BC Phase 3-Travel Permitted Outside of Own Community

Purpose

As part of our risk management program, (name) has conducted a companywide risk assessment and created a risk registry that inventories the hazards the auditor will face. (Name) has created procedures for the management of the identified hazards based on the risk assessment process.

Scope

This procedure applies to the auditor activities associated with an audit of (name & site). The auditor may have the potential to be exposed to a biological hazard during audit activities. The information contained in this procedure will be used to minimize the risks associated with identified hazards and is meant to be used in conjunction with the field level risk assessment tool and guidelines established by the BC government and BC Health Services Authority. The management plan is for external audit activities during BC Phase 3 of the BC Governments Re-Start Plan.

Procedure

(Name) has identified the protective mechanisms in this procedure as the most effective way to mitigate the risk of exposure to biological hazards. Please refer to the risk assessment by Task in Appendix 1 for more information and detail. Please note that these risk assessments and recommendations are based on assuming the person or surface has the potential to come in contact with a biological hazard, such as the COVID-19 virus.

|  |  |
| --- | --- |
| Controls |  |
| The following controls are to be applied in order of the hierarchy of controls with the most effective and preferred method being elimination (top level) working down to the least preferred method of PPE. Please note that in the instance that a hazard cannot be eliminated, the appropriate control may be a combination of any or all other control mechanisms in the hierarchy. The be certain you have reduced the risk to the lowest possible level, complete a field level risk assessment using the Field Level Risk Assessment Form. | Workplace Hazards And How To Manage Them - Simple WorkSafe |

External Auditor Activities: Hierarchy of Controls

Prior to applying controls to the circumstance, first and foremost the worker must feel comfortable and safe attending a client’s worksites.

|  |  |  |
| --- | --- | --- |
| Preference Level | Control Category | Control Application Details |
| 1 | Elimination | * Do not perform any work around any persons displaying flu like symptoms
* Maintain 2m(6ft) physical distance from other persons at all times
* Do not perform work outside of your home if you are sick or have COVID-19 symptoms
 |
| 2 | Substitution | * Pre-planning activities can be performed using phone calls, webinars or email
 |
| 3 | Engineering | * Respect any physical barriers in work environments including client site
 |
| 4 | Administration | * Worker education is very important especially with biological hazards, all auditors will be trained in all COVID-19 procedures prior to arranging external audits
* Follow the stronger of any client or site-specific rules or AgSafe standards
* Client screening questionnaire prior to audit activity
* Field level risk assessment completed before audit activity
* Perform hand hygiene frequently (at least each time gloves are removed) with an alcohol-based hand rub and if your hands are not visibly dirty or with soap and water if hands are dirty and after PPE disposal.
* Carry hand sanitizer with you at all times
* Avoid touching your eyes, nose, and mouth.
* Practice respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue
* Routinely clean and disinfect handled material and other frequently touched surfaces
* Use only your own office supplies. Do not use client supplies or share your supplies.
* When dealing with material such as equipment and paper, handle with gloves, disinfect and place in storage for 24 hours prior to handling again (see specific risk assessment details in appendix 1 per task)
 |
| 5 | PPE | * A fitted respirator is preferred but in the event of supply shortage use a face-shield, or face -covering such as cloth mask or bandana and safety googles (in conjunction with training on safe donning and doffing procedures)
* Gloves (proper use and disposal to be taught prior to audit activities)
 |

Each External Auditor traveling to perform work on a client site will have with them a disinfecting kit. This kit can be utilized during travelling and onsite audit activities. Supplies are to be replenished as required. The kit will include the following cleaning, disinfecting, and protection supply:

1. Bottled water
2. Dry towels
3. Disinfecting wipes or spray
4. Masks
5. Latex gloves
6. Alcohol-based hand sanitizer
7. Large & small zip-lock bags

All auditors will be provided with education in the effective use of the sanitization products prior to field activities.

