

CSAM Site Visits – Best Practices

As we begin re-engaging with our clients, CSAM employees will be expected to set a good example and adhere to the following protocols for on-site audits, site assessments and meetings.

ALL SCENARIOS will include rigorous adherence to hygiene and physical distancing protocol:

- ✓ Practice physical distancing of two metres (six feet)
- ✓ Do not shake hands; avoid physical contact
- ✓ Clean your hands with soap and water or clean them with hand sanitizer:
 - before you enter the worksite,
 - regularly during your visit – especially after you touch anything that you do not know if it has been disinfected, and
 - immediately upon leaving site (and/or upon returning to your vehicle)
- ✓ Do not touch your face, eyes, nose, and/or mouth with unwashed hands
- ✓ Follow good respiratory etiquette when you sneeze or cough (cover your mouth and nose with a tissue OR use the crease of your elbow/upper arm) and then immediately clean your hands with soap and water or hand sanitizer

PPE: As with any site visit, CSAM employees are to contact the client to ask what the PPE requirements for the site are. During our new normal, some prime contractors are now requiring non-medical face masks to be worn by all workers.

CSAM employees will continue to ensure the following PPE is worn while attending any site:

- ✓ Hard Hat
- ✓ Safety Boots
- ✓ Safety Vest
- ✓ Safety Glasses

As required by the site requirements, or if you choose to utilize, CSAM employees will also be provided with the following:

- Work Gloves
- Hearing Protection
- Latex or Nitrile Gloves
- Non-Medical Grade Face Mask

When using gloves or non-medical grade face masks:

- ✓ Clean your hands with soap and water or hand sanitizer immediately before putting on gloves or your face covering and immediately after removing
- ✓ Avoid touching your face while wearing gloves or a face mask
- ✓ Don and remove your face mask only by touching the straps or ear loops
- ✓ Do not place face coverings on any work surface, common area or equipment
- ✓ Use a clean cloth mask at least daily, or whenever a mask becomes damp or soiled
 - After use place cloth masks into a bag that can be emptied into a washing machine
 - Launder cloth masks with other items using a hot cycle and dry thoroughly. Do not place face coverings on any work surface, common area or equipment

NOTE: * Respiratory protection (half-face respirators with P95 or P100 filters, or N95 masks): These may be in short supply and are not required in most circumstances. The use of respiratory protection should be prioritized for workers who need to work in proximity to people who have symptoms of COVID-19 (for example, first aid attendants treating people who develop symptoms of COVID-19 at work).

SITE AUDITS/ASSESSMENTS:

The general intent of a site audit or site assessment is to validate through observation and interviews.

Observations should be straight forward with the above PPE, hygiene, and physical distancing protocols sufficient to maintain your health.

Additional protocols to follow when walking the jobsite:

- ✓ Keep your hands to yourself. Avoid touching any surface or object if possible
- ✓ Use your own pen and paper
- ✓ Avoid entry into site offices, lunchrooms or other 'personal spaces' of clients
- ✓ Use stairs rather than hoists if possible as this allows physical distancing:
 - If using the hoist, maintain physical distancing as best as possible. Do not directly face other passengers to avoid being inside each other's breathing zone (ie: face the outside of the hoist)
 - When using stairs, avoid passing others on stairs. Wait on the landing until the person has exited the stairs. Avoid touching the handrails if possible

Documentation should have already been reviewed at the CSAM office, if you need to verify documentation on site:

- Try to limit the physical touching of paper documents
 - Ask your escort to retrieve or show you the document(s) requested. If a detailed review is needed, have your escort place the document(s) on a surface for your review. If possible, scan with your eyes only. If you do touch the document(s) – DO NOT touch your face, eyes, nose and/or mouth
 - Immediately wash or sanitize your hands upon completing your review of document(s)

Interviews of site workers:

- ✓ Always use your own pen and paper – ie: use the interview questionnaire from your *personal site bag and try to avoid placing them on surfaces that may not be disinfected
- ✓ Maintain physical distancing of two metres (six feet)
- ✓ Interview time limited to no more that 10 minutes per worker
- ✓ Conduct the interview in an open area instead of the company's break room or trailer when practicable
- ✓ Ensure the interview is conducted at your location where other workers do not easily overhear

*Personal Site Bag:

- Hand Sanitizer
- 6 HIT List
- 4 Legislation
- 1 bundle of red tags
- Business Cards
- 4 CSAM pens
- 1 Site Assessment book
- 3 WCB Green Form pads
- Handful of Toolbox Talk forms
- 3 Sheets (each) COR™ & SECOR™ hard hat stickers
- 3 sheets CSAM hard hat stickers (when they arrive)
- Leather folder with audit interviews and observation checklists

After reading this document, if you have any further questions or concerns about performing site visits on a construction site amid COVID-19, please contact Derek or Sean.