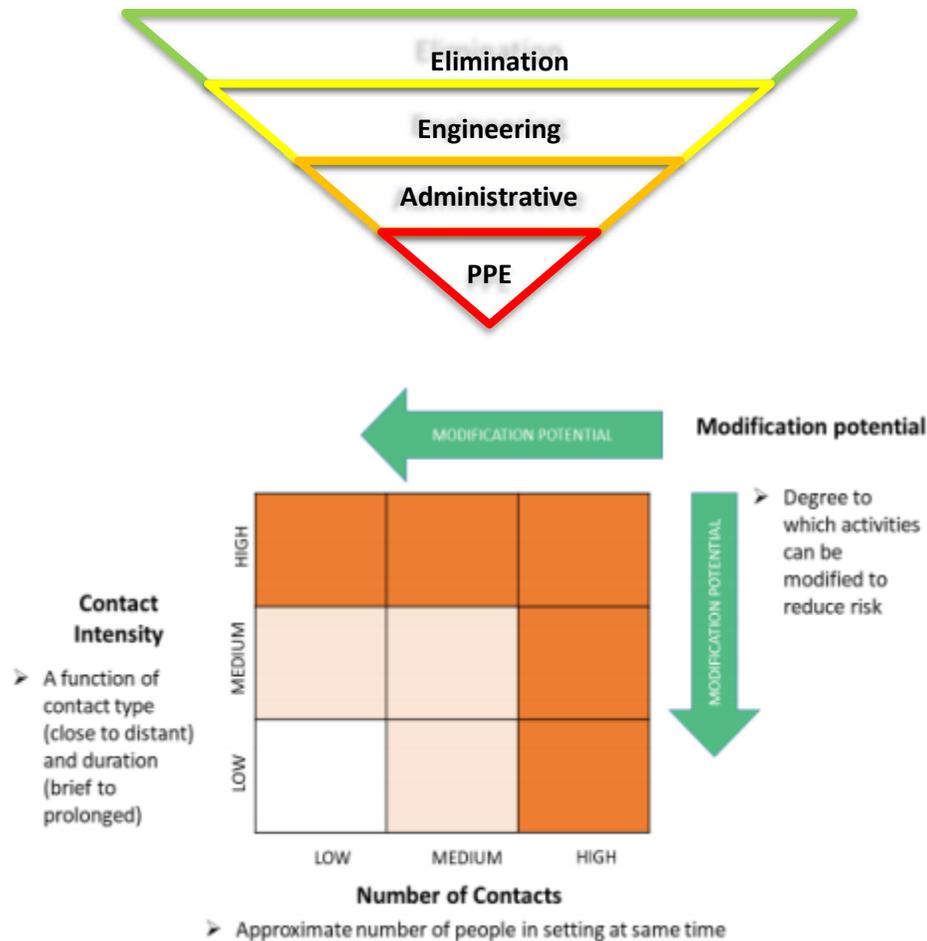
	LOW RISK	MODERATE RISK	HIGH RISK
	(Workers who typically have no contact with people infected with COVID-19)	(Workers who may be exposed to infected people from time-to-time in relatively large, well-ventilated workspaces)	(Workers who may have contact with infected patients, or with infected people in small, poorly-ventilated workspaces)
HAND HYGIENE	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Yes (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
DISPOSABLE GLOVES	Not required	Not required (unless handling contaminated objects on a regular basis)	Yes, in some cases (e.g. when working directly with COVID-19 patients)
APRONS, GOWNS OR SIMILAR BODY PROTECTION	Not required	Not required	Yes, in some cases (e.g. when working directly with COVID-19 patients)
EYE PROTECTION – GOGGLES OR FACE SHIELD	Not required	Not required	Yes, in some cases (e.g. when working directly with COVID-19 patients)

AIRWAY PROTECTION - RESPIRATORS	Not required	Not required (unless likely to be exposed to coughing and sneezing)	Yes (minimum N95 respirator or equivalent)
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**D. CONTROLLING EXPOSURE**

**1. Hierarchy of Controls and Risk of Transmission Chart**

The Argo Group of Companies will follow “Hierarchy of Controls” principles and the Province of BC’s Risk of Transmission Chart, when selecting and implementing controls.



