

	<b><u>COVID19 HSE RISK MANAGEMENT POLICY</u></b>	Date	April 2020
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## GENERAL

Protect the Health & Safety of all workers, visitors and members of the public from health hazards associated with COVID19.

## APPLICATION

This document is our policy to manage the Health and Safety risks posed by COVID19.

## SCOPE

This policy applies to all Rohit offices, work sites and sales centers nationally. This policy applies to all Rohit employees, trades and vendors as well as any customers or site visitors.

## HAZARD ASSESSMENT RESPONSIBILITIES

- Rohit weekly hazard assessment and daily field level hazard assessments must be completed on SiteDocs as per normal practices.
- Trades and vendors must complete a daily hazard assessment and practice preventive measures while doing so.
- One worker may sign on behalf of a group of workers working for the same trade partner or vendor.
- A maximum of 15 people may be in attendance at any in person meeting on for an on-site activity and only when required. Any site meetings must be in an area with sufficient space for physical distancing.
- The Site Supervisor who performs the weekly hazard assessment and safety meeting/toolbox talk must sign on that document on behalf of all attendees. There is to be no exchange of physical documents or devices such as iPads between individuals for any reason.

## KEY RESPONSIBILITIES

### Rohit Management/Site Supervisors

- Ensure this policy is reviewed and adhered to by all employees, trades and vendors and to ensure to update staff and crew of any changes that are made.
- Ensure that all requirements of this program are understood and followed by those working under his/her direction or anyone coming to site.
- Require an increase of awareness and importance of managing physical distancing.

### The COVID Safety Coordinator:

A designated COVID Safety Coordinator will be assigned by the Safety Advisor for each Rohit site. The COVID Safety Coordinator **MUST**:

- Review the COVID Health questions & Prevention Procedures with trade and vendors onsite as provided on the “COVID Daily Prevention & Inspection Form”.

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- Inspect the worksite during the day to monitor compliance with COVID Prevention guidelines issued by relevant Public Health Authorities.
- Document workers names on the “COVID Daily Prevention & Inspection Form” to keep record of workers in the event of a positive test on site.
- If cleaning is required, verify sanitary procedures are being followed.
- Inspect wash stations and hand sanitization stations to verify that they are adequately stocked.
- Ensure COVID safety signage is posted and in good shape.
- Investigate reports of non-compliance. Coordinate with trades and foremen.
- Refer any issues or concerns to Site Superintendent and Rohit Safety Department.
- Immediately report and investigate presumed and confirmed cases of COVID19 with the assistance of Site Superintendent and Rohit Safety Department.
- With direction of the Rohit Safety Department provide live updates and assist Site Superintendent in passage of relevant information to trades and vendors.
- Review the COVID questionnaire and COVID Site Orientation at least once a week with the same worker unless the guidelines change.

**Workers and Site Visitors:**

- All employees are required to act in strict compliance with the requirements of the prevention guidelines and delay or discontinue work if there is ever an unresolved concern.
- Any delay or work refusal for safety reasons must be reported to the Rohit Site Superintendent.
- Immediately inform supervisors of any changes to their health.
- Not visit a Rohit Worksite if they are experiencing any COVID like symptoms or have travelled internationally, in the 2 weeks preceding the visit.

**COVID SITE ORIENTATION**

All workers, visitors or general public entering a Rohit work site must be asked the questions on the COVID signage / questionnaire and be given the prevention guideline information. If anyone answers “Yes” to any of the questions they must be denied access to the site and be required to self-isolate as per the guidelines issued by the relevant public health authority.

**EMPLOYER RESPONSIBILITY**

Employers must inform and instruct members of the public, workers, supervisors, visitors and others in the workplace who will be around the worksite about the COVID hazard and rules and procedures. Rohit has put in place adequate signage, Safe Work Procedures and contact information for the Rohit Site Superintendent and Safety Department. ROHIT staff must be familiarized with this document and abide by all prevention guidelines, rules and safe work procedures.

**SITE SAFE WORK PROCEDURES**

- Only 1 trade group is allowed in a single unit at any given time. If you arrive and there is another trade group in the unit, do not enter, call the Rohit Site Superintendent and they will decide on the work priority.

