



Training, Site Audits, Safety Policy and Programs  
WSIB Claims Management

## OHBA Covid-19 Seminar

The Ministry of Labour has been on several sites in the province. Sometimes with multiple inspectors. These are what they are looking at first.

- Sanitary conditions. Wash up stations, toilet facilities etc.
- Social distancing. How are you keeping people at a safe distance?
- Logs. Who is on the site and where? How are you documenting this?
- Postings. Policies, Protocols, Location of toilets and wash up facilities. Government postings such as “Stop the Spread” poster and all legally required documents.

Please remember, that all of the other regulations in OHS 213/91 (The Green Book) still apply. Document your steps and what else you’re doing to work safe.

Stay well and work safe.

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## OHBA Conference Call Covid-19

The following is the opinion of the author and in no way reflective of a legal document, and is not necessarily the position of OHBA

We are in uncharted territory!

### Constructors: 23(1)(c)

- Keep in mind the general duties clause of the act requires you to do everything reasonable to protect the health and safety of all workers on a project. (Paraphrased)
- In this case the pandemic falls into this category. What's everything and reasonable is for the lawyers to work out.
- Therefore, following all directives of the various Ministries is important. Only follow the directions of a trusted source and the information posted on the Ministry and government websites. On.gov.ca and the Ministry of Health, Ministry of Labour to name a few.
- Communication has become more important than ever. Your trades need to demonstrate that they are following proper protocols such as social distancing, sanitary procedures such as hand washing etc. As the constructor and the primary party responsible for the safety of your project, working with the trades to accommodate protocols will be a factor in allowing us to continue working. Document how you are doing this and all communication. It may be called upon if an outbreak happens on your site. Health care professionals may need to reach out to affected parties.
- Email and text messaging may be the best way to bring information forward. This will give a time stamp to each occurrence, good and bad.
- Additional wash stations and toilet facilities would probably be wise in working toward due diligence. At a minimum, ongoing monitoring of sanitation is critical.

### Employers: 25(2)(d)

- You must make a worker aware of any hazard including biological (paraphrased)
- Appoint a supervisor that is competent. Make sure they have the most up to date knowledge on best practices, as they become available. This may mean daily safety talks, at a distance or by email.

- Advise the constructor of your concerns with respect to distancing and project development. As they say, bring solutions, not problems. You and your supervisors are the best people to know what works.
- Cooperate with the constructor and other trades. We are in this together.
- Keep your staff informed on policy and changes.

#### Supervisors: 27(2)

- Discuss with your staff any safety concerns. Document, document, document.
- Remind workers that if they or any member of their family or those they live with exhibit symptoms, go to the self assessment web site and get checked. Do NOT come to work! There are benefits in place for paying those effected.
- Monitor your staff and the work environment to follow protocols.
- Monitoring movement or work locations of your staff will be very important in the event of someone becoming infected. Other workers may need to be notified and isolated.

#### Workers: (28)

- Do not hide or ignore symptoms. If you are feeling unwell notify your supervisor.
- Follow the advice of the safety and health care providers.
- Follow all new procedures.
- You have the right to refuse unsafe work. However, there are procedures that must be followed. Bring any concerns to your JHSC or safety rep immediately.

# Checklist

- Wash up and toilet facilities are adequate and locations posted
- Social distancing procedures implemented
- Documentation is distributed to correct parties
- Sanitizing of common areas is conducted regularly
- Policies and /or changes have been communicated
- Posting of web sites and/or numbers for Covid information
- JHSC or safety rep is aware of protocols
- Supervisors know who to contact ( trades, ministry, management, etc.)
- Housekeeping is adequate including waste receptacles
- WE ARE IN THIS TOGETHER

Toll Free **1-877-738-9178**



## NOTICE

*In these uncertain times it is important for all of us to remember:*

- Maintain social distancing of 2 meters (6 feet) or more
- Wash hands often, or use alcohol based sanitizer
- Wear gloves where possible
- Wipe down / disinfect surfaces regularly
- If you don't feel well contact the following
- Employers should discourage carpooling as much as possible.
- If you or a family member exhibit any symptoms, or have increased risk of illness you should stay home and self-isolate

**Contact your primary care provider or Telehealth Ontario at [1-866-797-0000](tel:1-866-797-0000) if you're experiencing symptoms of the 2019 novel coronavirus.**

**Please do not visit an assessment centre unless you have been referred by a health care professional.**

**Do not call 911 unless it is an emergency.**

### **COVID-19 Self-Assessment**

**If you think you have coronavirus (COVID-19) symptoms or have been in close contact with someone who has it, use this self-assessment to help determine how to seek further care. <https://covid-19.ontario.ca/self-assessment/#q0>**

**Wishing you all health and safety as we work through this situation.**

**Construction Workplace Safety Training Ltd**

Visit us on line: **[www.buildwithsafety.com](http://www.buildwithsafety.com)**

# STOP



If you have any of the following symptoms:

- a fever and/or cough or difficulty breathing

**DO NOT ENTER**

For all other visitors:

- Wash your hands/ use hand sanitizer
- Proceed to reception for further screening

You will be asked further questions at reception before you are permitted to enter.

