



POST-PANDEMIC BUSINESS PLAYBOOK

Manufacturing Sector Addendum

WORKPLACE SAFETY & PREVENTION SERVICES

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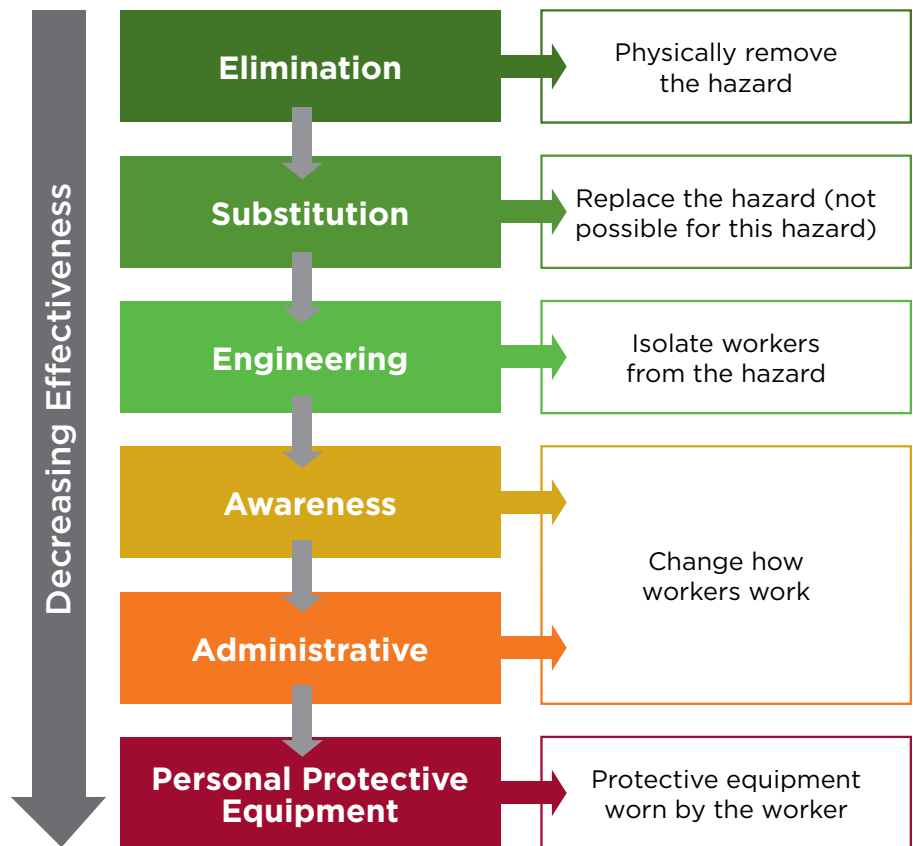
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INTRODUCTION

This addendum is intended to be used in conjunction with the Post-Pandemic Business Playbook to support the selection and implementation of controls to reduce the risk of COVID-19 exposure in the workplace. The information in this addendum, although a great starting point for employers, may not be adequate for all workplaces. A detailed review of site specific risk factors will support a safer workplace.

Each workplace is unique and therefore should implement controls based on the level of risk in their workplace. This begins with conducting a risk assessment and using the hierarchy of controls to help reduce the risk of COVID-19 exposure. The risk can be further mitigated by implementing a combination of controls.





Some controls may be more difficult to implement than others (e.g. engineering controls versus administrative controls). The examples provided herein are based on best practices and the most current information available on COVID-19 transmission from the Public Health Ontario (PHO) and the Public Health Agency of Canada (PHAC). It is important that workplaces are aware of the most current government direction and implement controls as appropriate. Where available, employers are encouraged to review supporting documentation and seek further guidance from their local public health units.

When elimination, engineering and administrative controls are not adequate in reducing the risk to an acceptable level, protective equipment can be considered. The employer is responsible for ensuring adequate supplies of protective equipment are available at the workplace, as required by the company's hazards risk assessment. Please review the Protective Equipment section of the Post-Pandemic Playbook.



A FOCUSED LOOK AT RISK FACTORS AND CONTROLS IN THE MANUFACTURING SECTOR

Wherever workers may have contact with co-workers and/or various surfaces there is the potential for the spread of COVID-19. It is important that employers review how they can minimize these risks within their facilities.

Employers should anticipate and recognize the risk of COVID-19 in the workplace and use the hierarchy of controls to further protect their workers. When implementing new controls, it is important that they do not affect other safety controls (i.e. emergency stops, access/egress, heat stress, etc.) already implemented in the workplace. The following table provides a variety of controls that may assist the manufacturing sector by providing considerations for various risk factors, however it does not provide an inclusive list of options available.