Appendix 1 Supporting Information for Biological Hazard: Viruses (COVID-19)

|  |
| --- |
| Task: External Auditor Consulting in FieldAssociated Hazards is COVID-19 Biological hazard for the entire assessment |
|
| Activity | What Could Go Wrong | Severity | Control Measures | Severity | Likelihood (with controls) | Risk |
| 1 | EA traveling to site with vehicle  | Vehicle was not cleaned and disinfected properly between clients; EA come contact with contaminated surface inside vehicle | Serious | Prior to vehicle use disinfecting wipes on surfaces where direct contact occurs during vehicle use.Note: EA will travel in their own vehicle whenever possible. If the EA travels in a client vehicle they will practice physical distancing and/or use a Face shield, safety eyewear and mask to limit transmission. | Serious | Unlikely | Low |
| 2 | EA traveling to site on plane. | Traveling through airport EA around large number of people with no symptoms  | Serious | Wash your hands often with soap and water or alcohol-based hand sanitizer; avoid touching your eyes, nose or mouth; physical distancing (maintain 2m/6 ft distance from others); consider using a face covering (non-medical mask such as a cloth mask or bandana) to reduce the risk of transmission where physical distancing may be challenging , disposable glove inside the plane | Serious | Unlikely | Low |
| 3 | EA staying in hotel and other housing other than home | EA enters common areas with multiple people unknown if any displaying flu like symptoms  | Serious | Avoid close contact with others and keep at least two meres from others. Wash hands regularly (or using alcohol-based hand sanitizer if soap and water are not available). Stay away common areas like gym, breakfast rooms, pools etc.Use sanitation kit to sanitize high touch areas in hotel room (door handles, phones, desk, TVC controllers, tap handles, toilet surfaces …)Consider asking the hotel for a copy of their room sanitization procedures. | Serious | Unlikely | Low |
|  | EA performs a Site Pre-Visit Assessment of clients' workforce and worksite | EA fails to perform the pre-screening activities and the worksite contains COVID-19 infected workers | Serious | EA performs the site pre-visit assessment 1 week prior to site visit and re-confirms with the worksite that there have been no new COVID 19 infections 1 day before the site visit. | Serious | Unlikely | Low |
| 4 | EA arriving to work site | EAS arrives at the worksite performs a screening of the worksite with company contact to confirm there no infected workers. Discovering there was a worker identified with COVID-19 virus symptoms (since prescreening of a client provided to EA) | Serious | EA can refuse to complete the work if he or she feels not enough information provided about the infection location of the worker. EA can continue work by: avoiding the work area and worker that has COVID 19 symptoms, maintain a spatial distance of at least 2 meters from others within the facility and using the appropriate personal protective equipment such as face shield; gloves; mask & eye protection with safety glass. EA should be aware of early signs and symptoms of acute respiratory infection if that is displayed in workers at the site  | Serious | Unlikely | Low |
| 5 | EA working at worksite (Field Work) | EA working at the worksite with potential virus carriers present (no symptoms) | Serious | Wash hands often with soap and water or alcohol-based hand sanitizer; avoid touching eyes, nose or mouth; physical distancing (maintain 2m/6 ft distance from others at all times), consider using a face covering (non-medical mask such as a cloth mask or bandana) to reduce the risk of transmission. If EA using cloth mask client must be aware of that and workers must be informed and given the option to use one. Reduce group sizes to keep people 2m/6 ft distance from each other and from EA.  | Serious | Unlikely | Low |
| 6 | EA leaving work site with own vehicle  | EA uses his or her own car to travel. COVID-19 virus transfer can take place from boxes and bags placed in the vehicle from worksite.  | Serious | Equipment and boxes must be placed and stored in the trunk / bed / canopy of the vehicle where human contact to the equipment or boxes is minimal from family members. All equipment or boxes must be disinfected on removal from vehicle and storage in area where there will be minimal contact with family members. | Serious | Unlikely | Low |
| 7 | Meeting between client and EA | Scheduled meeting with client at work site in one room with multiple people potential COVID-19 virus transfer. | Serious | Indoor meetings should be avoided. EA maintains a spatial distance of at least 2 meters from others at all times. If this distance cannot be maintained use appropriate personal protective equipment such as face shield (non-medical mask such as a cloth mask or bandana); gloves; eye protection with safety glass. EA should be aware of early signs and symptoms of acute respiratory infection if that displayed in workers at the site All on site meetings should only include the essential participants. If possible, use alternative methods for site meetings (teleconference, online meetings).Note: if an EA becomes ill or develops symptoms while on-site the activities immediately stop, the host is informed, and you call the AgSafe for further direction. | Serious | Unlikely | Low |
| 8 | Scheduling consulting/ site visit  | EA entering work sites with workers diagnosed or suspected being diagnosed with COVID-19 virus.  | Serious | All sites visit must be assessed by EA prior to arriving on site. Perform a site pre-visit assessment. This to be completed and sent with the NOA before scheduled site visit, initial assessment 2 weeks prior to site visit, confirmation of assessment the day before the site visit. EA to request a copy of company COVID 19 policies/procedures at initial site pre-visit assessment which include PPE requirements at site to comply with work site requirements. | Serious | Unlikely | Low |
| 9 | EA documentation review | Prolonging site visit or infection from documentation | Serious | EA to arrange for the documentation review to take place prior to the site visit. Arrange for the site to forward all relevant documentation 1 week prior to visit for review.Alternatively, if documentation is reviewed on site take pictures of documentation so the review can take place offsite. Use gloves when reviewing documentation on site. | Serious  | Unlikely | Low |
|  | EA worker interviews | EA interviewing workers infected with COVID-19 virus. | Serious | EA maintains a spatial distance of at least 2 meters from others within the facility at all times. If this distance cannot be maintained use appropriate personal protective equipment such as face shield (non-medical mask such as a cloth mask or bandana); gloves; eye protection with safety glass. EA should be aware of early signs and symptoms of acute respiratory infection if that displayed in workers at the site.Note: EA should arrange prior to arrival on site a safe place to perform interviews that includes physical distancing of 2m(6ft). |  |  |  |
| 10 | EAHealth Monitoring Form | EA visits a worksite while they are infected with COVID-19 virus.  | Serious | Use the Health Monitoring Form to record morning and evening temperature daily health and any contact outside of your family bubble. For 2 weeks prior to site activity the EA will monitor daily temperature, health and interactions outside of family bubble.Note: the health completed monitoring form does not need to be provided to the company unless the auditor wants to provide this information. | Serious | Unlikely | Low |
| 11 | EA frequency of site visits | EA to allow for a gap of a minimum of 10 days between employer site visits  | Serious | Book employer site visits with a minimum of 10 days between site visits.This includes site visits for non-AgSafe activities such as training, consulting or auditing to other standards. | Serious | Unlikely | Low |
| 12 | EA meals | Public meals not available when traveling | Serious | Carry any required meals, beverages or snacks when performing site visits to avoid having to eat at restaurants or at client facilities. | Serious | Unlikely | Low |

