

HAZARD PREVENTION PROGRAM STANDARD OPERATING PROCEDURE

DOCUMENT CONTROL

TITLE: COVID 19 – Temp SOP	DOCUMENT #:	COVID – LM # TEMP
	PAGE:	1 OF 1
	EFFECTIVE DATE:	Nov 13, 2020

REQUIRED PPE

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

PROHIBITED

- Drugs / Alcohol
- Cell phones
- Personal Electronic Devices
- Vented face masks
- Reporting to work with Cold/Flu/Covid symptoms

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 including the use of masks during the toolbox talk
- 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 call 811. Stay at home and avoid all public spaces, including your worksite, for the duration of your illness.

Do not report to work if you are awaiting results of a Covid-19 test.

Do not report to work if you have been exposed to someone who has been confirmed positive for Covid-19 until you have called 811 and contacted your Business Agent.

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.

Masks are mandatory during the toolbox talk.

Workers are to always maintain proper safe distancing of 2 metres or more

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



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COVID 19 – Temp SOP	PAGE:	2 OF 1
	EFFECTIVE DATE:	Nov 13, 2020

Sling / Hatch work:

Wash hands before returning to work.

Whenever possible, alter worker patterns and processes to maintain safe social distances of 2 metres or more.

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

The use of masks is mandatory when safe distance of 2 metres or more cannot be maintained on all ship operations.

The use of a face shield alone does not meet public health guidelines. Workers who choose to wear a face shield must also wear a mask.