



COVID-19 Workplace Safety Plan Template

Company Details

Business name: Superior Road Products

Municipality of business: Essa Township, Simcoe County

Local public health authority (name & contact number): Simcoe Muskoka District Health Unit 705-789-8813

Company contact for COVID-19 (Joel Wilkie 705-491-1542):

Developed by: Joel Wilkie

Date completed 2/4/2021

1. How are you ensuring all of your employees know how and are able to keep themselves safe from exposure to COVID-19?
 - We train new recruits at a Covid-19 session during orientation day.
 - Existing employees are all working from home and obeying their local guidelines.

2. How are you screening for COVID-19?
 - We will be screening in June with a no touch thermometer and a screening questionnaire.
 - Web based health screening tools are mandatory for any employee or visitor entering our work site. Employee location for contact tracing purposes will be taken from electronic timecards. Site visitors must complete a web-based sign-in/sign-out procedure on their cell phone to facilitate contact tracing.

3. How are you controlling the risk of transmission in your workplace?
 - Frequent disinfection of trucks (before and after shifts)
 - Frequent disinfection of tools and PPE (before and after shifts)

This template was created on January 6, 2021 and based on guidelines and suggestions from the Ontario government and Toronto Public Health. If health guidelines and/or government mandates in your municipality require additional information, please amend the template as needed.

- Disinfection of hotel rooms upon entry
 - No servicing of hotel rooms, while keeping all others out of room.
 - No congregating of staff after hours
 - Frequent hand washing and hand sanitizer use
 - Mask use in hotels and anywhere social distancing is challenging
 - Plastic dividers in vehicles where appropriate
 - Hand sanitizer in every vehicle
4. What will you do if there is a potential case, or suspected exposure to COVID-19 at your workplace?
- Notify the local health unit. (They would likely already know as the test would be completed locally.)
 - Possibly notify the health unit for the town we were in the previous week. This would depend on contact tracing.
 - Send the employee home after a covid-19 tracing questionnaire.
 - Determine any close contact with other staff.
 - Send these close contacts home as well after questioning them.
 - Complete contract tracing.
 - Notify my Operations Manager at Lynx Equity.
5. How will you manage any new risks caused by changes to the way you operate your business?
- Other than modifying PPE requirements, we don't anticipate any changes to our operations this season.
6. How are you ensuring that your plan is working?
- We have such a small crew that training and observance of the training is readily apparent with the crew.
 - We have a dedicated Safety Rep who is adamant about following the safety measures and is comfortable enforcing them.

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7. How are you staying informed on the changing legislations/mandates where your business operates?
 - As we are a roving construction crew, we will be collecting information for the specific health units in which we plan to do work. We will use this info to develop custom procedures for each town, while also following the provincial general Covid-19 guidelines.

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