

COVID-19 Safety Plan – Dion Custom Metal Fabrication & Design

Dion Custom Metal Fabrication & Design has implemented a number of measures to ensure the health and safety of staff and visitors. Included in this plan are the steps we are taking to ensure we adhere to all COVID-19 protocols as determined by the Provincial Government and BC Health Authorities

Step 1: Assess Workplace Risks

To assess the risk of transmission of COVID-19 we have consulted:

- Information about COVID-19 as offered by the Public Health Authorities
- Our frontline workers and managers.

We have identified areas where people gather such as break, production areas and meeting rooms.

We have identified job tasks and processes where workers are close to one another or members of the public - in the workplace, in company vehicles or at other work locations when workers travel offsite as part of their jobs.

We have identified the tools, machinery and equipment that worker share while working.

We have identified surfaces that people touch often, such as doorknobs and light switches.

Step 2: Protocols to Reduce the Risk

We have liaised with frontline workers and managers.

We have reviewed orders, guidance, and notices issued by the Provincial Health Officer relevant to our industry.

We have reviewed guidance provided by construction and manufacturing industry association.

To reduce the risk of person-to-person transmission

1st level protection: limit the number of people at the workplace and ensure physical distance whenever possible.

Measures in place:

Occupancy Limit:

- 2-meter physical distancing reminders posted on facility walls.
- No unauthorized visitors allowed on premises.

Changes to Tasks:

Administrative Assistant responsible for admitting visitors to the facility and ensuring front door is locked after visitors leave.

Facility Changes:

Break Room occupancy will be limited through staggered break times and allowing employees to take breaks in their vehicles or in unoccupied areas of the shop.

2nd level protection: barriers and partitions

Measures in place:

Front door locked to control the arrival and departure of visitors to the office.

Floor markers applied to assist with physical distancing in office and meeting spaces.

3rd level protection: rules and guidelines

We have identified rules and guidelines for how our workers should conduct themselves and have communicated these through a combination of training and signage.

Prior to starting work all employees to assess health using screening questionnaire provided by BC Public Health.

All employees to perform hand hygiene (and shop employees to don PPE) upon arrival at facility.

Shop employees to clean common tools/equipment before and after use.

Administrative Assistant to perform daily cleaning as scheduled.

4th Level protection: using masks

Measures in place

Signage on correct mask usage posted throughout the facility.

Masks used by all employees meeting with the public.

Masks used by all employees on the shop floor when unable to maintain 2-meter physical distancing.

Masks used by all employees in meetings with 4 participants or more in the meeting room.

Masks used in vehicles when 2 or more employees travelling together on company business.

All visitors to the facility required to wear masks (masks will be provided for visitors who do not have their own). For those visitors who are unable to wear masks, employees will meet with them in the breezeway, maintaining 2-meter physical distancing.

To reduce the risks of surface transmission through effective cleaning and hygiene practices:

We have reviewed the information on cleaning and disinfecting surfaces

Our workplace has enough handwashing facilities on site for all of our workers. Handwashing locations are visible and easily accessed. Hand sanitizing product is available for workers at client sites should handwashing facilities be unavailable.

We have communicated good hygiene practices to workers.

We have implemented cleaning protocols for common areas and surfaces.

Workers who are cleaning have adequate training and materials.

Cleaning Protocols:

- The facility will be professionally cleaned on a weekly basis.
- Shared tools will be cleaned by shop employee before and after use.
- High touch areas will be cleaned daily by the Administrative Assistant.

Step 3: Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.

Anyone who has been identified by Public Health as a close contact of someone with COVID-19

Anyone directed by Public Health to self-isolate.

Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.

Visitors are limited in the facility, with no visitors allowed in the shop.

Step 4: Communication Plans and Training

All workers have received the policy for staying home when sick

We have posted signage at the workplace (handwashing, distancing, mask use)

We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

Step 5: Monitor Workplace and Update Plans as Necessary

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

Workers know who to go to with health and safety concerns.

When resolving safety issues, we will involve workers and managers.

Safety Plan for Employees on Client Sites

See attached [Safe Work Procedure – COVID-19 \(Working at Site\)](#)

See attached [Safe Work Procedure – COVID-19 \(Working Under 6.5' Apart\)](#)