

Safe Work Kit



CUSTOMIZABLE TEMPLATES

COVID-19 Safety Plan

- Risk assessments
- Working alone procedures
- Cleaning protocol for common areas
- Policy for returning travelers
- Acknowledgment record for supervisors
- Reporting symptoms in the workplace
- Hand hygiene procedures
- COVID-19 Training Matrix



CHECKLISTS

- Workplace inspections – COVID-19 Additions
- Respirator inspections
- Ergonomics Self Assessment Checklist



PRINTABLE SIGNS AND POSTERS

COVID-19 Return to Work Signs

- Stop: Safe Work Procedures Sign
- Occupancy Limit Sign
- Notice: No Visitors Sign
- Distancing Reminder Poster
- Sanitizing Station Poster
- Handwashing Station Poster
- Reporting Symptoms Poster

Respirator Safety Resource Bundle

- Respirator Inspection Checklist
- User Seal Checks for Reusable and Disposable Respirators (3) Posters
- Disposable Respirator Filter Types Poster

Safety Reminder Bundle

- The ABCs of Handwashing Poster
- Physical Distancing in the Workplace Poster
- COVID-19 Hierarchy of Controls Poster

Office Ergonomics Bundle

- Working from Home Field Guide
- Ergonomics Self-Assessment Checklist
- Office Ergonomics Poster
- Wellness Breaks Poster

STOP



Maintain **2m (6ft)** between yourself and others.

Respect barriers and instructional signs.



If symptoms appear while on site, report to **first aid** and follow **Reporting Symptom Procedure**.



Please use the **alcohol and hand washing stations** provided at each entry point.

If work requires closer contact, consult with your supervisor to ensure alternative procedures are followed.

OCCUPANCY LIMIT

To maintain Public Health Authority requirements involving physical distancing, the maximum number of people allowed in

is limited to

Thank you for your cooperation

TEMPORARY NOTICE



For further assistance please contact

Thank you for your cooperation

Physical Distancing



**Maintain 2m (6ft) between yourself and others.
Respect barriers and instructional signs.**

**If work requires closer contact, consult with your
supervisor to ensure alternative procedures are followed.**

Hand Sanitizing Station



Remember to sanitize your hands
before entering this area

Thank you for your cooperation

Hand Washing Station



Remember to wash your hands
before entering this area

Thank you for your cooperation

Feeling symptoms?

Fever

Chills

Cough

Shortness of breath

Stuffy or runny nose

Sore throat and painful swallowing

Loss of sense of smell

Headache

Muscle aches

Fatigue

Loss of appetite

**Report to first aid and follow
Reporting Symptom Procedure.**

Thank you for your cooperation

Respirator Inspection Checklist

Filtering Face piece (Disposable)	
Check for:	✓
	Holes or tears on the filter
	Torn or non-elastic straps
	Folds, creases, or distortion in the face piece
	Missing or damaged metal nose piece
	Missing or broken valves (for respirators with an exhalation valve)
Reusable Respirators with cartridges or filters (Half-face, Full-face), Air-purifying	
Check the head straps for:	✓
	Wear and tear (cracks or rips)
	Knots
	Lack of elasticity
	Broken or faulty buckles
Check the face piece for:	✓
	Dirt
	Cracks, tears, holes
	Broken fitting (for example, strap holders)
	Cracked, scratched, or loose-fitting lenses (for full-face models only)
	The presence of filter seal gaskets (if the respirator has gaskets)
Check the valves for:	✓
	Buildup of soap residue or dirt on the valves, or on the valve seat
	Cracks, tears, hardening, or warps in the valves or the valve seat
	Missing or damaged valve or valve cover
	Curling
Check that the cartridges/filters are:	✓
	Made by the same manufacturer as the respirator
	The correct type for the hazard
	Fitting securely in the face piece (threads are not worn)
	Cartridges Free from cracks or dents Filters Free from rips, tears or holes

If from your inspection any parts are found to be damaged, missing, or defective, the respirator must not be used until it can be repaired or replaced.

