



Project Name: \_\_\_\_\_

**Work Activity Site Specific:** Covid-19 Best Hygiene Practices

**Date:** March 24, 2020

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JHA/SWP COVID-19



## Job Hazard Analysis/Safe Work Procedure for COVID-19 Best Hygiene and Social Distancing Practices (2020-74)

|   |                          |                          |  |  |          |                          |
|---|--------------------------|--------------------------|--|--|----------|--------------------------|
| 3 – Completing and participating in your daily PSI      | <input type="checkbox"/> | <input type="checkbox"/> | 3 - unknown virus contamination on surfaces, PSI booklet, pens/pencils and multiple worker hand to hand contact when passing PSI booklet from person to person.  | <p><b>Note: Before performing stretching exercises, position yourself at least 6 feet away from others who are participating in the morning stretch. This safe distance is known as social distancing and a good practice to follow to prevent person to person Covid-19 transmission.</b></p> <p>3 – All workers are required to participate in the communication of the PSI hazards and controls and ask questions for clarity. <b>No PSI booklets will be required to be passed around and signatures obtained. The person who wrote the PSI will print down the workers names who were involved with the PSI verbal communication.</b></p> |          | <input type="checkbox"/> |
| 4 – Clean and sanitize all PPE prior to your work shift | <input type="checkbox"/> | <input type="checkbox"/> | 4 – PPE can contain contaminated surfaces, frequently touched/handled by our hands and the hands of others.  | 4 – Keep your personal protective equipment in a clean and sanitary condition. Before work starts and at each break, wipe down head wear, safety eye wear and ear muffs and at end of day wipe down surface areas where these devices will be stored. Do not allow others to touch your personal equipment.  |          | <input type="checkbox"/> |
| 5 – Taking Breaks, and during Lunch time                | <input type="checkbox"/> | <input type="checkbox"/> | 5 – touching unsanitary surfaces such as tables, chairs coffee machines, microwaves, water coolers and salt and pepper shakers with hands can spread viruses. Sitting too close to others is not practicing social distancing. | <p><b>B</b></p> <p>5 – wipe your seating area, table top and chair with approved cleaners prior to handling food and drink.</p> <p>Wash your hands prior to handling foods, avoid sharing food or drinks, especially chips etc where hands need to enter bags or food wrapping. Sit a safe distance from others (2meters or 6') minimum and try and stagger breaks and lunch schedules to minimize the number of people taking breaks at the same time.</p>  | <b>C</b> | <input type="checkbox"/> |



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|                                 |                          |                          |   |  |  |                          |
|---------------------------------|--------------------------|--------------------------|---|--|--|--------------------------|
| 6 – Washroom/toilet breaks      |                          |                          | 6 - contact with contaminated/unsanitary surfaces spreads the virus   | <p>Once your break is over, clean up the eating surface, wipe down the area and throw out wrappers into waste bins.</p> <p>Wash hands again prior to going back to work.</p> <p>6 – Practice good personal hygiene, wash your hands before entry, clean the toilet seat or if possible, use a disposable seat tissue/cover. Wash your hands after each toilet break, and most important, keep all toilet and washroom facilities in a clean and sanitary condition.</p> <ul style="list-style-type: none"> <li>hand-washing stations must have instructions posted at each location;</li> <li>paper towel dispensers and barrier-free garbage cans should be available at every handwashing location.</li> </ul> <p>NOTE: Portable washrooms will be cleaned as much as possible by the supplier. If the supplier cannot make clean on a daily basis someone on site will be assigned to disinfect the washrooms daily by wiping down the seating area and all dispensing areas and door handles.</p> <p>Electronic no touch hand sanitizer stations are to be installed at the single portable washrooms along with sanitary disposable seat covers where applicable.</p> |  |                          |
| 7 – Individual personal hygiene | <input type="checkbox"/> | <input type="checkbox"/> | 7 – poor personal hygiene practices can unnecessarily expose yourself and others to the Covid-19 virus and infection. | <p>B/C</p> <p>7 – Stay on top of good personal hygiene practices, for your safety:</p> <ul style="list-style-type: none"> <li>avoid touching your eyes, nose and mouth with your hands;</li> <li>cover your cough with your arm or sneeze with a tissue, then throw the tissue in the trash;</li> </ul>  |  | <input type="checkbox"/> |



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|                             |                          |                          |  |     |  |   |                          |
|-----------------------------|--------------------------|--------------------------|--|-----|--|---|--------------------------|
|                             |                          |                          |  |     | <ul style="list-style-type: none"><li>do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;</li><li>refrain from shaking hands with others;</li><li>wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.</li><li>The following handwashing best practices should be used:<ul style="list-style-type: none"><li>wet your hands with clean, running water (warm or cold) turn off the tap and apply soap;</li><li>lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails;</li><li>scrub your hands for at least 20 seconds;</li><li>rinse hands well under clean, running water;</li><li>dry hands using a clean towel or preferably air drying them</li></ul></li></ul> |   |                          |
| 8 – Applying hand Sanitizer | <input type="checkbox"/> | <input type="checkbox"/> | 8 – many surfaces throughout the project site may be contaminated and expose you to the virus. | A/B | 8 – <b>Utilize</b> hand sanitizers where possible to guard against virus spreading. Hand sanitizers will be available at or near entry points to the project and at various high-traffic locations throughout the project such as doorways, field plan tables, tool cribs, hoists, water containers, etc.;   | C | <input type="checkbox"/> |