The Company will first attempt to eliminate the hazard whenever practical/possible. If it is not possible to completely eliminate the hazard, engineering controls will be implemented in conjunction with administrative and personal protective equipment (PPE) controls.

**2. Elimination**

The Company has eliminated various scenarios which involved close contact between workers, to eliminate the potential for transmission of COVID-19, including:

- Requiring workers whose jobs can be completed remotely to work from home;
- Prohibiting any workers who may be infected with COVID-19 from working, including:

- Workers who have COVID-19 like symptoms;
- Workers who have travelled outside of Canada within the past 14 days;
- Workers who have been exposed to someone with COVID-19;
- Workers who share a home with someone who has symptoms of COVID-19; and
- Workers who share a home with someone who has been exposed to COVID-19.
- Eliminating the sharing of offices, unless 2 metres can be maintained;
- Eliminating in-person meetings and replacing with telephone or video conferencing;
- Eliminating shared food, utensils and dishes; and
- Closing break rooms where possible and/or limiting the number of workers in common areas to maintain a physical distancing of 2 metres.

### 3. Engineering

Adding physical barriers where needed in areas of high public traffic locations.

### 4. Administrative

The Company has implemented the following administrative controls:

- Hand-Hygiene:
  - Provision of hand-hygiene supplies (e.g. disinfectant wipes, hand sanitizer liquid, water/soap) throughout work sites;
  - Posting of signage illustrating proper hand washing methods and practices; and
  - Instructing workers to wash hands including:
    - Before leaving a work area;
    - After handling/touching materials that may be contaminated (e.g. tools, materials, desks, kitchen/bathroom surfaces, vehicle/equipment cabs, etc.);
    - After cleaning/disinfecting; and
    - Before eating, drinking, and smoking.
- Cough/Sneeze Etiquette:
  - Instructing workers on proper cough/sneeze etiquette, as follows:
    - Turn head away from others when coughing or sneezing;
    - Cover mouth/nose with a sleeve or tissue when coughing or sneezing;
    - Dispose of tissues in waste containers;
    - Wash hands; and
    - Avoid touching face.
- Health Screening:
  - Supervisors and workers are using the COVID-19 Support App and Self-Assessment Tool from the BC Centre for Disease Control; <https://bc.thrive.health/>
  - Signage posted at all entry locations prohibiting entry if sick.
- Physical Distancing:
  - Maintaining a minimum 2 metres between workers at all times;
  - Conducting in-person meetings in open, well-ventilated spaces that allow 2 metre distancing;
  - Only allowing 1 person per vehicle at a time; and
  - Following Company Best Practices consistent with the advice of the PHO when physical distancing of a minimum 2 metres between workers cannot be maintained; and

- Communicating via radio or cell phone to limit face-to-face interactions.
- Enhanced Cleaning:
  - Frequent cleaning (at minimum daily and after each shift) with disinfectant, of the following:
    - Shared spaces (e.g. offices, kitchens, washrooms (including portables), conference rooms, reception areas, etc.);
    - Frequently touched surfaces (e.g. door handles, light switches, desks, chair armrests, computers, telephones, countertops, cupboard doorknobs, tap handles, fridge handles, microwaves, etc.);
  - Cleaning surfaces of equipment/vehicle cabs with disinfectant prior to entering and upon exiting on each shift, including:
    - Door handles;
    - Armrests;
    - Seatbelt buckles;
    - Steering wheels;
    - Controls;
    - Dashboards;
    - Radios; etc.
  - Cleaning of shared tools/materials with disinfectant after each use.

