



HAZARD PREVENTION PROGRAM TEMPORARY OPERATING PROCEDURE

DOCUMENT CONTROL

TITLE: TEMPORARY COVID 19 EFFECTIVE: During Pandemic	DOCUMENT #:	COVID – LM # TEMP
	PAGE:	1 OF 1
	EFFECTIVE DATE:	Sept. 9, 2020

REQUIRED PPE

- CSA Hard Hat Type II
- CSA Approved Safety Boots (6" Ankle Support)
- Hi Vis Apparel

PROHIBITED

- Drugs / Alcohol
- Cell phones
- Personal Electronic Devices

GENERAL SAFETY MANDATORY REQUIREMENTS

- 1 Foreman will hold a Toolbox Talk to ensure all workers are aware of all hazards and understand the Standard Operating Procedures
- 2 All workers must wear all required Personal Protective Equipment
- 3 Ensure required / effective communication at all times (i.e. radio, hand signals, eye contact, etc.)
- 4 Safe hatch entrance procedure to be adhered to. Vessel's "Enclosed Space Entry" Procedure to be followed
- 5 Environmental hazards to be identified, eliminated and/or controlled
- 6 Equipment that is not operating properly must be reported immediately
- 7 Watch for moving machinery
- 8 When working with partners, be aware of what the others are doing
- 9 Always maintain clean working area
- 10 NEVER STAND IN THE BIGHT

COVID-19 Temporary Safe Working Plan

Before you work:

If you feel sick, please stay at home and avoid all public spaces, including your worksite, for the duration of your illness.

Wash hands at provided hand wash stations, use hand sanitizer if handwash stations are not available

Wipe down radios before use.

Topside/LTD wipe down all controls, buttons, handles and door handles.

Start up and breaks:

All toolbox talks to be held off the vessel.

Workers are to always maintain proper safe distancing.

Coffee will be made available off the vessel, do not crowd the coffee pot.

Use terminal facilities and refrain from using vessel tally rooms/lunchrooms and washrooms.

Based on the number of gangs, breaks may have to be staggered to ensure proper social distancing

Sling / Hatch work:

Wash hands before returning to work.

Be mindful of distancing.

Alter worker patterns and processes to maintain safe social distances.

Toolbox talks will include in-depth conversations with foremen and workers to address specifics on maintain proper distance.

The use of face coverings or face shields is strongly recommended on ship operations.