The controls listed in the table below are made in addition to the following controls:

- Health screening (onsite and self-screen)
- Physical distancing (2 metres or 6 feet), where distancing cannot be established, communicate specific work procedures to minimize exposure
- Personal hygiene (including access to handwashing/hand sanitizers, cough and sneeze etiquette)
- Increased cleaning and sanitation

POTENTIAL RISK & EXAMPLES	SAMPLE CONTROLS
Close Work Activity <ul style="list-style-type: none">▪ Production floor▪ Production lines▪ Conveyor systems▪ Warehousing	<ul style="list-style-type: none">▪ Distance work areas▪ Physical barriers between work areas▪ Limit the number of people in the workplace▪ Limit unnecessary worker interaction▪ Face workers away from each other▪ Create one-way pedestrian routing▪ One-way entry/exit▪ Limit access to work areas▪ Avoid the use of individual comfort fans at work stations when possible. If fans are used, minimize air blowing from one person to another▪ Where distancing cannot be established, communicate specific work procedures to minimize exposure



POTENTIAL RISK & EXAMPLES	SAMPLE CONTROLS
Shared Use of Machinery and Tools <ul style="list-style-type: none">▪ Lifting devices▪ CNC▪ Presses▪ Grinders▪ Cutting devices▪ Hand tools	<ul style="list-style-type: none">▪ Assigned use of machinery to limit contact▪ Clean and sanitise between each new contact
Shared Spaces <ul style="list-style-type: none">▪ Lunch rooms▪ Break rooms▪ Locker rooms	<ul style="list-style-type: none">▪ Stagger shifts and break times▪ Reorganise room layout and space occupancy▪ Install signage to remind of safe work protocols▪ Use electronic physical distancing indicators▪ Encourage workers to change prior to leaving work▪ Adequate and contained storage of used uniforms▪ Increase frequency of laundry services
Loading Docks <ul style="list-style-type: none">▪ Shipping and receiving▪ Inbound material▪ Courier services▪ Operating doors	<ul style="list-style-type: none">▪ Permit only necessary deliveries▪ Inform delivery companies of internal requirements▪ Driver screening ahead of arrival▪ Deliveries to call ahead to inform of arrival▪ Delivery drivers to remain in trucks▪ Drivers verbally report pertinent information on paperwork▪ Paperwork to be deposited in designated location▪ Portable washrooms, if required, to restrict access into building▪ Consider conducting all dock lock/loading plate maintenance after hours
Administration <ul style="list-style-type: none">▪ Work orders▪ Purchase orders▪ Job sheets▪ Delivery notes	<ul style="list-style-type: none">▪ Assigned single use of computer(s)▪ Share information electronically where possible and limit paper transfer▪ Identify designated location for paperwork
Small Workspaces <ul style="list-style-type: none">▪ Paint booth▪ Maintenance room▪ Wood shop▪ Welding shop	<ul style="list-style-type: none">▪ Limit the number of worker(s) in small workspaces to maintain 2 metres apart▪ Consider increasing fresh air exchanges▪ Restrict access to small workspaces▪ Do not share protective equipment



POTENTIAL RISK & EXAMPLES	SAMPLE CONTROLS
Machine Maintenance/Set-Up <ul style="list-style-type: none">Machine maintenance/set-upInspectionRepairProgrammingCleaning	<ul style="list-style-type: none">Ensure workers are 2 metres apart from each other if more than one worker is in the areaSection off machinery during maintenanceSchedule maintenance after hours or during downtime when possible
Waste Disposal <ul style="list-style-type: none">Use of compactorsHandling waste materialSweeping and clean-up	<ul style="list-style-type: none">Limit number of workers handling wastePlace waste in assigned areas away from workersUse tools/equipment to pick up waste where possibleEstablish route and times for collection of waste binsSafe disposal of potentially contaminated waste
High Touch Point Objects or Surfaces <ul style="list-style-type: none">Picking and packingHandling of received productsPassing of product along lines	<ul style="list-style-type: none">Limit number of workers picking from an areaEstablish pick up and placement areas for materialCreate one-way pedestrian routing
Visitors/Customers <ul style="list-style-type: none">Delivery driversCouriersCustomersContractors	<ul style="list-style-type: none">Permit only necessary visitorsVisitor/customer screeningInform customers of protective equipment and internal requirementsLimit access to only the necessary areas of the facilityLimit workers in contact with visitors/customersPhysical barriers
Meetings <ul style="list-style-type: none">Departmental meetingsTraining sessionsSafety talks	<ul style="list-style-type: none">Remote meetings where possibleReorganise room layout for physical distancingEstablish suitable area for meetings, limit number of participants in a room or spaceClean frequently touched surfaces throughout meeting and at the endEnsure room is well ventilated where possibleEliminate shared containers for refreshments
Interactions on Manufacturing Floor <ul style="list-style-type: none">Toolbox talksPlant walkthroughsIn-person instructionWork planningSupervisionMaintenance	<ul style="list-style-type: none">Establish suitable area for meetingsDiscontinue interaction when physical distancing is not possibleNo physical contact



RESOURCES

- <https://www.ccohs.ca/products/publications/covid19/>
- [CCOHS Pandemic \(COVID-19\) Tip Sheet - Manufacturing](#)
- [MLTSD Manufacturing health and safety during COVID-19](#)
- [Ontario Chambers of Commerce COVID-19 Pandemic Preparedness Toolkit](#)
- [WSPS COVID-19: Keeping safe during the pandemic](#)
- <https://www.ontario.ca/page/covid-19-stop-spread#section-2><https://www.ontario.ca/page/manufacturing-health-and-safety-during-covid-19>
- <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>
- <https://cme-mec.ca/coronavirus-covid-19-resources/>
- <https://www.ashrae.org/technical-resources/resources>
- <https://safetyalliancebc.ca/covid-19>

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