In addition, the Argo Group of Companies has implemented a COVID-19 Inspection Checklist (Appendix 'B') for use by Supervisors/Managers at Company Work Sites to verify that all required controls have been implemented.

**a) Personal Protective Equipment (PPE)**

The Company has made available to all workers, gloves, safety eyewear, disposable coveralls, full-face shields, and masks as needed.

**E. TRAINING**

**1. Overview:**

The Argo Group of Companies will ensure that all personnel receive training and instruction in the following:

- The risk and control of exposure to COVID-19;
- Signs/symptoms of the disease;
- Safe work practices to be followed (e.g. proper hand washing, physical distancing, cough/sneeze etiquette);
- Location of washing facilities; and
- Exposure and/or symptom reporting requirements.

Workers will be required to review this Exposure Control Plan (ECP) and sign-off to acknowledge their review, understanding, and commitment to follow the requirements outline herein.

**F. HEALTH MONITORING****1. Health Risks**

All workers will promptly report any symptoms of and/or exposure to COVID-19 to their Manager or Supervisor.

Exposure to COVID-19 can occur via:

- Inhalation of airborne droplets generated by coughing/sneezing;
- Close contact with other people (e.g. shaking hands, hugging); and/or
- Touching contaminated surfaces and then touching the face, mouth, or food.

COVID-19 is a global pandemic and public health emergency. It is a virus that can cause severe respiratory illness that can lead to hospitalization and death. Most individuals do not have any immunity to the virus. Individuals with pre-existing health issues such as heart disease, diabetes, and lung disease and those with compromised immune systems are at a higher risk of hospitalization and death.

**2. Symptoms and Exposure**

Symptoms of COVID-19 include:

- |                                   |                       |
|-----------------------------------|-----------------------|
| ▪ Fever                           | ▪ Sore throat         |
| ▪ Cough                           | ▪ Shortness of breath |
| ▪ Loss of sense of smell or taste | ▪ Runny nose          |
| ▪ Fatigue                         | ▪ Headache            |
| ▪ Nausea and vomiting             | ▪ Diarrhea            |
| ▪ Muscle aches                    | ▪ Vomiting            |
|                                   | ▪ Loss of appetite    |

**3. Reporting Requirements**

All workers, subcontractors and hired equipment operators who become symptomatic while at home are not permitted to report to work and must follow the recommendations of a health care practitioner and/or BCCDC and inform their Supervisor. Any worker, subcontractor or hired equipment operator who becomes symptomatic while at work must immediately report their symptoms to a Supervisor and return home.

Workers will only be permitted to return to work once they have recovered from their illness and have been approved by a medical professional and/or meet the requirements of the BCCDC for discontinuing isolation.

**4. Procedure for Presumed or Confirmed COVID-19 Case**

- Immediately send worker home or do not allow them to come to work;
- If not already tested for COVID-19, advise them to do so;
- Interview worker and obtain the following information if they have been working:
  - Equipment used;
  - Worksite locations including yards and assembly points;
  - Workers they had close contact with (within 2 metres;)
  - Symptoms and any known exposures.
- Advise Management immediately with all details;

- Clean/disinfect all areas of contact, contact any workers that have been in close contact (within 2 meters) who may have to self monitor or self isolate;
- If there is a tested confirmed positive case of COVID-19 we will be contacted by Northern Health, but if not call the 811 Health Link and follow further directions.

## **G. DOCUMENT/RECORD MAINTENANCE**

Paper copies of COVID-19 related documentation will be submitted to the main administration offices for proper filing. Electronic copies of documents and records will be kept in the Company document management system. The Quality Assurance Manager/support staff are responsible for maintaining the database.

