



COVID-19 POLICY

TABLE OF CONTENTS

PURPOSE.....	3
SCOPE.....	3
DEFINITIONS	3
RESPONSIBILITIES.....	4
COVID-19 PREPAREDNESS PLAN.....	5
Respiratory Etiquette.....	5
Engineering and Administrative Controls for Social Distancing	5
Cleaning, Disinfecting, and Decontamination	6
Prompt Identification and Isolation of Sick Persons	7
First Aid	8
Working from Home.....	8
Education, Communication, and Training	8
PROGRAM EVALUATION.....	9
APPENDIX.....	10
COVID-19 Safety Plan.....	10
Hazard Identification and Control.....	11

PURPOSE

The Covid-19 Policy establishes protocols to ensure a safe work environment by eliminating and preventing the spread of Covid-19. PFG Glass Industries takes the health and safety of all team members seriously and all measures will be taken to prevent the spread of COVID-19 in compliance with the requirements under the Occupational Health & Safety Act, associated regulations, and public health directives issued by the Provincial Health Officer.

SCOPE

This Policy applies to all PFG team members, contractors, and visitors.

Reference Materials and Other Applicable Legislation

This policy is in accordance with the WorksafeBC [COVID-19 and Returning to Safe Operation Phase 2](#)

[BC Centre for Disease Control \(CDC\)](#)

[World Health Organization \(WHO\)](#)

[OHS Regulation Part 3: Right to Refuse Unsafe Work](#)

DEFINITIONS

COVID-19 (also referred to as Coronavirus)

COVID-19 is an infectious disease caused by a newly discovered coronavirus. Most people who fall sick with COVID-19 will experience mild to moderate symptoms and recover without special treatment.

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth.

Physical Distancing

The practice of maintaining a greater than usual **physical** space between oneself and other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

RESPONSIBILITIES

Managers, Supervisors and Team Leads

- Implementing and complying with all aspects of this COVID-19 Policy
- Lead by example and enforce all COVID-19 precautions and measure put in place
- Continually assess and control the risks and hazards within their department and throughout the facility
- Ensure that all team members, visitors, contractors, or other persons are protected from hazards by controlling, eliminating, and ~~of~~ wearing required PPE as outlined in this policy
- Ensure there is an adequate supply of required PPE

Employees

- All team members are expected to follow the COVID-19 rules and regulations as set forth by the company
- All team members will wash hands and/or use hand sanitizer before and after using shared computers, timeclocks, tools, machinery, and common surfaces
- Ensure that they are wearing a face mask while in the PFG facility. Office staff is permitted to have a mask readily accessible to wear when people approach their desk or are working within 6 feet
- Inspect PPE before use and if found substandard, must be removed from service to be replaced /repaired by the company
- Inspect and properly clean re-usable masks regularly
- Report any risks or concerns regarding their safety as well as their team member's safety to their supervisor, human resources, or health and safety committee

Health & Safety Department

- Is responsible for the overall health and safety of all PFG team members, visitors, and contractors
- To enforce use of masks throughout the plant, facility and yard
- Conduct a Hazard Identification and Control/Risk Assessment
- Conduct a COVID-19 orientation to all new and returning team members, visitors, and contractors
- Continue to educate team members on Covid-19 and monitor the policies and procedures for any necessary adjustments or updates

Joint Health & Safety Committee

- Monitor the effectiveness of the company's protocols put in place and adjust when necessary
- Conduct workplace/risk assessments with the Health & Safety Department
- Lead by example by following safe work procedures and company protocols

Visitors and Contractors

- Must be scheduled by appointment
- Meet with the Health & Safety Department for an orientation which outlines PFG's policies and procedures for Covid-19
- Wear the required PPE and adhere to PFG's Health and Safety Policy
- Will be assigned a main contact to avoid interaction with multiple team members
- Ensure they are in compliance with this policy all the times

COVID-19 PREPAREDNESS PLAN

To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic and addresses:

- Hazard Identification and Control (Please see [Appendix](#))
- Hygiene and respiratory etiquette
- Engineering and administrative controls for social distancing
- Cleaning, disinfecting, and decontamination
- Prompt identification and isolation of sick persons
- Protection and controls for pick-ups, drop-offs, and deliveries
- Education, communication, and training that will be provided to managers, team leads, and team members
- Management and supervision necessary to ensure effective implementation of the plan

Please see [APPENDIX](#) for the COVID-19 Safety Plan checklist

Respiratory Etiquette

Team Members, visitors, and contractors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

All Team Members, Contractors and Visitors who enter the PFG facility must be wearing a mask or face covering.

