COVID-19 Safety Plan for: Frank Forward Machine Shop, Room 17, 08, 09, Shed and Storage Container

1. Risk Assessment

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

☐ 1.1 We have involved staff in the process of assessing risks and developing procedures -

Reviewed by (staff name)  David Torok___________________________________________

Date: _05/26/20____________________

Reviewed by (staff name): ___________________________________________

Date: _______________________

☐ 1.2 We have identified areas where people gather - in the main machine shop (room 17), the secondary machine shop (room 8) and the storage room (room 9).

☐ 1.3 We have identified job tasks and processes where workers are close to one another:

- Machining/fabricating work
- Equipment maintenance
- Discussing projects with students and staff
- Providing finished project items to students and staff
- Discussion about ordering materials and supplies through stores

☐ 1.4 We have identified the tools, machinery, and equipment that workers share while working - there may also be equipment or materials provided to machinists by students/staff:

- Telephone
- Machining equipment (various pieces)
• Tools (various)
• Compressed gas transportation carts
• Hand trucks and pallet jacks

☐ 1.5 We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches:

• Doors, light switches
• Bench tops
• Desks
• Shelving

2. Protocols to Reduce the Risks

☐ 2.1 Review industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry - from protocols for office areas:

• One person at a time in the office area in room 17.

☐ 2.2 Frontline workers, supervisors, and the joint health and safety committee (or worker representative) - not applicable

☐ 2.3 Orders, guidance, and notices issued by the provincial health officer and relevant to your industry - not applicable

☐ 2.4 Your health and safety association or other professional and industry associations - not applicable.

☐ 2.5 General guidelines:

• Stay home if you feel unwell (see 3. Policies section below).
• Stay home if you have provided care to or have been in contact with someone who has had COVID-19 in the past 14 days (See Policies as well).
• Avoid touching your face (eyes, nose and mouth).
• Wash your hands as indicated in the instructions under 2.15 Cleaning and Hygiene Practices.
• Use hand sanitizer when hand washing is not possible. See the instructions under Cleaning and Hygiene Practices. Washing hands is more effective at preventing infection than hand sanitizer.
• Cough or sneeze into your upper sleeve; don’t cover your mouth/nose with your hands.
• Wash your hands or use hand sanitizer after coughing or sneezing. Wash hands with soap and water whenever possible. Washing hands with soap and water is more effective at preventing infection.
2.6 Occupancy limit:

- Up to two machine shop technicians at a time will be permitted to work in room 17 or room 8. No other visitors are permitted. A distance of 2 m needs to be maintained between the two technicians.
- The electronics shop technician may pass through room 17 to get to and from his shop (room 17A) as needed. He needs to maintain a distance of 2 m between himself and the machine shop technicians while doing so.
- Only one person at a time may occupy the office area in room 17.
- Preferably one person at a time should be in room 9. If you can keep 2 m apart, then two can work in room 9 briefly.
- Preferably only one person at a time may enter the shed and the storage container in the parking lot. If you can keep 2 m apart, then two can be in these spaces briefly, e.g. to move heavy items.
- Working alone - work in the machine shop does not require a working alone procedure. Stores personnel will be nearby in room 6B. Other technical staff will be in the vicinity (electronics shop).

2.7 Receiving items - wash hands if possible or use hand sanitizer after receiving items from other people (packages, items or materials handed to you from customers (students and staff), signing for items received, etc.). Washing hands with soap and water is more effective at preventing infection.

2.8 Wiping surfaces, equipment and tools:

- Wipe commonly touched surfaces with disinfectant wipes. Wipe down commonly touched tools, equipment and surfaces as identified above at the start of your shift and at the end.
- Dispose of wipes into the regular trash; do not reuse.

2.9 Assisting customers:

- Work requests and discussions need to be conducted by phone or email, not in person.
- A machine shop technician may need to go to other labs in the building to service equipment. This should be done only if absolutely necessary:
  - The machinist or someone in the lab needs to arrange for the technician to come to the lab.
  - A distance of six feet must be kept between all persons in the lab.
  - The equipment and surfaces involved need to be wiped down with antiseptic wipes before and after servicing.
  - The machinist needs to wash or sanitize his hands when he is done.

- Persons accessing machine shop personnel - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19, Section 1.12 Accessing the machine shop and electrical shop.
• Signage - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19, Section 4.8 Stores, machine shop, electronics shop access.

☐ 2.10 Electronics shop access - no other students or staff other than the technical staff may pass through the machine shop (room 17) to access the electronics shop (room 17A).

☐ 2.11 Hazard Elimination Measures:

• We have established and posted an occupancy limit for our premises - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19, p. 1.
• In order to reduce the number of people at the worksite, we have considered work-from-home arrangements - all personnel at UBC have been directed not to work on campus unless they have permission through a specific exemption. The machine shop is an essential technical service that is required for phased return to research.
• We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19.
• We have implemented measures to keep workers and others at least 2 metres apart, wherever possible - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19. For the machine shop area see Section 1.12.