The following documents and records will be maintained:

- COVID-19 Exposure Control Plan;
- COVID-19 Safety Bulletins;
- COVID-19 Memos;
- COVID-19 Related Tool Box Meetings;
- COVID-19 Additional/Emergent Works Site Safety Meetings;
- Field Level Risk Assessments related to COVID-19;
- Contractor Orientation Checklist related to COVID-19;
- COVID Health and Safety Policy and Procedure for Working at Home; and
- COVID-19 Inspection Checklists.

## **H. PLAN REVIEW**

### **1. Annual**

Argo will ensure that a review of this Plan and all associated safety documents is conducted at a minimum, annually. Reviews will be led by the Quality Assurance Manager. Participation/Input may be requested from Management, employees, and Safety Committee Members.

### **2. Additional Reviews**

The Company will ensure that additional documentation reviews are conducted on an as required basis, for the following reasons:

- Increase in exposure potentials
- Concerns regarding control effectiveness
- Implementation of new/additional controls;
- Health concerns, symptoms and reports
- Governmental enforcement orders
- Changes to regulations, standards, criteria

### **3. Inspections**

Periodic inspections will be carried out by Supervisors and Managers to ensure controls are in place and carried out as identified in the Plan.

### **4. Corrective Actions**

Where gaps or deficiencies that could affect the health and safety of workers, subcontractors or hired equipment operators are identified, Argo will ensure that prompt corrective action is taken, and all associated documentation is updated/revised.

Revisions to any Safety Policies, Programs, Plans, Procedures, etc. will be recorded on the Plan Revision Tracking Record (Appendix 'A') and promptly communicated with all affected workers. Additional training and instruction will be provided, when required.

**I. SIGN OFF**

All Argo employees are required to review this program and sign an Employee Sign Off Sheet (included in Appendix 'B') acknowledging their review, understanding and commitment to follow the requirements outlined herein.

## APPENDIX 'A' FORMS

- Plan Revision Tracking Record
- ECP-001: Employee Sign Off Sheet
- ECP-002: COVID-19 Inspection Checklist
- ECP-003: COVID-19 Cleaning Protocol Checklist
- ECP-004: COVID-19 Additional Emergent Works Site Safety Meeting
- OHSP-011: Contractor Orientation Checklist





### COVID-19 INSPECTION CHECKLIST

The purpose of this Inspection checklist and reporting protocol is to outline the steps that must be taken at all places of work by the Senior Supervisor or Manager to prevent transmission of the COVID-19 virus.

