

## Job Hazard Analysis (J.H.A.)

### Job: Covid-19 (Novel Corona Virus) Best Hygiene Practices

The **COVID-19** virus is thought to spread through respiratory droplets. Respiratory droplets may be produced through a cough, a sneeze, normal breath or conversation.

These respiratory droplets may cause viral transmission from person to person when individuals are near one another.

- It is recommended that individuals should avoid working less than six feet from others for prolonged periods.
- Avoid touching your face, mouth, nose, and eyes.
- Wash your hands regularly with soap and water.
- The respiratory droplets may also land on clothing or other objects. It may be possible for an individual to contract COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes. These general principles should be considered when adhering to the rules outlined below.

**Note: Physical Distancing is the new term to replace Social Distancing.**

Tools/Equipment Required	Material Required	Personal Protective Equipment
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Steps	Sequence of Steps	Potential Accidents or Hazards	Recommended Safe Job Procedure
1	Monitor your personal health every morning	Reporting to work not feeling well/sick	<p>If you are exhibiting flu-like symptoms such as fever, coughing, or congestion:</p> <ul style="list-style-type: none"> <li>• <b>do not</b> come to work;</li> <li>• contact your supervisor to let them know that you are exhibiting these symptoms, and</li> </ul> <p>• consult with a healthcare professional on next steps before returning to work.</p> <p><b>Note: If you report to work feeling ill, you will be asked to go home and self-isolate for 14 days.</b></p>
2	Conducting morning stretching.	Cramps, muscle strain, and exposure to other workers in close proximity (not adhering to physical distancing)	<p>Stretching before work will help with eliminating cramping due to strenuous/repetitive work that you will be performing throughout the day and relieve stiffness from the night/day before.</p> <p><b>Note: Before performing stretching exercises, position yourself at least 6 feet away from others who are participating in the morning stretch. This safe distance is known as physical distancing and a good practice to follow to prevent person to person Covid-19 transmission.</b></p>
3	Completing and participating in your daily pre-job safety inspection.	Unknown virus contamination on surfaces,	All workers are required to participate in the communication of the hazards and controls and ask questions for clarity.
4	Clean and sanitize all PPE prior to your work shift.	PPE can contain contaminated surfaces frequently touched/handled by our hands and the hands of others.	Keep your personal protective equipment in a clean and sanitary condition. Before work starts and at each break, wipe down head wear, safety eye wear and ear muffs, and at end of day wipe down surface areas where these devices will be stored. Do not allow others to touch your personal equipment.

5	Taking breaks and during Lunch time.	Touching unsanitary surfaces such as tables, chairs, coffee machines, microwaves, water coolers, and salt and pepper shakers with hands can spread viruses. Sitting too close to others is not practicing physical distancing.	<p>Wipe your seating area, table top, and chair with approved cleaners prior to handling food and drink.</p> <p>Wash your hands prior to handling foods, avoid sharing food or drinks, especially chips, etc. where hands need to enter bags or food wrapping. Sit a safe distance from others (2 meters or 6' minimum) and try to stagger breaks and lunch schedules to minimize the number of people taking breaks at the same time.</p> <p>Once your break is over, clean up the eating surface, wipe down the area, and throw out wrappers into waste bins. Wash hands again prior to going back to work.</p>
6	Portable toilet breaks.	Contact with contaminated/unsanitary surfaces spreads the virus.	<p>Practice good personal hygiene, wash your hands before entry, clean the toilet seat prior to use, or if possible, use a disposable seat tissue/cover, if provided.</p> <p>Wash your hands after each toilet break, and most important, keep all toilet and washroom facilities in a clean and sanitary condition.</p> <ul style="list-style-type: none"> <li>• Hand-washing stations must have instructions posted at each location.</li> <li>• Paper towel dispensers and barrier-free garbage cans should be available at every handwashing location.</li> </ul> <p>NOTE: Portable toilets/washrooms will be cleaned as much as possible by the supplier. If the supplier cannot clean on a daily basis someone on site will be assigned to disinfect the washrooms daily by wiping down the seating area and all dispensing areas and door handles.</p> <p>Electronic no touch hand sanitizer stations are to be installed at the single portable washrooms along with sanitary disposable seat covers where applicable.</p>

