

Safe Operation Plan

- ✓ Develop a Safe Operation Plan that meets at least the [minimum requirements](#).
- ✓ Ensure your Safe Operation Plan is consistent with Public Health Orders, WorkSafeBC's general guidelines, and any applicable industry specific guidelines.
- ✓ Post a copy of your Safe Operation Plan on your website and at the workplace.
- ✓ Provide workers training on your Safe Operation Plan.
- ✓ Ensure adequate supervision of compliance with the Safe Operation Plan.
- ✓ Post signage at the workplace reminding workers and others at the workplace of controls including [handwashing](#), physical distancing, no visitors policy, and occupancy limits.

Other Necessary Policies and Plans

- ✓ Ensure you have a policy consistent with the Provincial Health Officer's and BC Centre for Disease Control's guidance around self-isolation for:
 - Individuals with COVID-19 symptoms;
 - Individuals under direction by public health authorities (i.e. those who have tested positive for COVID-19 or have been in close proximity to someone that is); or
 - Individuals having recently travelled internationally.
- ✓ Ensure you have a plan for what to do if a worker starts feeling ill at the workplace including who to contact and how they will travel home from the workplace.
- ✓ Ensure you have a policy for workers working alone to ensure their safety.
- ✓ Ensure you have a policy for workers working from home to ensure their safety.

Existing Health and Safety Requirements

- ✓ Ensure your workplace has a functioning Joint Health and Safety Committee or a Health and Safety Representative.
- ✓ Ensure that your Joint Health and Safety Committee or Health and Safety Representative:
 - is knowledgeable about your Safe Operation Plan;

- assists in promoting it at the workplace; and
 - relays any worker concerns to a supervisor.
- ✓ Ensure that your first aid policy addresses how to provide safe first aid in light of the risk of COVID-19.
 - ✓ Ensure that any first aid attendants at the workplace are familiar with WorkSafeBC's [resource](#) for Occupational First Aid Attendants.
 - ✓ Ensure that supervisors are familiar with the legislated three step process for addressing unsafe work refusals.
 - ✓ Ensure that workers using hazardous cleaning products have up to date WHMIS 2015 training and are familiar with the use, handling and storage procedures of these products as set out in their safety data sheets.

For more information, please contact [Michelle Jones](#), [Deborah Cushing](#), or another member of Lawson Lundell's [Labour, Employment & Human Rights Group](#).