#	EMPLOYER/MANAGEMENT RESPONSIBILITIES	✓		
1.	Maintain a daily log of employees at each site. Record any absences and the reason for absences.	<input type="checkbox"/>		
2.	Conduct meetings via telephone or video conferencing, where possible.	<input type="checkbox"/>		
3.	Hold in-person meetings in open, well ventilated spaces that allow 2-metre distancing.	<input type="checkbox"/>		
4.	Eliminate sharing of offices, unless a physical distance of 2 metres can be maintained	<input type="checkbox"/>		
5.	Provide cleaning supplies (e.g. disinfectant spray, paper towels, disinfecting wipes, hand sanitizer) for shared equipment and vehicle cabs.	<input type="checkbox"/>		
6.	Provide waste receptacles for disposal of cleaning materials.	<input type="checkbox"/>		
7.	Provide hand-hygiene supplies (e.g. wipes, sanitizer, washing stations) and post signage illustrating proper hand washing methods.	<input type="checkbox"/>		
8.	Break rooms will be closed where possible and/or common areas will be limited to the number of workers to maintain a physical distancing of 2 metres or more. No personnel to congregate in groups during break periods, unless maintaining the 2m distancing. This also applies to offices and truck cabs.	<input type="checkbox"/>		
9.	Eliminate shared food, utensils and dishes (e.g. coffee, donuts, pizza, etc.).	<input type="checkbox"/>		
10.	Instruct workers to use BC Government COVID-19 App and Self-Assessment Tool.	<input type="checkbox"/>		
#	WORKER RESPONSIBILITIES	✓		
11.	Maintain minimum 2 metres distance from other workers.	<input type="checkbox"/>		
12.	Avoid touching face/mouth and cover coughs/sneezes.	<input type="checkbox"/>		
13.	Practice good hand hygiene – wash hands for a minimum of 20 seconds wherever possible and/or use disinfectant and hand sanitizer	<input type="checkbox"/>		
14.	Conduct frequent cleaning/disinfecting (at minimum daily or after each shift) of frequently touched surfaces and shared spaces (e.g. offices, kitchens, washrooms (including portables), conference/meeting rooms, reception areas, etc.): Complete and Initial Cleaning Protocol Checklist form. <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Door handles</li> <li>▪ Light switches</li> <li>▪ Desks</li> <li>▪ Chair armrests</li> <li>▪ Computers (keyboard and mouse)</li> <li>▪ Telephones</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Table/Counter tops</li> <li>▪ Cupboard doorknobs</li> <li>▪ Tap handles</li> <li>▪ Fridge handles</li> <li>▪ Microwaves</li> <li>▪ Other</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>▪ Door handles</li> <li>▪ Light switches</li> <li>▪ Desks</li> <li>▪ Chair armrests</li> <li>▪ Computers (keyboard and mouse)</li> <li>▪ Telephones</li> </ul>	<ul style="list-style-type: none"> <li>▪ Table/Counter tops</li> <li>▪ Cupboard doorknobs</li> <li>▪ Tap handles</li> <li>▪ Fridge handles</li> <li>▪ Microwaves</li> <li>▪ Other</li> </ul>	<input type="checkbox"/>
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15.	One worker per vehicle except for vehicles where the 2 metres or more physical distancing can be met. When required to transport a worker when 2 metres of physical distancing is not possible, follow the best practices and advice of the PHO and limit the number of passengers in a vehicle to ONE and have them sit diagonal to the driver maintain as much physical distancing as possible and both occupants wear a mask. Clean and sanitize the vehicle immediately after passenger exits the vehicle.	<input type="checkbox"/>		
16.	Clean equipment/vehicle cabs with disinfectant prior to entering and upon exiting cabs: <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Door handles</li> <li>▪ Armrests</li> <li>▪ Seatbelt buckles</li> <li>▪ Steering wheel</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>▪ Controls</li> <li>▪ Dashboard</li> <li>▪ Radio</li> <li>▪ Other</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>▪ Door handles</li> <li>▪ Armrests</li> <li>▪ Seatbelt buckles</li> <li>▪ Steering wheel</li> </ul>	<ul style="list-style-type: none"> <li>▪ Controls</li> <li>▪ Dashboard</li> <li>▪ Radio</li> <li>▪ Other</li> </ul>	<input type="checkbox"/>
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17.	Clean shared tools/materials with disinfectant after each use.	<input type="checkbox"/>		
18.	Communicate via radio or cell phone to limit face-to-face interactions.	<input type="checkbox"/>		
19.	Follow reporting requirements of Covid-19 symptoms	<input type="checkbox"/>		





**CLEANING PROTOCOL CHECKLIST** Yard/office location \_\_\_\_\_ Month \_\_\_\_\_

<b>Day shift</b> ✓	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
<b>Assembly Room</b>																																
Door knobs Exterior																																
Door knobs Interior																																
Light swiches																																
Tables/ Counters																																
Sink taps																																
Fridge																																
Cupboard knobs																																
Telephone																																
Microwave																																
Water cooler																																
File handles																																
Printer/scanner																																
Tablet/computer																																
<b>Bathroom</b>																																
Bathroom sink taps																																
Flush handle																																
Light swiches																																
Door Knobs																																
Initial																																
<b>Night shift</b> ✓	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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Water cooler																																
File handles																																
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Initial																																

## COVID-19 ADDITIONAL/EMERGENT WORKS SITE SAFETY MEETING

This Work Site Safety Meeting is to be held for works being done during the COVID-19 pandemic. This meeting must include all employees, sub-contractors and hired equipment operators on the jobsite. This meeting is to be held independent of all other safety meetings and protocols and is not intended to replace any existing meetings/practices but to be in addition to.