- Re-usable masks have been provided to all team members and will be replaced by PFG if necessary
- Team Members have been trained on how to properly don and doff their masks through toolbox talks and individual training
- Team Members are responsible for cleaning their masks on a regular basis and have been trained on how to do so

Engineering and Administrative Controls for Social Distancing

Social distancing of six feet will be implemented and maintained between Team Members, visitors, and contractors in the workplace through the following engineering and administrative controls:

- Physical distancing protocols have been enforced through toolbox talks and signage throughout the plant on walls, floors, and surfaces; Team Members are to follow safe

social distancing by remaining 6 feet apart.

- Some workstations currently have barriers between them, others are a safe distance apart, and where they are not, Team Members are working from home
- The lunchroom was closed to all employees with the exception of using the fridge and the sink to wash hands and has since re-opened (May 2020) with a maximum of 2 people at a time
- The shipping office, stock room, and meeting rooms have a designated maximum capacity
- Large meetings are being held via zoom/teams
- Weekly toolbox talks are being held outside or in a large area on the plant floor
- Customer pick-ups have been suspended until further notice
- Deliveries to PFG facility are instructed to wait outside of the shipping office and given a phone number to reach assistance
- Plant tours have been suspended until further notice, Maintenance and repair only
- Team Members that are sick are advised to stay home, will be monitored, and return to work only when safe to do so
 - Any employee displaying any covid-19 like symptoms such as sore throat, fever, shortness of breath, headache, sneezing or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms have completely resolved
- Any employee that has travelled outside of Canada must self-isolate for 14 days
- Common doors are to be left open to avoid contamination
- Hand sanitizer is to be used before and after using the time clocks, shared computers, and other common equipment
- Microwaves, coffee machines, and fridges are to be wiped down with the supplied Lysol wipes before and after each use
- Drivers have been supplied with masks, gloves, hand sanitizer and cleaner and have been advised to follow safe social distancing protocols while making deliveries
- Sales Team Members have been given masks, gloves, hand sanitizer and have been orientated on PFG Covid-19 protocols
- First Aid attendants have gloves, masks, face shield and a list of protocols to follow when administering first aid including minimal contact with the patient (As per OFAA protocols).

Cleaning, Disinfecting, and Decontamination

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles, and areas within the work environment, including restrooms, lunchrooms, and the boardroom.

Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.

- Cleaning throughout the plant is being done prior to each shift. (Computers, machines, cranes, pallet jacks, common surfaces, door handles etc.)
 - Day Shift
 - Afternoon Shift
 - Night Shift
- Foster First Defense Disinfectant 40-80 is being used on all common surfaces.
- We have sufficient hand washing facilities in all washrooms.
 - Hand washing facilities are located at the entrance to the plant in phase 2, next to bay 8 in phase 1, in the office, upstairs and downstairs. Hand sanitizer is placed at all workstations throughout the plant, next to all time clocks and is available in the office
- Team Members have been trained how to properly wash hands and when to do so:
 - At the beginning and end of their shift
 - Beginning and end of each break
 - Hand sanitizer has been provided throughout the plant and team members have been advised to use it before touching any common surfaces such as computers, machinery, tools, time clocks etc.
- Cleaning supplies have been distributed to each department for cleaning department desks
- Safety Data Sheets have been updated

Prompt Identification and Isolation of Sick Persons

<https://account.box.com/login> Team Members have been informed to not come to work if they are sick and/or experiencing any COVID like symptoms. Sick Team Members are advised to report to first aid and if the team member is presenting any COVID like symptoms, they will be asked to go straight home and isolate.

