



November 24, 2020

COVID-19 SAFETY PLAN

At Wilson Bros., we have developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of SARS-CoV-2 at our workplace. One of a family of coronaviruses, SARS-CoV-2 is the biological hazard that causes the illness COVID-19 (BCCDC).

Our plan follows the [six-step process](#) as outlined by WorkSafeBC. Employers are required to **post a copy of their COVID-19 Safety Plan on their website and at the workplace**. This plan must be readily available for review by workers, as well as visitors, contractors, suppliers, and any other person who could be providing services at our workplace.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. This COVID-19 Safety Plan is posted on our website here:

www.wbenterprises.ca

STEP 1 Assess the risks at the workplace

To assess the risk of transmission of SARS-CoV-2, we have consulted:

- [Information about COVID-19](#) as offered by the Public Health Authorities
- Our frontline workers and managers.
- Our Joint Health and Safety Committee.
- We have identified areas where people gather, such as break rooms, meeting rooms, and common areas.
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

STEP 2 Implement protocols to reduce the risks

To determine what control measures are required, we have consulted the following:

- Industry-specific protocols on www.worksafebc.com.
- Our frontline workers and managers.
- Our Joint Health and Safety Committee.
- [Orders, guidance, and notices](#) issued by the provincial health officer.
- Health and safety associations and other professional and industry associations.



We have implemented the following protocols to minimize the risks of transmission:

- We have established and posted an occupancy limit for our premises.
- In order to reduce the number of people at worksites, we have considered work-from-home arrangements, isolated work arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible.
- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We have trained workers in the proper use of masks.
- We have mandated the use of masks in all common and public areas.
- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
- We have implemented cleaning protocols for all common areas and surfaces.
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process.

STEP 3 Develop Policies

We have developed and/or updated workplace policies to ensure that workers can be kept safe. Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had [symptoms of COVID-19](#) in the last 10 days must self-isolate at home.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19 or any one directed by Public Health must self-isolate.
- Anyone who has arrived from outside of Canada must [self-isolate for 14 days and monitor](#) for symptoms.
- Visitors are limited in the workplace.
- First aid attendants have been provided [OFAA protocols](#) for use during the COVID-19 pandemic.
- We have a working alone policy in place.
- We have a work from home policy in place.
- Sick workers should report to first aid, even with mild symptoms.
- Sick workers will be asked to wash or sanitize their hands, be provided with a mask, and isolated. Workers will be asked to go straight home and complete the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.
- We will clean and disinfect any surfaces that any ill worker has come into contact with.



STEP 4 Develop communication plans and training

To ensure workers, contractors and visitors know how to stay safe at our workplaces, we have:

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- Posted occupancy limit signage throughout our workplace(s).
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

STEP 5 Monitor our workplace and update our plans as necessary

As the pandemic situation changes, we are doing the following to monitor changes in our operations and workplace(s) to ensure that control measures are effectively providing the expected level of protection and prevention.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers are aware of how to report workplace hazards.
- Workers are aware of [how to report symptoms of COVID-19](#).
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives.
- We re-assess communication and training needs accordingly.

STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our operations or workplace that have not been operating normally during this pandemic and would now be re-started or re-occupied, we have completed the following:

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or procedures.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- Re-assessed communication and training needs accordingly.
- Communicated plans to workers before they return.