

Date: 18 March 2020

Revision: 01

SWP-22-Corp

Safe Work Practice (SWP) Practice for Sub Contractors during Coronavirus

The following safe practice will be implemented to safely deal with sub-contractors that come to site/facility during the coronavirus outbreak. It is important that the practice is followed to reduce the risk of infection.

Required training:

- Tomlinson Orientation
- WHMIS
- Safety Alert "Coronavirus" 2 March 2020

Required Equipment:

- N/A

Required PPE:

- Standard PPE

Other Equipment:

- N/A

Practice:

- All sub-contractor visits should be kept to a minimum during this time to avoid extra personnel at site or the facility
- Sub Contractors should be informed that:
 - They must follow their company's Health and Safety Policy or Tomlinson's if it is more Stringent
 - All personnel need to answer the Tomlinson "Questionnaire for all site visitors"
 - Have the sub contract personnel contact the site contact when they arrive to the site or facility
 - Sub contractor to attend the Tomlinson safety meeting and practice social distance protocols
- Have the subcontractor take breaks and lunch in their vehicles and not the site trailer. If this is not feasible, a schedule will need to be set up to limit personnel in the lunch trailer. Need to maintain the social distance requirements as has been stated in Health Organization advisories
- Un-necessary face to face meetings with sub-contractors, Inspectors and Engineers should not be held. If meetings are necessary practice social distance protocols.
- Monitor sub-contractors health and safety performance as well for noticeable virus symptoms
- All contractors are required to report incidents/injuries and potential symptoms are no different

- Any paper work for signing for daily work activities should be placed on an object and then the person step back to a minimum of 1 meter
- Do not accept a pen to sign, use your own
- If there is only one option for a pen or stylus it should be sanitized after use
- Any paperwork that is signed should be left in place for 24 hours or at the end of the day, using gloves, place the paperwork in an envelope
- Maintain hand washing methods as has been stated by Health Organizations

Communication

This safe work practice shall be communicated and explained to all workers who will be in contact with sub contractors. All workers shall sign this safe work practice indicating that they in fact have been made aware of it and understand what their responsibilities, if any, are.

Discipline

Failure to adhere to this practice can result in disciplinary action taken against the offending worker(s), from verbal warning up to termination of employment, in accordance with the Company Disciplinary Policy

SWP approval			
Position	Name	Signature	Date
Supervisor			
Worker Rep H&S Rep JHSC			
Manager			