The team member will also be asked to consult with the [Covid-19 self-assessment tool](#), or call 811 for further guidance related to testing and self-isolation, or consult with their doctor, or contact their doctor if necessary. If the team member is severely ill, first aid will be provided with all necessary precautions, i.e., face mask, shield, and gloves.

All Team Members, contractors and visitors will have their temperature checked prior to entering PFG, by using an automated face scanner. The face scanners are located at

the two main entrance points. If an abnormal temperature or above average temperature is read, the screen will notify the individual and the individual is to exit the facility immediately. Once outside the facility the individual is to call one of the contact numbers listed next to the exit for further direction.

The following is a list of precautions that PFG has taken to help limit the spread of Covid-19:

-
- Office staff are working from home if able
 - Physical Distancing Protocols have been enforced through toolbox talks, signage throughout the plant on walls, floors, and surfaces
 - The lunch room has re-opened with a maximum of 2 people at a time
 - The shipping office, stock room and meeting rooms have a designated maximum capacity
 - Large meetings are being held via zoom/teams.
 - Weekly toolbox talks are being held outside or in a large area on the floor.
 - Fewer employees on each shift
 - Customer pick-ups have been suspended until further notice, deliveries only.
 - Deliveries are instructed to wait outside of the shipping office and given a phone number to reach assistance.
 - Plant tours have been suspended until further notice. Maintenance and repair only.
 - Team Members that are sick are advised to stay home, will be monitored and return to work only when safe to do so.
 - Any employee displaying any covid-19 like symptoms such as sore throat, fever, shortness of breath, headache, sneezing or coughing must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms have completely resolved.
 - Any employee that has travelled outside of Canada must self-isolate for 14 days.

First Aid

- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic
- First aid attendants will guide team members through treatment of small injuries at a safe distance when necessary
- The injured team member will remain outside of the first aid room while the first aid attendant receives supplies and walks the patient through the treatment
- First aid attendants have been supplied with gloves, masks, face shields and Tyvek suits for emergencies that require human contact
- All instruments and surfaces will be disinfected and wiped down after each first aid incident with approved cleaner
- All First Aid attendants have been trained on what to do if a sick team member approaches them
- A thermometer is available in the First Aid room and to be used on anyone displaying any covid like symptoms

Working from Home

All team members working from home have a contact person that will:

- Monitor day to day activity, keep records of the check-in activity, and contact a team member if he or she fails to check in
- Sales Team Members can also be monitored by tracking them on our CRM Program
- Injured team members will report injuries to their supervisor/Team Lead, and they will advise first aid so that a report can be made. Regular protocols will be followed as if they were injured at work

**Please refer to the Working Alone or In Isolation Policy

All persons associated with PFG Glass are expected to conduct themselves in a civil, respectful, cooperative, and non-discriminatory manner. Any threat or act of violence against persons on PFG property or against a worker in the course of their duties is unacceptable and measures will be taken to hold people accountable for these actions up to and including contacting police to press charges.

Education, Communication, and Training

As the Covid-19 situation unfolds, changes are made to ensure that all PFG team members, visitors and contractors are given the most up to date information. Team members are made aware of information by signage throughout the plant, weekly toolbox talks, email, and one on one meetings.

Team Members will continually be trained in the following:

- Their rights and responsibilities as an employee
- Protocols and procedures relating to Covid-19
 - Protocols for sick team members
 - Proper handwashing procedures
 - Social distancing procedures
 - Room capacity limits
 - When and how to use a mask
 - Proper cleaning and care instructions for the masks
 - When hand sanitizer is necessary i.e., before and after using time clocks and common computers
 - First aid protocols
 - Who to address with concerns or questions
 - Working from home check in procedures
 - Proper cleaning instructions on disinfecting all common surfaces
- All visitors and new and returning Team Members will be orientated on the COVID-19 Policy and procedures. The Health & Safety Department will review this policy with the Team Member and address any questions or concerns they may have

PROGRAM EVALUATION

Risks will continually be evaluated, and policies and procedures will be amended when and if necessary.