**If you think you may have been exposed to COVID-19,  
DO NOT ENTER THIS FACILITY.**

## **COVID-19 EMPLOYER INFORMATION SHEET**

### **Ministry of Labour** ([MOL March 29, Guidelines](#))

Employers must report all known positive test results for COVID-19, to:

1. the ministry (in writing) within four days
2. the joint health and safety representative
3. a trade union (if applicable)

### **Sharing Information**

It is important that all parties in a workplace communicate their roles and responsibilities. Employers will need to ensure health and safety policies are updated and posted for all employees to see. Using industry resources, including this one and those produced by the Infrastructure Health & Safety Association (IHSA), will improve on-site understanding.

### **Adjust on-site and production schedules**

Physical distancing will result in lower staffing on job sites. In order to keep sites open, employers will need to adjust production schedules as the impacts of physical distancing become clear. Owners and trades will need to collaborate to ensure there is a clear understanding of how production will be impacted.

Schedules should consider:

1. Limiting number of workers to critical number by staggering work schedules
2. Sanitation of sites and workspaces
3. Site planning to facilitate appropriate physical distancing (two metres) between workers during any particular shift
4. Work-site mobility and transportation, including hoist operations

### **Track and monitor your workforce**

Due to the latency period of COVID-19, it is important to track where employees have worked. If an employee tests positive for COVID-19, the local public health unit will ask employers to provide information on where the employee worked as well as the contact information of any other employee who may have been exposed. **Employers will track information and Public Health Units will respond.** ([MOL March 29, Guidelines](#))

Where possible, the employer should hold safety talks with respect to all of this via email and set your emails to notify when opened thereby giving you a time and date stamp for conducting the “talk”.

## **Reporting illness**

The symptoms of COVID-19 are like many other illnesses, including the cold and flu. At this time, it is recommended that any worker who has any symptoms related to cold, flu or COVID-19 should be sent home. In addition, employers should advise these workers to complete the [online self-assessment](#) or call either:

1. Telehealth Ontario: 1-866-797-0000
2. Their primary care provider (for example, family physician)

MEMBERS - This is not a legal document, but a template you can edit and post on active jobsites – you have a responsibility to post COVID-19 information for active jobsites – please consult with your H and S experts.



# **COVID-19 INTAKE INFORMATION SHEET**

**Questionnaire to be completed by all personnel entering the site**

The Public Health Agency of Canada (PHAC) currently assesses the public health hazard associated with COVID-19 is low for Canada. However, \_\_\_\_\_ wishes to take preventative measures to ensure the health and safety of all its employees, visitors and those around them, as well as its working environment.

Please complete this short questionnaire to ensure your presence does not pose a risk to the project and to return the completed form to the Site Superintendent.

All personnel entering the site must complete this form and submit to \_\_\_\_\_ prior to entering the site. **If an individual who has entered the site tests positive for COVID-19, the Ministry of Labour requires employers to provide information on where they may have worked or travelled on site as well as the contact information of any other individual who may have been exposed. Employers will track information and Public Health Units will respond. ([MOL March 29, Guidelines](#))**

## **Personal information -**

First and last name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

1. Have you travelled outside Canada since March 12th?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes - Date of Return? \_\_\_\_\_ (must be 14 days min to stay on site)

2. Do you currently have the following symptoms: fever, coughing and difficulty breathing?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you been exposed to a person who has a confirmed or probable case of the COVID-19 infection?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered YES to any of the above question/if any of your responses change, you should NOT enter the site. You should contact your employer and await further instructions.**

## **Declaration:**

I hereby confirm that the information provided herein is accurate, correct and complete and that the responses submitted within this form are genuine.

I undertake to inform \_\_\_\_\_ in writing of any changes to the information already provided and to update the information on this form whenever requested to do so.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **DIRECCION FOR EMPLOYERS**

1. Employers, have employees sign and date each day they return to the jobsite to confirm that the information and answers they provided are still accurate.
2. If the individual changes their answers, have them fill out a new form and take appropriate action.