

# *COVID-19 CORPORATE SAFETY PLAN*

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## 1 INTRODUCTION

Our Corporate Safety Plan outlines the protocols put in place to reduce the risk of COVID-19 transmission throughout Binnie's operations.

This plan follows the steps outlined in WorkSafeBC's [COVID-19 and Returning to Safe Operation](#).

In accordance with the order of the Provincial Health Officer on Workplace COVID-19 Safety Plans, we will post our Corporate Safety Plan on our website and at our workplaces. Posting our plan provides employer transparency and accountability to workers and the public about protective measures that our business will be taking to ensure the safety of our staff, clients, and the public.

## 2 ROLES & RESPONSIBILITIES

### 2.1 Senior Management

- Ensure that the materials (e.g., masks, alcohol-based hand sanitizer, and washing facilities) and other resources (for example, worker training materials) required to implement and maintain the plan are readily available where and when they are required.
- Select, implement, and document the appropriate site-specific control measures.
- Ensure that employees are educated and trained to an acceptable level of competency.
- Ensure that employees use appropriate personal protective equipment (PPE) — for example, masks if required.
- Conduct a periodic review of the plan's effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of this plan is available to employees.

### 2.2 Staff/Project Managers and Supervisors

- Ensure that employees under their supervision are adequately instructed on the controls for workplace hazards.
- Ensure that employees use personal protective equipment as required.
- Direct work in a manner that eliminates or minimizes the risk to employees and others who may be affected by work activities.

### 2.3 Employees

- Know the hazards of the workplace.
- Follow established work procedures.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to their supervisor.
- Know how and when to report exposure incidents.

## 3 RISK ASSESSMENT

### 3.1 COVID-19 Transmission

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

- The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
- The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

### 3.2 Risk Assessment

We have identified physical areas where there may be transmission risks, either through physical proximity or through contaminated surfaces. At Binnie, this includes:

- Areas where people gather, such as common areas including break rooms, meeting rooms, breakout rooms, private offices, plotter rooms and elevators.
- Job tasks and activities where workers are close to one another or members of the public. This can occur during field work (survey, construction inspection, traffic counts, etc.), and in shared work vehicles.
- Frequently-touched surfaces, i.e. those that numerous people touch often, such as doorknobs, elevator buttons, and printer/plotter controls.
- Tools and equipment that employees commonly share while working.

### 3.3 Hierarchy of Controls for COVID-19

We have implemented control measures for both person-to-person transmission and surface transmission based on the hierarchy of controls for COVID-19.

The hierarchy of controls for COVID-19 (in order of their effectiveness) is:

1. **Elimination:** Limit the number of people in our workplaces by implementing work-from-home arrangements, establishing occupancy limits, rescheduling work tasks, or other means. Rearrange workspaces to ensure that workers are at least 2 m (6 ft) from co-workers and others.
2. **Engineering:** Install physical barriers to separate workers from co-workers and others.
3. **Administrative:** Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.
4. **Personal Protective Equipment:** Use masks, gloves, and other wearable barriers to separate workers from the hazard.

## 4 KEY CONTROL MEASURES

### 4.1 Self-Assessments

All office and field employees are required to complete a daily COVID-19 self-assessment before starting work. All employees have been instructed to stay home when they are ill or have symptoms of COVID-19.

See section 6.1 for additional details.

### 4.2 Physical Distancing

All employees must follow physical distancing requirements (i.e., 2 metres of space between people). This can include worksites, workstations, common areas, washrooms, vehicles, elevators and stairwells, and meeting rooms.

To help maintain physical distancing in our offices, we have implemented a voluntary return to office policy and many of our employees continue to work remotely.

The different layouts of our offices can create unique challenges in maintaining physical distancing. For office-specific requirements, refer to your office's COVID-19 Safety Plan.

### 4.3 Cleaning and Personal Hygiene

We have increased the cleaning frequency of frequently touched surfaces both in the office and the field.

In addition to increased cleaning and disinfection of frequently touched surfaces, tools, and equipment, all employees are required to wash, or sanitize, their hands more frequently. Additional hand sanitizer has been made available to all employees. Cleaning and personal hygiene requirements are communicated to employees through safety meetings, intranet posts, and additional signage.

Refer to your office's COVID-19 Safety Plan and Binnie's Safe Work Practice for COVID-19 for guidelines on cleaning and disinfecting frequently touched surfaces and personal hygiene.

## 5 ADDITIONAL CONTROL MEASURES

### 5.1 Elimination

We have taken effort to eliminate person-to-person contact.

- Our offices are restricted to employees only. No visitors.
- All employees have the option to work remotely. Many employees continue to work remotely.
- All employees are encouraged to meet through video-conferencing or tele-conferencing.
- Our meeting rooms, breakrooms, and other common areas have set occupancy limits.
- Our vehicles have set occupancy limits to emphasize physical distancing. All employees are encouraged to use separate vehicles where practicable.

Refer to your office's COVID-19 Safety Plan and Safe Work Practice for COVID-19 for more information on elimination controls.

## **5.2 Engineering**

Where frequent employee-to-employee interactions occur, and where physical distancing may not be able to be maintained, barriers have been installed. Barriers will be installed only where they do not affect the health and safety of employees.

Where applicable, refer to your office's COVID-19 Safety Plan for guidelines on engineering controls.

## **5.3 Administrative**

All offices have signage to provide direction to employees. This includes signage for limiting person-to-person or surface transmission (e.g., entrances to offices and meeting rooms, in hallways, common equipment frequently used by multiple persons such as printers and plotters).