Version	Author	Date	Description of Version (include reason for revision)
1	Kristine Fay/Jess Cracklen	May 22, 2020	Draft

1.1		June 19, 2020	Reviewed by JHSC and approved by VP Operations
1.2	Jess Cracklen	August 4, 2020	Revised and submitted for review
1.3	Jess Cracklen	August 6, 2020	Revised and submitted for review
1.4	Jess Cracklen	September 21, 2020	Revised and submitted for review

Date of approval: June 19, 2020	Approved by: Ryan Nielsen, VP, Operations
--	--



[APPENDIX](#)

COVID-19 Safety Plan

A. TASK HAZARD IDENTIFICATION AND CONTROL

Equipment / Process:

Completed by:

Date:

		Uncontrolled Risk of Hazard				Controlled Risk of Hazard				
TASK	HAZARD	X	Y	Z	Risk Rating	CONTROL MEASURES	X	Y	Z	Risk Rating
	B - Biological C - Chemical P - Physical Ps - Psychological							EL - Elimination S - Substitution EN - Engineered A - Administrative P - PPE		
<i>EXAMPLE: Propane fueling</i>	<i>C – chemical burn</i>	<i>3</i>	<i>3</i>	<i>9</i>	<i>B</i>	<i>A,P - follow safe fueling procedures, wear PPE</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>C</i>

B. Risk Matrix		
15 - 25	A	Stop work and implement immediate corrective actions
8 - 14	B	Corrective actions apply as soon as reasonable, but work may continue
1 - 7	C	Continued operation is permissible with appropriate identified controls

Likelihood			
The chance of contacting the hazard while completing the task			
Certain	=	Extreme	=
Likely	=	High	=
Possible	=	Moderate	=
Unlikely	=	Minor	=
Rare	=	Insignificant	=

Consequence	
The most likely outcome of contacting the hazard while completing the task	
Extreme	Possible Fatality / Extensive property damage
High	Long-term Disability / Significant property damage
Moderate	Short-term Disability / Considerable property damage
Minor	Incident requires Medical Aid / Minor property damage
Insignificant	Incident requires First Aid / Limited property damage

****k Matrix Notes:**

The above risk matrix is a two-dimensional, 5x5 scale. We use this format as we feel it provides a good range (i.e. it allows us to differentiate the different levels of risk) without being overly complicated. There are also 3x3, 7x7, or even three-dimensional matrices that are used. Whichever format you choose, it is important to standardize this scale for use throughout your company.

**** Hazard Assessment Notes:**

Please follow the example that is listed in the chart to complete hazard assessments. Utilize as many sheets as are needed to fully detail out the steps of the task being assessed.

This hazard identification and control form may not cover all hazards and should be used with other references for SOP creation. If controls have been identified but are not currently in place an action plan with timeline and people responsible need to be created and implemented.

**** Document Disclaimer:**

This document is intended to be used by a worker who has already completed an appropriate hazard identification and control course.

Employers must develop a COVID-19 Safety Plan. To develop your plan, follow the six-step process described at [COVID-19 and returning to safe operation](#).

This planning tool will guide you through the six-step process. Each step has checklists with items you need to address before resuming operations. You may use this document, or another document that meets your needs, to document your COVID-19 Safety Plan.

WorkSafeBC will not be reviewing or approving the plans of individual employers, but in accordance with the order of the Provincial Health Officer, this plan must be posted at the worksite.

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Involve workers when assessing your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- 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

