

S&W Forest Products Ltd.

Health and Safety

COVID-19 Safety Plan

At S&W, we have developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of COVID-19 at our workplace.

Our plan follows the six-step process as outlined by WorkSafeBC, supported by the industry-specific information and resources provided by our health and safety association, and shared by the Manufacturing Safety Alliance of BC. By Order of the Provincial Health Officer dated May 14 2020, employers are required to **post a copy of their COVID-19 Safety Plan on their website and at the workplace**. This plan must be readily available for review by workers, as well as suppliers, customers, visitors, and any other person who could be providing services at our workplace.

A copy of our COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer. This COVID-19 Safety Plan is posted on our website <http://www.swforest.com/downloads/>

STEP 1 Assess the risks at the workplace

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 supervisors
- Our Joint Health and Safety Committee

We have identified the areas/jobs/tasks that may present a risk of transmission of the COVID-19 virus, which causes COVID-19. We also determined who could be at risk of exposure, including workers, suppliers, customers, and visitors. With this in mind, we conducted a documented risk assessment focused on COVID-19. A risk assessment is a critical thinking process designed to ask, “What are the hazards? What can go wrong? How could it affect others? What should we do about it?” This included identifying the following risk of transmission circumstances:

- Areas where people gather.
- Job tasks and processes where workers are close to one another and/or the public.
- Tools, machinery, and equipment that workers share while working.
- Surfaces that people touch often, such as doorknobs, stairs, and light switches.

STEPS 2 & 3 Implement control measures, including policies, procedures, and protocols to reduce the risks

To determine what control measures are required, we have consulted the following:

- Our frontline workers and supervisors
- Our Joint Health and Safety Committee
- WorkSafeBC industry-specific protocols for manufacturing
- Guidance and industry-specific information from provincial health authorities

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The control measures we have identified as necessary for our facility are listed in our documented risk assessment as indicated in Step 1. Based on that assessment, with reference to the above resources, we have implemented necessary controls and developed the following policies, procedures, and protocols:

- Implementing policies that reflect the following guidance from the provincial health officer and the BC Centre for Disease Control around self-isolation:
 - Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
 - Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- Maintaining a distance of two metres between workers wherever possible by revising work schedules, organizing work tasks, and limiting the number of workers at one time in break locations.
- Establishing and posting occupancy limits for common areas such as break areas, meeting rooms, and maintenance facilities.
- Implementing a number of measures to ensure that the appropriate number of people is in each area of a worksite by reducing in-person meetings and other gatherings.
- Requesting workers to take breaks in remote locations such as vehicles or outside open areas
- Reduced the number of people at the workplace by implementing variable work-from-home arrangements.
- Limiting the number of visitors to the workplace through restricted access via locked front door.
- Providing adequate hand-washing facilities on site for all workers and ensuring their location is visible and easily accessed.
- Providing and maintaining adequate washroom facilities.
- Regularly cleaning all common areas and surfaces, including washrooms, shared offices, common tables, desks, light switches, and door handles.
- Single use (disposable) products for hand washing and wiping down equipment after use.
- Providing availability of various masks to workers, visitors, customers, and suppliers.
- Proper respiratory protective equipment usage “How to wear a face mask”.
- Proper hand hygiene procedures “How to wash your hands”.
- Proper cough/sneeze procedures “How to cover coughs and sneezes”.
- Visitors and workers COVID-19 procedures notice upon entry.
- Rules on paperwork transfer to customers such as document drop off/pick up box outside front office and rear of forklift
- Reviewing the information on cleaning and disinfecting surfaces.

Supervisors have been made aware of these policies/procedures/protocols and agreed to their awareness.

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STEP 4 Develop communication plans and training

To ensure workers, contractors and visitors know how to stay safe at our workplace, we have:

- Posted signage at the main entrance indicating who is restricted from entering the premises.
- Developed plans and communicated new policies to all our employees.
- Workers have received the policy for staying at home when sick.
- Posted awareness posters/notices throughout our workplace: Visitors Notice, Employees Notice, Washing Hands Poster, Coughing/Sneezing Poster, Proper Mask Fitting Poster.
- Posted Occupancy Limit Signage throughout our workplace.
- Chosen the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible.
- Trained supervisors on monitoring workers and enforcing policies/procedures/protocols.
- Ensured our workplace has enough hand washing facilities on site for all our workers.
- Developed a policy that specifies when workers must wash their hands and have communicated good hygiene practices to workers.
- Trained workers on the proper use, care, maintenance, and disposal of personal protective equipment they now require.

STEP 5 Monitor our workplace and update our plans as needed

As the pandemic situation changes, we are doing the following to monitor changes in our operations and workplace to ensure that control measures are effectively providing the expected level of protection and prevention.

- Workers are aware of how to report workplace hazards.
- Workers are aware of how to report symptoms of COVID-19 through calling 811.
- We review all workplace inspections to check for new areas/jobs/tasks of concern.
- We audit our cleaning and hygiene practices and protocols.
- We have established a corrective action process.
- We consult with our Joint Health and Safety Committee.
- We update our policies/procedures/protocols accordingly.

STEP 6 Assess and address risks from resuming operations or getting back to normal

For areas within our workplace that have not been operating normally during this pandemic and would now be re-started, we have completed the following:

- Reviewed our existing risk assessments for the jobs and areas affected. Consulted with our Joint Health and Safety Committee.
- Ensured all work areas have been inspected before resuming operations.
- Re-assessed communication and training needs accordingly, including those to new staff.
- Communicated plans to workers before they return.