☐ 2.12 Engineering Controls:

• We have installed barriers where workers can’t keep physically distant from co-workers, customers, or others - no barrier is required for the machine shop. Students and staff will not be permitted to enter room 17. A table will be placed near the entrance to room 17 for staff to put items on for pick up by students/staff. This will permit items to be transferred back and forth without close personal contact.
• We have included table cleaning in our cleaning protocols - the table in front of the machine shop is to be wiped with disinfectant wipes at the start of the work day, once again at midday at the end of the day; see the section on Cleaning and Hygiene Practices. (If no packages are placed on the table, the midday cleaning is not required.)
• We have installed the barriers so they don’t introduce other risks to workers - the table does not block exit or entry from or to room 17.

☐ 2.13 Administrative Controls:

• We have identified rules and guidelines for how workers should conduct themselves - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19, Section 1, Physical distancing procedures for use of common areas and Section 3, Hygiene practices.
• We have clearly communicated these rules and guidelines to workers through a combination of training and signage - this document will be included with the training provided to the machine shop technicians. The Frank Forward Building Plan for Common Building Areas to Prevent
Transmission of COVID-19 plan will also be part of the required training. Other SRS training will be taken as it is made available. For signage see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19, section 4 and specifically section 4.8 for the machine shop.

☐ 2.14 Fourth Level Protection - Use of Masks:

- We have reviewed the information on selecting and using masks and instructions on how to use a mask - the worker must review the information on the websites:

  Selecting and using masks:


  How to use a mask:


- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented:

  o Cloth masks may offer some level of protection to others by preventing the wide spread of droplets from the wearer. However, they are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets.

  o Surgical masks, like cloth masks, offer limited protection to the wearer from the inhalation of droplets, but may offer some protection to others by preventing the wide spread of droplets from the wearer. They should be preserved for use by health care workers, whenever possible.

  o Disposable respirators such as N95 or P100 types must be used in accordance with the manufacturer’s instructions, and the use of these masks is regulated under the Occupational Health and Safety Regulation. Fit testing is required prior to use. Due to lack of availability, employers outside of health care should not consider these as part of their workplace controls to protect against the spread of COVID-19. Some dust masks may be similar in appearance to N95 disposable respirators; however, they are not manufactured to the same standards and would be similar to cloth masks in terms of protection.

- We have trained workers in the proper use of masks. N95 masks and other respirators require fit testing. You must be clean shaven to wear these types of respirators. Fit testing is normally valid for one year and is available from SRS.ubc.ca. However, WorkSafeBC is approved a two-year exemption for the time being. For use of masks that are not governed by occupational health and safety regulations review the information at the links above (selecting and using a
mask and how to use a mask). These masks may be worn as a matter of personal choice by workers.

☐ 2.15 Cleaning and Hygiene Practices:

- We have reviewed the information on cleaning and disinfecting surfaces. Staff need to review the information at the following website on Cleaning and Disinfecting:


- In brief, surfaces must be cleaned and disinfected. Dirt and debris must be cleaned off; soap and water are suitable. Check and follow the manufacturer's instructions for using a disinfection product. UBC janitors will likely be cleaning and disinfecting building common-area high touch surfaces such as exterior doors, washrooms and hallways. For the machine shop area technicians need to clean and disinfect the areas identified as high-touch surfaces and shared tools, machinery and equipment in this document.

- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed - there is a sink in the machine shop, room 17. The men's washroom on ground floor is available.

- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers - hands must be washed when:

  - When you arrive at work
  - Before and after going on a break
  - After using the washroom
  - After handling packages or items received into the machine shop
  - Before and after handling shared tools and equipment
  - Before and after using masks or other personal protective equipment
  - Wash hands for 20 seconds, rubbing all surfaces and then rinse well.
  - If soap and water are not available (washing hands with soap and water is more effective at preventing infection) then an alcohol-based hand sanitizer is acceptable. Rub over all surfaces of your hands until they feel dry; do NOT wipe your hands on paper towels or other materials. That defeats the purpose. It must be in rubbed over and in contact with the skin for 10-15 seconds. Therefore a suitable volume is required (about 3 mL; about a rounded half teaspoon or a blob about the size of a quarter). See also:


• We have implemented cleaning protocols for all common areas and surfaces - e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use) - washrooms and other areas/facilities shared by building occupants in general will be cleaned by UBC janitorial services. Surfaces identified for the machine shop areas in this document will be cleaned by the machine shop technicians. Surfaces must be cleaned at the start of the workday and at the end of the workday. High-touch surfaces must be cleaned at midday as well.
• Workers who are cleaning have adequate training and materials - review the material on the website on Cleaning and Disinfecting referred to above. Once available SRS training on this will be taken as well.
• We have removed unnecessary tools and equipment to simplify the cleaning process - Machine shop technicians must look over their work areas and see if there are any shared items that are not necessary for their work (e.g. shared items for food and beverage preparation and consumption). List items removed if any:

Not applicable

• A microwave oven and a fridge are located in the machine shop for the exclusive use of the machine shop technicians and the electronics shop technician. These may be used for food storage and preparation according to the following rules:
  o Only one user at a time for the microwave.
  o After items are placed into the fridge wipe down commonly touched surfaces with antiseptic wipes and then wash or sanitize hands.
  o After items are removed from the fridge and microwave the exterior surfaces commonly touched must be wiped down with antiseptic wipes.
  o Prior to consuming food or beverages heated in the microwave hands must be washed or sanitized.