 <b>Rohit</b> <small>GROUP OF COMPANIES</small>	<b><u>COVID19 HSE RISK MANAGEMENT POLICY</u></b>	Date	April 2020
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- Use small site trailers limited to a maximum of 3 people and only when required. Physical distancing of six feet must always be maintained.
- Frequent and thorough hand washing is required. If soap and running water are not immediately available, use alcohol-based hand rubs containing a minimum of 60% alcohol.
- Keep tissues on hand and dispose of them once used in the appropriate trash receptacles. Immediately follow this by hand washing.
- Inform your supervisor when you are low on disinfectant supplies.
- No worker is to use other workers' phones or other work tools and equipment if possible. Shared tools must be sanitized between operators.
- Workers should not work less than six feet from others for prolonged periods of time unless their tasks require them to. For job tasks where this separation is difficult - case specific risks and solutions will be assessed by the workers employer for their workers that are required to work within such close proximities.
- As much as possible keep people from physically interacting with each other on site and/or switching team members between crews.
- For larger sites it is recommended staggered break and lunch breaks while maintaining physical distancing. Eat lunch alone, in your own vehicle. All areas such as lunch areas, and trailers must be cleaned and disinfected daily.
- Do not car-pool.
- Minimize contact among workers, clients, sub-contractors, deliveries etc. by staying in your trucks and calling the person on their cell phones when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment and elements of the work environment.
- Follow the manufacturer's specifications and instructions for use of cleaning and disinfectant products.
- Do not share any type of PPE for any reason.

**ROHIT COVID RISK MANAGEMENT PLAN**

Steps if a Worker/Visitor is suspected to be sick:

- If it is suspected that someone is sick in the workplace, ensure protection of workers and immediately remove the suspected worker.
- If a trade partner is suspected as sick, the designated Site COVID Safety Coordinator will record the workers information, send them home and notify Rohit Safety Department, Site Superintendent, and the worker's Management. Safety incident reporting processes will need to be completed by the worker and ROHIT as soon as feasible.
- Anyone who goes home as sick or is sent home as sick must follow current public health guidelines with respect to screening, testing or self-isolation.

“Sick” means coughing or sneezing more than explainable from dust or environmental issues. It could be the common cold or the flu, either way if there is a possibility that someone is sick, they should be sent home.

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COVID19 symptoms are similar to influenza and other respiratory illnesses. Common symptoms can be mild: cough, fever, shortness of breath, runny nose or sore throat. Symptom of serious illness: difficulty breathing or pneumonia.

What to do with a confirmed COVID19 case:

- Notify the Rohit Safety Department and relevant trade groups via email as soon as it is confirmed. It is important to communicate well through this so you will be the first to know.
- Complete the Safety Incident Report process.
- The infected worker/visitor must follow health related guidelines provided by Alberta Health Services and their doctor.
- Shut down the workplace for 72 hours. After the 72 hours have passed, disinfect all hard surfaces like door handles. After that it will be safe to continue work.
- If we have a crew or entire worksite that is quarantined, we will quarantine them for 14 days, shut down the site for 72 hours and restart it as above with a substitute crew to keep the site running.

**WORK REFUSALS**

All workers have the right to refuse work they deem to be unsafe. Work refusals will be dealt with on an individual basis and as per the regulations and procedures laid out in the OHS Act. In the event of a work refusal please contact the Rohit Safety Department and the worker's Employer immediately for next steps.

**References**

- Alberta Government website: Prevent the spread  
<https://www.alberta.ca/prevent-the-spread.aspx#toc-0>
- Alberta Occupational Health & Safety website:  
<https://www.alberta.ca/occupational-health-safety.aspx>
- Saskatchewan Government website:  
<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/COVID-19-information-for-businesses-and-workers>
- Saskatchewan Occupational Health & Safety website:  
<https://www.saskatchewan.ca/business/safety-in-the-workplace>

**\*The information in this policy does not take precedence over applicable government guidelines, with which all workers should be familiar with and abide by.**

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