User seal checks

Disposable Respirators

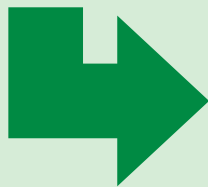
NEGATIVE AND POSITIVE PRESSURE



Breathe **in** gently

Respirator should slightly **collapse**

If air leaks in around the face:



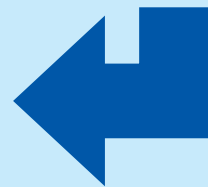
Adjust straps or
Reposition face piece



Breathe **out** gently

Respirator should slightly **expand**

If air leaks out around the face:



REPEAT TEST UNTIL SEAL IS ACHIEVED

User seal checks

Half-face reusable respirators | cartridge

NEGATIVE AND POSITIVE PRESSURE

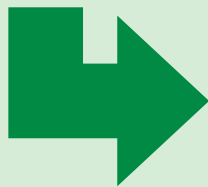


Cover cartridge inlets with palms

Breathe **in** gently

Respirator should slightly **collapse**

If air leaks in around the face:



**Adjust straps or
Reposition face piece**

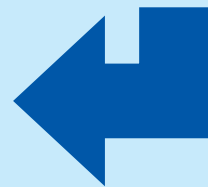


Cover exhalation valve with palm

Breathe **out** gently

Respirator should slightly **expand**

If air leaks out around the face:



REPEAT TEST UNTIL SEAL IS ACHIEVED

User seal checks

Half-face reusable respirators | filter

NEGATIVE AND POSITIVE PRESSURE

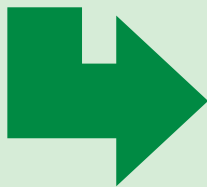


Cover filter inlets
with thumbs

Breathe **in** gently

Respirator should
slightly **collapse**

If air leaks in
around the face:



Adjust straps or
Reposition face piece

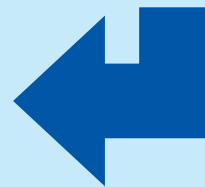


Cover exhalation
valve with palm

Breathe **out** gently

Respirator should
slightly **expand**

If air leaks out
around the face:



REPEAT TEST UNTIL SEAL IS ACHIEVED

NIOSH APPROVED DISPOSABLE RESPIRATORS FOR FOOD PROCESSING & MANUFACTURING

Particulate Filter Types

Always follow manufacturer's directions for use and service life



	FILTER LEVEL		
FILTER CLASS	95 95% efficient at removing particulates 0.3 µm in diameter	99 99% efficient at removing particulates 0.3 µm in diameter	100 99.97% efficient at removing particulates 0.3 µm in diameter
N NOT resistant to oil particulates	N95	N99	N100
R RESISTANT to oil particulates	R95	R99	R100
P OIL PROOF	P95	P99	P100