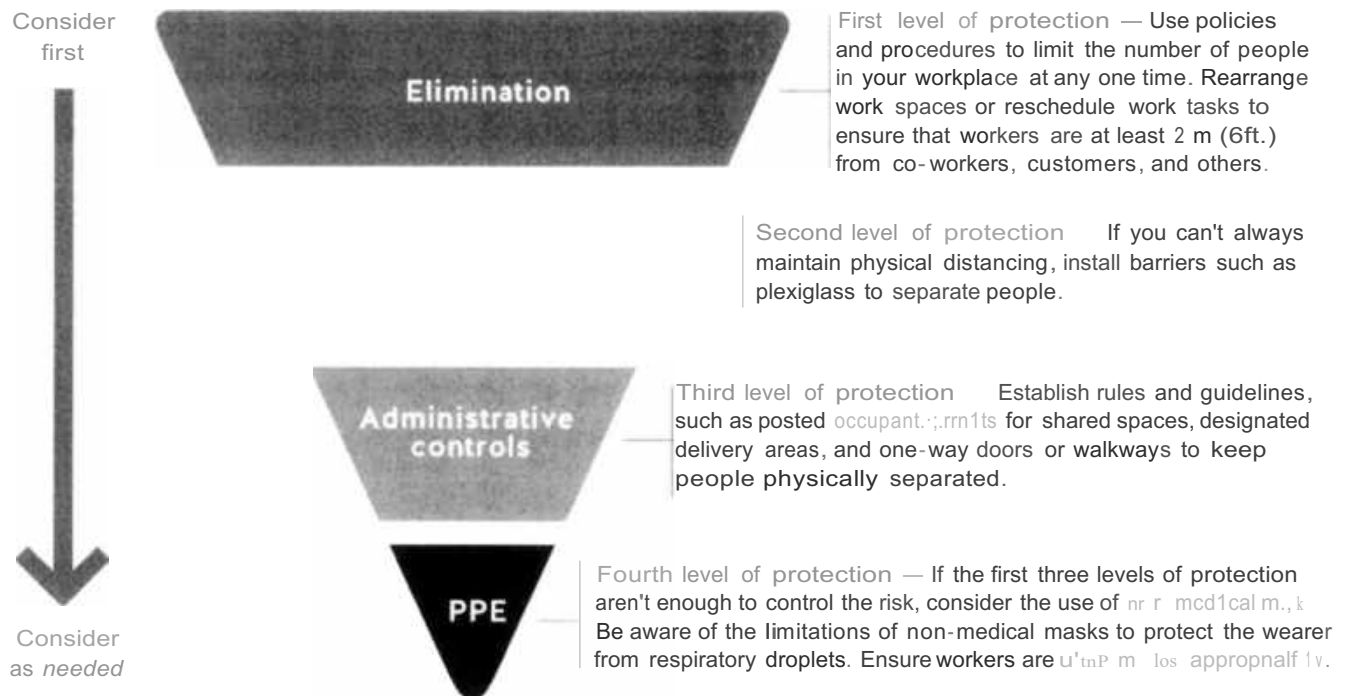
Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- Review [industry-specific protocols](#) on [worksafebc.com](#) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).
- Orders, guidance, and notices issued by the provincial health officer and relevant to your industry.
- Your health and safety association or other professional and industry associations.

COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



COVID-19 Safety Plan

First level protection (elimination): limit the number of people at the workplace and ensure physical distance whenever possible

We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]

In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.

We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place

List your control measures for maintaining physical distance in your workplace, for example:

- Working offsite or remotely
- Changes to work schedules
- Changes to how tasks are done
- Occupancy limits for workers
- Limiting or prohibiting visitors
- Reducing the number of customers

If this information is in another document, identify that document here.

COVID-19 Safety Plan

Second level protection (engineering): Barriers and partitions

We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

We have included barrier cleaning in our cleaning protocols.

GZJ We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Measures in place

Describe how barriers or partitions will be used in your workplace.
If this information is in another document, identify that document here.

COVID-19 Safety Plan

Third level protection (administrative): Rules and guidelines

- [!] 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.

Measures in place

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. This could include things like using one-way doors or walkways, using single-use (disposable) products, and wiping down equipment after use. Consider creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

If this information is in another document, identify that document here.

COVID-19 Safety Plan

Fourth level protection: Using masks (optional measure in addition to other control measures)

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

Measures in place

Who will use masks?

What work tasks will require the use of masks?

How have workers been informed of the correct use of masks?

If this information is in another document, identify that document here.

COVID-19 Safety Plan

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [Handwashing and Cover coughs and sneezes posters are available at [worksafefbc.com](https://www.worksafefbc.com).]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines). If this information is in another document, identify that document here.

COVID-19 Safety Plan

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

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. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or 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 (if needed).
- We have a work from home policy in place (if needed).
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. (Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.)
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- 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. [A customizable occupancy limit poster and handwashing signage are available on worksafebc.com.]
- 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.

COVID-19 Safety Plan

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary,
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

- 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 products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.