7	Individual personal hygiene.	Poor personal hygiene practices can unnecessarily expose yourself and others to the Covid-19 virus and infection.	<p>Stay on top of good personal hygiene practices, for your safety:</p> <ul style="list-style-type: none"> <li>• avoid touching your eyes, nose, and mouth with your hands;</li> <li>• cover your cough with your arm or sneeze with a tissue, then throw the tissue in the trash;</li> <li>• do not share personal items or supplies such as phones, pens, notebooks, PPE, etc.;</li> <li>• refrain from shaking hands with others;</li> <li>• wash your hands often with soap, and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing or sneezing.</li> <li>• The following handwashing best practices should be used: <ul style="list-style-type: none"> <li>• wet your hands with clean, running water (warm or cold) turn off the tap and apply soap;</li> <li>• lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, tips of fingers, and under your nails;</li> <li>• scrub your hands for at least 20 seconds;</li> <li>• rinse hands well under clean, running water;</li> <li>• dry hands using a clean towel or preferably air drying them.</li> </ul> </li> </ul>
8	Applying hand Sanitizer	Many surfaces throughout the project site may be contaminated and expose you to the virus.	<p><b>Utilize</b> hand sanitizers where possible to guard against virus spreading. Hand sanitizers will be available at or near entry points to the project and at various high-traffic locations throughout the project such as doorways, field plan tables, tool cribs, hoists, water containers, etc.;</p>

9	Visiting site trailers, wash cars, and touching basins, surfaces, tools, site vehicles, lap tops, office supplies.	Potential to spread viruses, exposure to contaminated surfaces, and possible infections.	<p>Each day or shift, high traffic surfaces (in terms of hand contact) within offices, meeting rooms, orientation rooms, coffee and kitchen areas, work stations, portable and permanent washrooms, and common work spaces will be cleaned.</p> <ul style="list-style-type: none"> <li>• Individuals working in an office setting are responsible for cleaning their workstation area. The focus is on reducing the risk of transmission through an individual touching an infected surface. Therefore, priority should be given to the high traffic surfaces (in terms of hand contact).</li> <li>• Hard surfaces and buttons your hands will touch, such as refrigerators, microwaves, water cooler handles, taps and faucets, light switches, and other high traffic objects will be cleaned after each use.</li> </ul>
10	Shared tools, shared radios, mobile equipment.	Spreading viruses, contamination, infections.	<p>Hand tools such as hammers, snips, pliers, etc. must not be shared person to person without a thorough cleaning with a disinfectant containing more than 70% alcohol;</p> <ul style="list-style-type: none"> <li>• mobile and desktop phones must not be shared with others;</li> <li>• two-way radios must be cleaned at the end of each shift, or between users;</li> <li>• door and ladder handles, hand holds and rails, steering wheels, switches, buttons, knobs, and fueling caps on powered mobile equipment must be cleaned at the end of each shift or between users/operators.</li> <li>• Wipe down all office tools regularly and when orientations are given ensure all pens are cleaned before and after use.</li> </ul>

11	Vehicle cleaning	Clean/disinfect all frequently touched areas in personal and company vehicles.	Use gloves when entering the vehicle and start cleaning from entry point to the farthest you can reach without having to leave the vehicle to go through opposite door if applicable. Door handles, hand holds and rails, steering wheels, switches, buttons, knobs. and fueling caps on vehicles should be cleaned at the end of each shift or between users/operators.
12	Transporting workers on/off site.	Not complying with physical distancing of 6' (2M) apart contamination	Transportation of individuals to or on project sites (using busses, vans, company trucks, etc.) must follow the recommended physical distancing requirements.
13	Job site meetings, HSE field meetings, and orientations.	Not complying with physical distancing of 6' (2M) apart exposes everyone.	<ul style="list-style-type: none"> <li>• HSE field meetings will be held in the area where an individual works, instead of a large gathering point;</li> <li>• all meetings must be held in small groups with all workers practicing safe physical distancing, and</li> <li>• no employee signatures will be required, but what is important is that all employees are encouraged to ask questions for clarity and for validation of understanding.</li> <li>• Note: facilitator will record who is in attendance during delivery of all communications.</li> </ul>

14	Work task physical distancing (2m or 6') separation.	Working too close with others can expose you to person to person virus transmission.	Workers on sites should avoid working less than six feet from others for prolonged periods unless their task requires otherwise. Where physical distancing cannot occur for a specific task or activity, workers are encouraged to look at other methods to protect their health and/or discuss alternate methods with their immediate supervisor.
<b>Developed By:</b> 1.		2.	3.
<b>Reviewed By:</b> _____ (Name) (Position)		<b>Approved By:</b> _____ (Name) (Position)	
<b>Revised By:</b>		<b>Date: March 24, 2020</b>	