STOP THE SPREAD OF COVID-19

The ABC's of Hand Washing

Warm running water



A



B

Apply soap and lather



C

Palm to palm



D

Palm to back of hand



E

Palm to palm—fingers interlaced



F

Thumb in palm



G

Fingertips in palm



H

Wrists



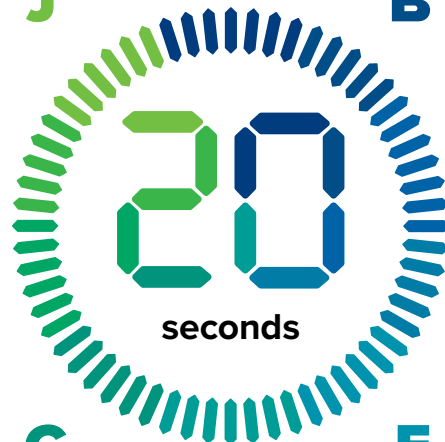
I

Rinse



J

Dry with paper towel



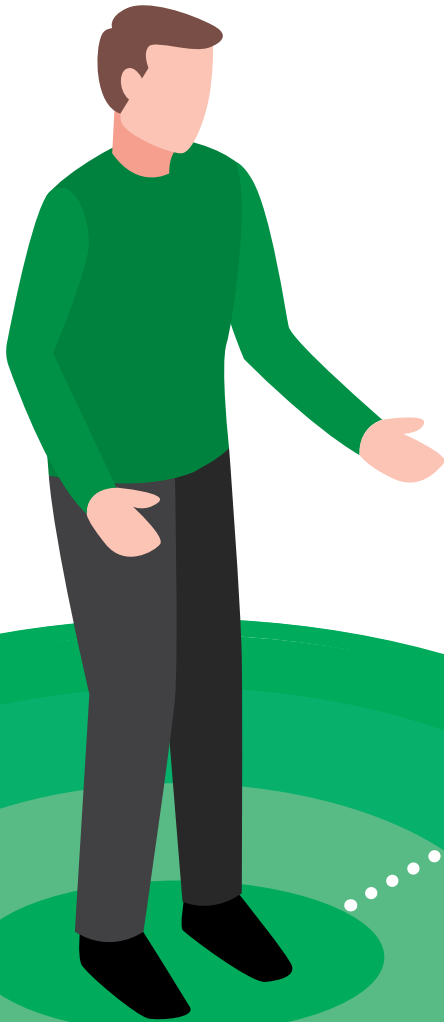
20

seconds

B · E · T · T · E · R A · P · A · R · T

Physical Distancing

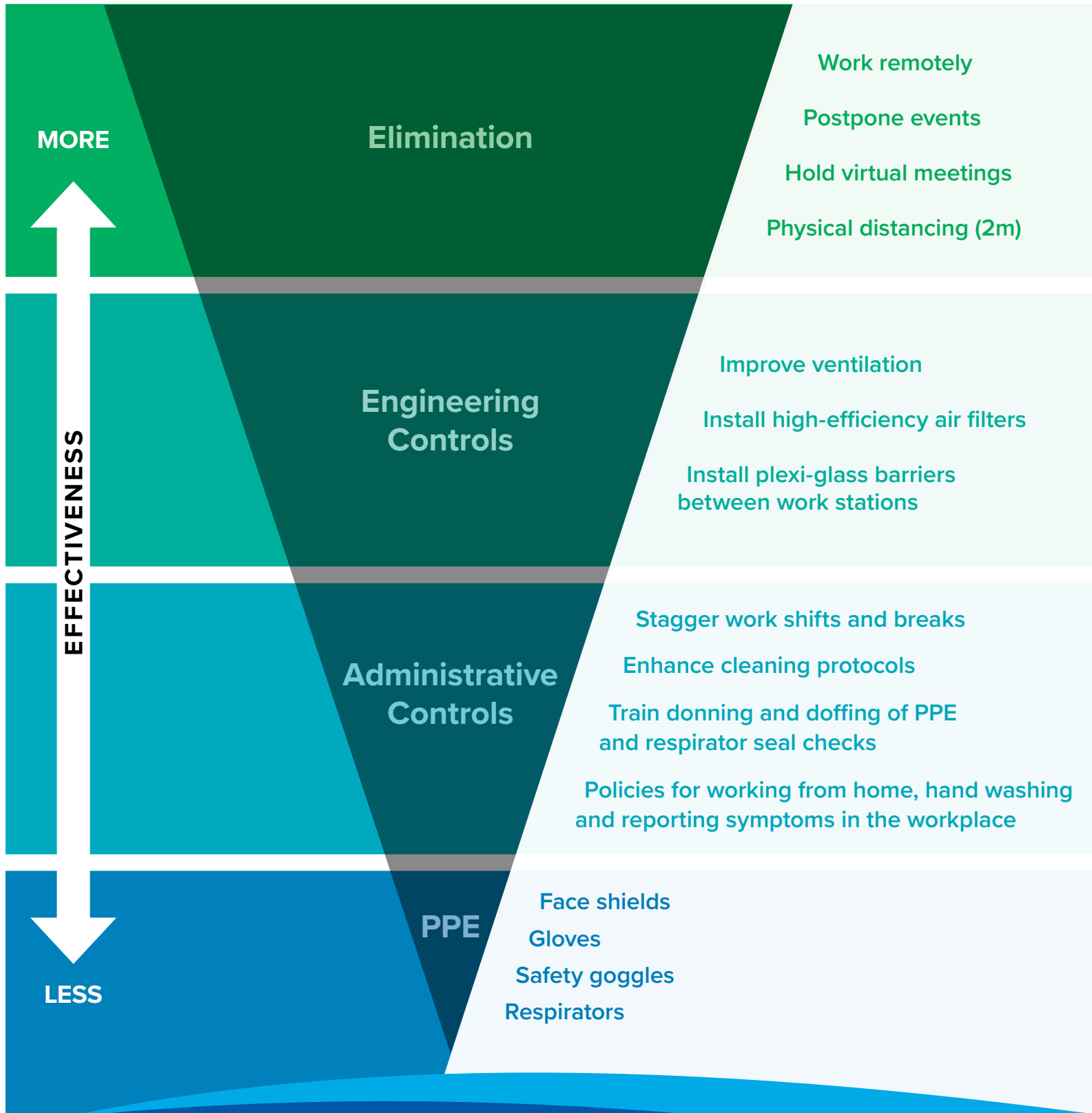
**Keep 2m (6 ft) between
yourself and others**



2m

Preventing the spread of COVID-19

Hierarchy of Controls



Ergonomic tips for setting up a work station at home





Introduction

Due to COVID-19 pandemic, many of us are working from home. Working from home is comfortable in many ways, but comes with its own set of challenges. It can be frustrating to stay focused and be productive while you have distractions around like background noise, kids, and pets. And few people have dedicated home office spaces and furnishings.

