



COVID-19 – Safe Work Practice

Application:	<ul style="list-style-type: none"> ❖ MOL, Public Health & Government guidelines are to be observed and followed by all Duron Ontario Ltd. Employees during the COVID-19 Pandemic
Protective Measures:	<ul style="list-style-type: none"> ❖ Personal Protective Equipment (PPE) – gloves and face mask/respirator ❖ Frequent handwashing with soap & water ❖ Use of hand sanitizer ❖ Maintain 2 meters (6 feet) distance from others ❖ Cover your cough and/or sneeze with tissue paper or elbow ❖ Take breaks separately, staggering breaks where necessary to maintain physical distancing ❖ Take steps to boost your immune system (vitamins & healthy foods) ❖ Sanitize your work area and equipment regularly ❖ Temperature monitoring protocol before entering site ❖ Use Government of Ontario online self-assessment tool if you start to experience symptoms
Selection & Use:	<ul style="list-style-type: none"> ❖ While working at the office or job site where contact with other Employees is possible
Supervisors' Responsibility:	<ul style="list-style-type: none"> ❖ Reviewing all of the COVID-19 Policies before anyone enters the site through Site Specific Safety Orientation ❖ Toolbox Safety Talks regarding COVID-19 Pandemic ❖ Ensuring the daily Pre-Job Safety Instructions (PSI) are being done before work begins ❖ Review Safe Work Practice & Hazard Assessment with Workers ❖ Follow Government guidelines and ensure that Workers are following these guidelines ❖ Ensure a safe and sanitary workplace is provided ❖ Screen Workers and Visitors daily to ensure they're not experiencing any cold or flu like symptoms, haven't traveled within the last two weeks and haven't been in contact with a confirmed positive COVID-19 person ❖ Ensuring everyone on site is maintaining social distancing – at least 2 meters apart ❖ Ensuring everyone on site is wearing the mandatory Personal Protective Equipment (PPE) ❖ Take every precaution reasonable in the circumstances for the protection of a Worker (OHSA s.27(2)(c)) ❖ Follow the Protective Measures described in this Safe Work Practise (SWP)
Workers' Responsibility:	<ul style="list-style-type: none"> ❖ Follow Government guidelines provided in response to the COVID-19 Pandemic ❖ Follow the Protective Measures described in this SWP ❖ Participate in the Site-Specific Safety Orientation, Pre-Job Safety Instructions (PSI) and Toolbox Safety Talks ❖ Use or wear the Personal Protective Equipment required and/or recommended ❖ Not be wasteful with the provided Personal Protective Equipment (PPE) ❖ Call and inform their Supervisor if they are sick, traveled within the last two weeks or have been in contact with a confirmed COVID-19 infected person ❖ Report any contraventions or hazards to the Supervisor or Employer (OHSA s. 28(1)(d)) ❖ Work in a manner that is safe and does not put the Worker or others at greater risk