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|  |  |  |  |  |   |  |  |
|--|--|--|--|--|---|--|--|
| <p>9 Visiting site trailers, wash cars, and touching basins, surfaces, tools, site vehicles, lap tops, office supplies</p> |  |  | <p>9 – potential to spread viruses, exposure to contaminated surfaces and possible, infections</p> |  | <p>9. Each day or shift, high traffic surfaces (in terms of hand contact) within offices, meeting rooms, orientation rooms, coffee and kitchen areas, work stations, portable and permanent washrooms, and common work spaces will be cleaned.</p> <ul style="list-style-type: none"> <li>• individuals working in an office setting are responsible for cleaning their workstation area. The focus is on reducing the risk of transmission through an individual touching an infected surface. Therefore, priority should be given to the high traffic surfaces (in terms of hand contact).</li> <li>• hard surfaces and buttons your hands will touch such as refrigerators, microwaves, water cooler handles, taps and faucets, light switches and other high traffic objects will be cleaned after each use;</li> </ul> |  |  |
| <p>10 – shared tools, shared radios, mobile equipment</p>  |  |  | <p>10 - spreading viruses, contamination, infections</p>   |  | <p>10 - hand tools such as hammers, snips, pliers, etc. must not be shared person-to-person without a thorough cleaning with a disinfectant containing more than 70% alcohol;</p> <ul style="list-style-type: none"> <li>• mobile and desktop phones must not be shared with others;</li> <li>• two-way radios must be cleaned at the end of each shift, or between users;</li> <li>• door and ladder handles, hand holds and rails, steering wheels, switches, buttons, knobs and fueling caps on powered mobile equipment must be cleaned at the end of each shift, or between users/operators.</li> <li>• Wipe down all office tools regularly and when orientations are given ensure all pens are cleaned before and after use.</li> </ul>  |  |  |



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|  |                          |                          |  |     |   |   |                          |
|--|--------------------------|--------------------------|--|-----|---|---|--------------------------|
| 11 – vehicle cleaning (PCL and Personnel)                    | <input type="checkbox"/> | <input type="checkbox"/> | 11 – clean/disinfect all frequent touched areas in personal and company vehicles | A/B | 11 – use gloves when entering the vehicle and start cleaning from entry point to the farthest you can reach without having to leave the vehicle to go through opposite door if applicable. <ul style="list-style-type: none"> <li>door handles, hand holds and rails, steering wheels, switches, buttons, knobs and fueling caps on vehicles should be cleaned at the end of each shift, or between users/operators.</li> </ul>   |   | <input type="checkbox"/> |
| 12 - transportation  | <input type="checkbox"/> | <input type="checkbox"/> | 12 – not complying with social distancing of 6' (2M) apart, contamination        |     | 12 - transportation of individuals to or on project sites (using busses, vans, company trucks etc.) must follow the recommended social distancing requirements,   |   | <input type="checkbox"/> |
| 13 – Job site meetings, HSE Field Meetings and orientations. | <input type="checkbox"/> | <input type="checkbox"/> | 13 – not complying with social distancing of 6' (2M) apart exposes everyone      | B   | 13 - all previously scheduled PCL social and nonessential events will be canceled or postponed <ul style="list-style-type: none"> <li>HSE field meetings will be held in the area where an individual works, instead of a large gathering point;</li> <li>All meetings must be held in small groups with all workers practicing safe social distancing</li> <li>No employee signatures will be required, but what is important is that all employees are encouraged to ask</li> </ul> | C | <input type="checkbox"/> |







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JHA/SWP COVID-19

**Standard HSE – 05 - 6.2.2 Job Hazard Analysis (JHA)**

The completion of a JHA by the project team is required for high risk activities to verify that hazards and risks associated with a specific task are identified and appropriate controls are implemented prior to execution of the task. All hazards identified must be prioritized. The JHA must be communicated to all workers involved with the task. Feedback from the workers should be encouraged prior to the start of the task and must be signed off by project management team/workers.