We all recognize that back pain and other musculoskeletal disorders/MSIs are always a significant risk with computer work. Quite understandably, these are more prevalent without suitable ergonomic equipment – which most people do not have at home.

It can be tricky to keep a good work-life balance while working from home where the lines are blurred. You need to be disciplined and follow a regular schedule. There are simple things you can do:

- Move to the couch if you're reading a reference book or documents.
Taking a phone call? Why not walk while you talk?
- At home, it may be tempting to keep visiting the fridge for snacks.
Munching on healthy snacks like nuts, seeds and fruit and keeping your body healthy will help you stay focused during these unsettling times
- Developing healthy working habits, moving lots, drinking plenty of water, and adopting good posture, can make working at home comforting and productive

Don't worry; we are here to help! By following these few simple ergo tips, you can be more productive and avoid back pain and injury. Follow this guide to maintain a neutral, well supported posture throughout the day while changing positions and activities at a regular intervals.

Tip 1 Space

- Select a designated area/corner at home that is comfortable, with ample light
- Having a designated area of your own will help you to get in to work mode
- Set up your workstation on a hard and flat surface like a desk and table.
- Avoid working from a bed or couch

Tip 2 Equipment

- Use an external monitor if you have one. A TV with HDMI/VGA could be used as a monitor
- Use a laptop stand or raise the laptop with stack of books to elevate your screen to eye level
- You will need an external keyboard and mouse if you try this
- Elevate your chair or add a pillow on your seat if your shoulders are shrugging

Tip 3 Posture

- Improvise! Maintain a neutral well supported posture using household items like cushions to support your lumbar area if your chair can not support your back effectively
- Work surface should be at your belly button height
- Cardboard boxes can support your feet if your chair is raised to match work surface height
- Keep changing your posture. Most of MSIs happen due to static posture and repetition

Tip 4 Movement

- Variety is key; at least once every two hours, try working on a different surface in your home
- Use the 20-20-20 rule to give your eyes a break from the strain of looking at a monitor:
Every 20 minutes look 20 feet away for 20 seconds
- Use these micro breaks for simple stretching