Appendix 2: Recommended PPE and Other Protective Means

|  |  |  |  |
| --- | --- | --- | --- |
| Route of entry or transfer | PPE | Use of time | Note |
| Skin  | Heavy duty gloves, latex gloves, medical exam gloves | Perform hand hygiene frequently with an alcohol-based hand rub or with soap and water if hands are dirty. | Avoiding touching your eyes, nose, and mouth; hand hygiene after disposing of the mask. |
| Skin | Coverall/ Tyvek coverall / long sleeved shirt and pants | Working in field  | Available in orange with 2” reflector tapeHigh visibility vest must meet minimum company and regulatory requirements (preferable Type 2 or better) |
| Respiratory  | Half mask respirator with approved fit testing, mask or Face shield | Working in field with close contact to employees when 2m distancing is not met | Practice respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue.  |
| Eye protection | Face shield or googles | Working in field with close contact with workers if the 2m distance is not kept | Mask or Face shield is preferable, but EA would not conduct work when airborne mist droplets are anticipated  |
| Transporting | Safety Boots appropriate for site | Standard PPE for industry | Viruses die very quickly on porous surfaces like sand rock etc. No risk transmitting virus via boots |
| Transporting/ equipment |  Sanitation kit | Equipment used in the field & vehicle before and after visit | High touch areas sanitized before and after field visits. Tools, equipment, vehicle and office supplies used during field visit  |