3. Policies

☐ 3.1 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. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
• Anyone directed by Public Health to self-isolate.
• Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms. See:

  http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation

• Visitors are prohibited in this workplace.
3.2 Policy on violence prevention:

- Ensure workers have the training and strategies required to address the risk of violence that may arise as people in the department adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place - all department personnel are required to take the UBC Preventing and Addressing Workplace Bullying and Harassment Training course and the Workplace Violence Prevention training course.

3.3 Policy on workers who start to feel ill at work:

- Workers must know the building address to provide to emergency personnel: 6350 Stores Road, Vancouver, V6T 1Z4. Anyone calling for emergency help on behalf of a sick worker should go to the building main entrance (north entrance facing the courtyard) to await emergency personnel and direct them to the sick/injured worker.
- Sick UBC-paid workers must call UBC first aid (604 822 4444), even with mild symptoms.
- Sick workers/students must wash or sanitize their hands, put on or be provided with a mask, and isolated. (Washing hands with soap and water is more effective at preventing infection.)
- If UBC first aid or paramedics so advise, the worker must go straight home and self-isolation protocols are to be initiated. See: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation
- If the worker is severely ill (e.g., difficulty breathing, chest pain) 911 must be called. UBC first aid must be called next for UBC paid staff only.
- For UBC paid staff UBC first aid may be called. For unpaid personnel call 911; do not call UBC first aid.
- Another department employee must clean and disinfect any surfaces that the ill worker has come into contact with.

4. Communications Plans and Training

- We have a training plan to ensure everyone is trained in workplace policies and procedures - This document and the Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19 plan constitute training for machine shop technicians. SRS training as it becomes available will be implemented.
- All workers have received the policies for staying home when sick - this document constitutes training for policies on staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices:
• Post an 8.5" x 11" poster at the machine shop areas entrances for each room (17, 08, 09, Shed, Storage Container; exterior signs should be waterproof) indicating:

MAXIMUM OCCUPANCY
FRANK FORWARD ROOM 17 (or room 8)
2 PERSONS

MAXIMUM OCCUPANCY
FRANK FORWARD ROOM 9 (or the shed or the storage container)
1 person
(two permitted for brief times if they can keep 2 m apart)

• Post an 8.5" x 11" copy of the handwashing sign available from:


on each door to rooms 6A-6D.

☐ 4.4 We have posted signage at the main entrance indicating who is restricted from entering the building - see Frank Forward Building Plan for Common Building Areas to Prevent Transmission of COVID-19 plan, Section 4.1.

☐ 4.5 Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed. SRS guidance will be implemented as it becomes available. In the meantime Michelle Tierney will check in with technical staff daily. Staff are required to fill in a daily login form with questions to indicate they are free of possible COVID-19 symptoms and have not been knowingly exposed to the virus nor outside of Canada for 14 days. Staff may contact the LST co-chair (Bé Wassink), Michelle Tierney or the department head to discuss any concerns related to their work or their health and safety.

5. Monitor the Workplace and Update Plans as Necessary

☐ 5.1 We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary - the machine shop technicians (one or both is OK) will report weekly to Michelle Tierney to indicate if things are running well. If there are problems report as they arise. Report to the LST co-chair (Bé Wassink), the department head and/or Michelle Tierney. Changes to the safety plan will be made by the LST co-chair (Bé Wassink) and reviewed by the department head (Daan Maijer) and the SRS representative to APSC (Richard Colwell).

☐ 5.2 Workers know who to go to with health and safety concerns - workers may contact the department head, the LST co-chair, the JOHSC (the MTRL representative is Heli Eunike) and the SRS representative to APSC.
☐ 5.3 When resolving safety issues, we will involve joint health and safety committee - Richard Colwell will be contacted for advice. If there are serious concerns or conflicts contact the department head as well.

6. Assess and Address Risks from Resuming Operations

☐ 6.1 We have a training plan for new staff - not applicable.

☐ 6.2 We have a training plan for staff taking on new roles or responsibilities - not applicable.

☐ 6.3 We have a training plan around changes to our business, such as new equipment, processes, or products.

☐ 6.4 We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use - not applicable.

☐ 6.5 We have identified a safe process for clearing systems and lines of product that have been out of use - not applicable.