Date: \_\_\_\_\_

Total number of workers on site: \_\_\_\_\_

**NOTE: All workers must travel to the worksite maintaining the 2 meter physical distancing. Independent or dedicated vehicles may be necessary.**

The Site Supervisor/Manager will place markers on the ground 2 meters apart, one marker per worker. Rollcall will be conducted, and attendance recorded. This will be the protocol for all future worksite meetings at this location.

Agenda:

1. Each person must maintain a minimum physical distance of 2 meters from others.
2. Each person must refrain from touching their, mouth, nose, and eyes.
3. Each person must wash/sanitize hands frequently.
4. Each person operating worksite tools and equipment must sanitize each piece thoroughly before and after use and upon entry and exit from all equipment.
5. Each person must notify their Supervisor/Manager immediately of any of the following:
  - If you become ill or are symptomatic with coughing, sorethroat, fever, and/or difficulty breathing
  - If you have come in contact with anyone experiencing these symptoms
  - If you have come in contact with anyone who has been outside the country within the last 14 days.
6. Each person on site must have a 24 hour means of contact in order to receive updates.

All updates and/or Orders from the federal and provincial governments, the Minister of Health, and the Provincial Health Officer will be closely monitored, responded to as applicable on the worksite and communicated to all employees daily.

Each person on site must have and utilize approved disinfectant for cleaning tools and equipment. All applicable PPE must always be available and worn.

Date: \_\_\_\_\_

\_\_\_\_\_  
Worker Signature

\_\_\_\_\_  
Worker Name

\_\_\_\_\_  
Company

**COMPLIANCE WITH THESE AND ALL OCCUPATIONAL HEALTH AND SAFETY RULES ARE  
MANDATORY - NO EXCEPTIONS**

## CONTRACTOR ORIENTATION CHECKLIST

Contractor Company Name: \_\_\_\_\_

Employee Contact Name: \_\_\_\_\_

Date of Orientation: \_\_\_\_\_

Person providing orientation (Name & Position) \_\_\_\_\_

**a) Workplace Health and Safety Rules:**

**Mandatory Requirements**

All employees must:

- Wear hard hats if overhead danger is present and appropriate footwear at all times in all work areas. Eye protection should be worn when required.
- Report all unsafe acts, unsafe conditions and near miss incidents to their supervisor.
- Report all injuries or damage incidents immediately.
- Perform all work using operational guidelines, best practices, and job procedures with direction from their supervisor.
- Keep their work area neat, clean and orderly.

**Prohibitions**

The following are prohibited at all times on all work sites:

- Possession or consumption of alcohol or illegal drugs.
- Attempting to perform work when impaired by substance, illness or fatigue.
- Physical or verbal abuse of any kind.
- Possession of firearms.
- Fighting, horseplay, practical jokes.
- Theft, vandalism.
- Damaging, disabling, or interfering with safety, firefighting or first-aid equipment

**b) Hazards:**

- Chemical, biological and physical hazards
- WHIMS
- Project hazards
- Exposure Control Plan
- \_\_\_\_\_
- \_\_\_\_\_

**c) Demonstrate tasks:**

- Proper use of ladder
- Proper use of fall protection equipment
- Lock out equipment
- \_\_\_\_\_
- \_\_\_\_\_

**d) Violence in the Workplace**

- How to prevent violence in the workplace
- Warn employees about possible violent situations

**e) Emergency Procedures:**

- First aid and emergency procedures

**f) Personal Protective Equipment:**

- Hard hat
- Steel toed boots
- Fall protection
- High visibility vest
- \_\_\_\_\_
- \_\_\_\_\_

Employer: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Contractor: \_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Signature