**Reference: Manitoba Regulation PART 36 CHEMICAL AND BIOLOGICAL SUBSTANCES, Review PCL HSEOPS – 06 - Hazcom and WHMIS, 12 - Respiratory Protection, 18 - Waste Management, 19 - Occupational Exposure to Bloodborne Pathogens, 22 - Mold Guidelines, 35 - Cleaning With Solvents, 40 - Sanitation and Drinking Water**

|              |             |                |
|--------------|-------------|----------------|
| Please Print | Please Sign | Date: MM/DD/YY |
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**Worker Review and Sign Off**



## Job Hazard Analysis/Safe Work Procedure for COVID-19 Best Hygiene and Social Distancing Practices (2020-74)

### Job Hazard Analysis Audit

Auditors will provide comments on all inadequate items and those that are worthy of positive recognition.

|  |                          |                          |                               |                          |                          |
|--|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------|
| <b>Company Audited:</b> _____          |                          |                          | <b>Procedure Name:</b> _____  |                          |                          |
| <b>Item</b>                            | <b>Adequate</b>          | <b>Inadequate</b>        | <b>Item</b>                   | <b>Adequate</b>          | <b>Inadequate</b>        |
| 1. Work Activity/Work Task Description | <input type="checkbox"/> | <input type="checkbox"/> | 6. Controls Verified          | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Steps Identified                    | <input type="checkbox"/> | <input type="checkbox"/> | 7. All sections completed     | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Hazard Identification               | <input type="checkbox"/> | <input type="checkbox"/> | 8. Review Signatures Required | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Pre/Post control Risk Rating        | <input type="checkbox"/> | <input type="checkbox"/> | 9. Crew Signatures            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Hazard Controls                     | <input type="checkbox"/> | <input type="checkbox"/> | 10. JHA at task location      | <input type="checkbox"/> | <input type="checkbox"/> |

**Circle Yes or No When Completing the Field Audit**

**Are the workers who reviewed and signed the procedure completing the task:** Yes / No      **Have all the worker's received a site orientation** Yes / No

**Do all the workers have all required training to complete the tasks that require training:** Yes / No      **Is the procedure being followed:** Yes / No

**Was the PSI audited:** Yes / No      **Does the PSI cover off all tasks/hazards/controls:** Yes / No      **Daily Inspection Completed** Yes / No

**Is all required PPE Donned/Used correctly:** Yes / No      **Comments added** Yes / No **(Please add comments on the back)**

**Check one:** \_\_\_\_\_ **HRA Audited By (Print):** \_\_\_\_\_ **Sign:** \_\_\_\_\_

**Field Audit** ☐ Auditor's Name: \_\_\_\_\_ Print \_\_\_\_\_ Auditor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ DD/MM/YY

**Desk Audit** ☐ Auditor's Name: \_\_\_\_\_ Print \_\_\_\_\_ Auditor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ DD/MM/YY

| Frequency of Task          |               |   |
|----------------------------|---------------|---|
| Category                   | Term          | Definition  |
| <input type="checkbox"/> 4 | Very Frequent | Possibility of repeated activities (many times in the course of a task)           |
| <input type="checkbox"/> 3 | Frequent      | Possibility of isolated activities (several times in the course of a task)        |
| <input type="checkbox"/> 2 | Occasional    | likelihood of activity occurring sometime (likely in overall task and/or project) |
| <input type="checkbox"/> 1 | Infrequent    | Possible it will occur but not likely to  |

| Severity – Consequences    |          |  |                                   |                                      |  |
|----------------------------|----------|--|-----------------------------------|--------------------------------------|--|
| Consequence Category       |          | <input type="checkbox"/> People        | <input type="checkbox"/> Property | <input type="checkbox"/> Environment | <input type="checkbox"/> Public Image, Reputation & Disruption |
| <input type="checkbox"/> 4 | Major    | Fatality                               | Impact >\$10,000                  | Reportable Occurrence                | Government intervention  |
| <input type="checkbox"/> 3 | Critical | Permanent, long-term injury or illness | Impact < \$10,000 but > \$5000    | Client Standards Not Met             | Owner Intervention   |
| <input type="checkbox"/> 2 | Serious  | Recordable Injury                      | Impact < \$5000 but > \$ 1000     | Site Conditions Unacceptable         | Community Attention  |
| <input type="checkbox"/> 1 | Minor    | On-site/ No Treatment                  | Impact < \$1000                   | No Impact                            | Individual or none   |

| Frequency of Task |   |    |    |   |   |
|-------------------|---|----|----|---|---|
|                   | 4 | 3  | 2  | 1 |   |
| Severity          | 4 | 16 | 12 | 8 | 4 |
|                   | 3 | 12 | 9  | 6 | 3 |
|                   | 2 | 8  | 6  | 4 | 2 |
|                   | 1 | 4  | 3  | 2 | 1 |

| Risk Category |              | Definition  |
|---------------|--------------|---|
| "A"           | High (8-16)  | Situation must be corrected immediately. Approval to continue at current level of risk by District Manager, Senior Construction Manager and District HSE Manager. |
| "B"           | Medium (4-6) | Approval to continue at current level of risk by 2 senior supervisory project team members.   |
| "C"           | Low (1-3)    | Managed appropriately at field level.   |

Revised: GB/DC - February 2020      1 - 1

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