Refer to your office's COVID-19 Safety Plan for guidelines on administrative controls. Refer to the Bintranet's COVID-19 resource page for copies of all signage.

## **5.4 Personal Protective Equipment**

At this time, the use of non-medical masks for many situations has been made optional for employees. However, there are situations where maintaining physical distancing is not possible for a work task and employees may be required to wear non-medical masks during that task.

Employees who wish to wear a non-medical mask while at work can request one through their Corporate Safety Officer. Employees are also permitted to wear their own reusable mask as they wish.

Refer to your office's COVID-19 Safety Plan and Safe Work Practice for COVID-19 for guidelines on non-medical masks.

# **6 EMPLOYEE POLICIES**

## **6.1 Self-Assessment**

All office and field employees are required to recognize the signs, symptoms, and other transmission risks related to COVID-19 (e.g., close-contact with a probable/confirmed case, international travel, etc.), and conduct self-assessments prior to work each day.

- All office employees are required to complete Binnie's Office COVID-19 Self-Assessment each day prior to entering a Binnie office.
- All field employees are required to complete their province's COVID-19 Self-Assessment Tool each day prior to arriving at a Binnie worksite. Completion of the assessment must be documented in the employee's Field Level Hazard Assessment.

- All employees must follow the directions of the assessment. If directed to self-isolate, employees must remain at home and notify their Division Manager and Corporate Safety Officer.
- All employees directed to self-isolate must contact 811 or a health care provider for further instructions regarding testing and self-isolation. Employees must relay these instructions to their Division Manager and Corporate Safety Officer.
- All employees who are self-isolating are not to return to work until they are cleared to do so by public health authorities. In addition, employees must notify their Division Manager and Corporate Safety Officer that they have received the required clearance and receive approval from the Corporate Safety Officer prior to returning to work.

Refer to your office's COVID-19 Safety Plan and Binnie's Safe Work Practice for COVID-19 for additional information on self-assessments.

## **6.2 COVID-19 Symptoms at Work**

If an employee develops symptoms of COVID-19 at work, they must immediately wash/sanitize their hands, put on a non-medical mask, notify their Division Manager and Corporate Safety Officer, and return home.

If an employee develops symptoms after having been at work, they must immediately notify their Division Manager and Corporate Safety Officer and remain at home.

Refer to your office's COVID-19 Safety Plan for additional information on COVID-19 symptoms at work.

## **6.3 COVID-19 Incident Reporting and Investigation**

Upon notification of a confirmed case of COVID-19 involving an employee, we will conduct a risk assessment to determine if other employees may have been exposed. It may be necessary to advise other employees there has been a case of COVID-19 confirmed in the workplace. However, any disclosure will avoid identifying information and be limited to the extent it is necessary to take precautions to protect health and safety.

We will participate and follow the directions and guidance of public health authorities. This will include assisting with any necessary contact tracing.

Refer to Binnie's Safe Work Practice for COVID-19 for additional information on COVID-19 incident reporting and investigation.

## **6.4 Employee Wellbeing**

All managers are encouraged to maintain ongoing individual contact with their direct reports (whether working in the office, field, or remotely) to provide continued updates, information, support and guidance.

Refer to the Bintranet's Care Center for additional resources on employee wellbeing.

## 6.5 Working Remotely

Employees working remotely must consider several health and safety issues. Additional resources have been developed to assist remote workers. All employees working remotely are required to complete Binnie's Working from Home Safety Checklist.

Refer to Binnie's Safe Work Practice for COVID-19 for additional information on working remotely and to access to Binnie's Working from Home Safety Checklist.

## 6.6 Working Alone

The number of employees who normally work at a Binnie worksite may be reduced because of COVID-19 measures to the point that working alone situations could arise. All employees need to recognize this possibility and develop and implement necessary controls in accordance with Binnie's Safe Work Practice for Working Alone.

# 7 EMPLOYEE AND PUBLIC COMMUNICATIONS

We will provide ongoing communications to all employees and the public on our efforts to minimize the spread of COVID-19.

Employees will be kept informed of ongoing efforts and practices through ongoing communications from Senior Management, the Corporate Safety Officer, and Division Managers. In addition to direct communications (e.g., email, monthly safety meetings, one-on-one safety discussions), employees will have access to COVID-19 resources through the Bintranet.

The public will be informed of our efforts through communications provided on our external website ([www.binnie.com](http://www.binnie.com)).

# 8 EMPLOYEE EDUCATION AND TRAINING

In addition to ongoing direct communications, employees have been provided with education and training specific to both office-specific COVID-19 Safety Plans and Binnie's Safe Work Practice for COVID-19 – which includes procedures for office, field, and remote employees.

# 9 FIRST AID REQUIREMENTS

We will continually review our operations and ensure that first aid requirements are being met. All first aid attendants have reviewed the WorkSafeBC publication *OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants*.

# 10 RECORDS

We will retain records of our plan. Examples of documentation that will be retained include employee education and training on office-specific COVID-19 Safety Plans, task-specific COVID-19 procedures, and COVID-19 self-assessments.



## **11 MONITORING AND UPDATING PLANS**

We will continue to monitor the effectiveness of our Corporate Safety Plan and office-specific Safety Plans. We will request feedback on our plans from all employees. Review of this feedback will involve our health and safety committees and health and safety representatives.

## **12 REPORTING SAFETY CONCERNS**

Employees are expected to report any specific COVID-19 related concerns to their Division Manager and Corporate Safety Officer and in keeping with Binnie's Safe Work Practice for Incident/Hazard Reporting.