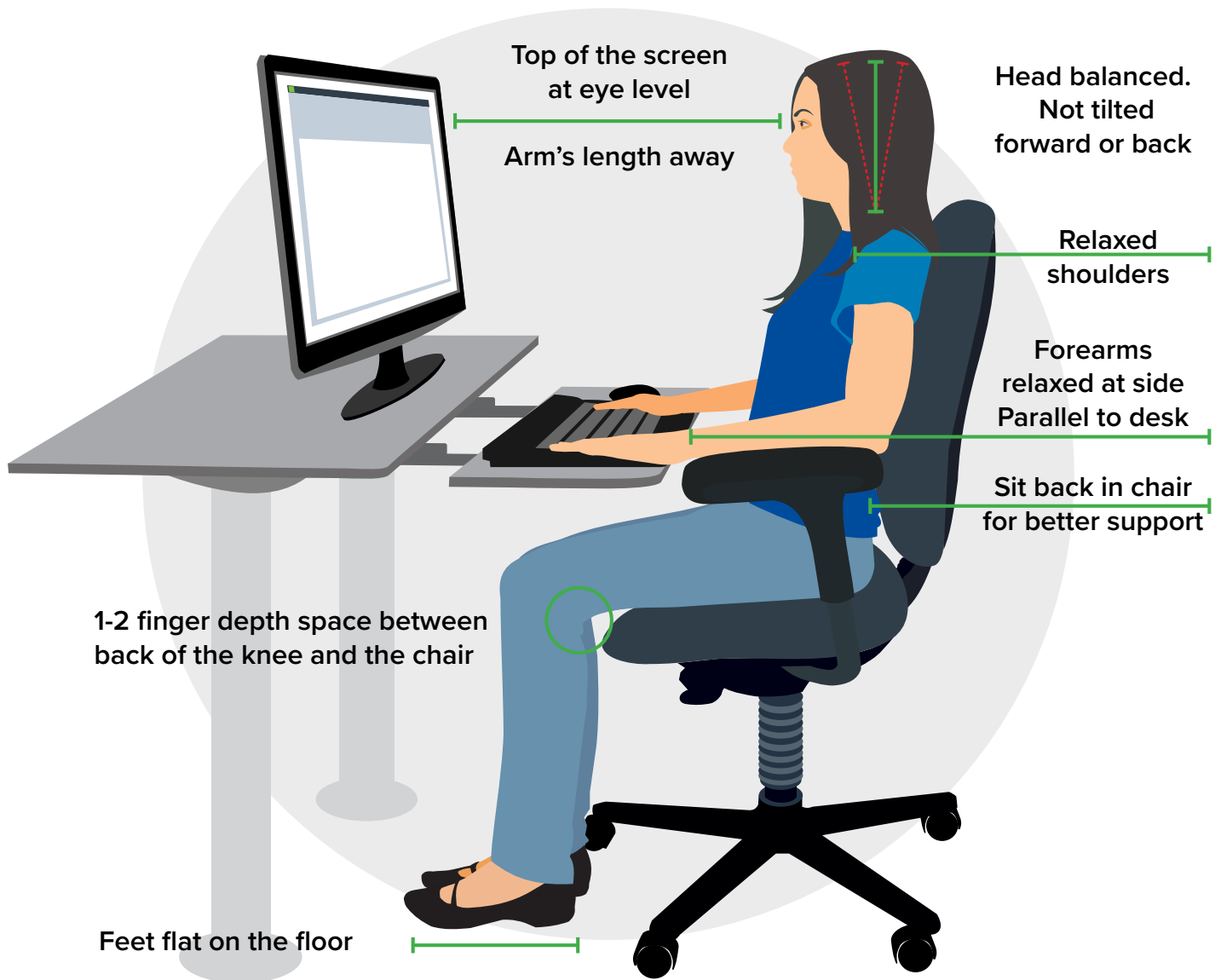
Tip 5 Routine

- Follow a regular routine, and continue activities you normally do in a work day
- Help family members understand that even though you're at home, you are still working
- Set out blocks of time of uninterrupted work, then take breaks with your loved-ones

Tip 6 Connection

- If you not used to working from home, the sudden isolation could be challenging
- Stay connected with colleagues using online chat or email whenever you can
- It's important to try to keep up socializing, even if it is virtual
- You don't always have to talk about work. Sometimes the best ideas come to us in informal, entirely unrelated chats

Setting up and using your home office work station



Take regular micro breaks to help relieve strain

Work 20 minutes • Break 20 seconds • Look 20 feet away



1 Choose a designated space

It can be difficult at times to find a quiet place at home free from distraction, especially for those who do not regularly work from home. It is important that you select a designated area/ corner at home that is comfortable and has ample light to be productive. Set up your workstation on a hard, flat surface like a desk or table. Avoid working from bed or couch. Just having a designated area of your own will help you to get into work mode.

2 Work equipment

If you have an external monitor, use it. A TV with HDMI/VGA can be used as a monitor too. If working with a laptop, use a laptop stand, or raise the laptop with stack of books to elevate your screen to eye level. You will need an external keyboard and mouse if you try this. Elevate your chair or add a pillow on your seat if you find your shoulders are lifting up around your ears.

3 Strive for optimal posture

Don't worry if you do not have access to so-called ergonomic equipment - improvise!

The key is to maintain a neutral, well supported posture. To be able to achieve that, you can use a cushion or pillow to support your lumbar spine if your chair does not support your back effectively. Your work surface should be at belly-button height. Use boxes to support your feet if you have to raise your chair to match the height of your work surface. Above all, keep changing your posture. No position is best unless you change it regularly! Most MSIs happens due to static posture and repetition.

4 Move around and change

Variety is key. Change it up at least once every two hours, and try working on different surfaces around your home. Use the 20-20-20 rule to give your eyes a break from the strain of looking at a monitor: every 20 minutes look 20 feet away for 20 seconds. Studies shows that micro-breaks improve productivity. Use micro-breaks for simple stretching. (Make time separately for regular exercise; these micro-breaks simply help relieve strain on muscles from sitting too long in one position.)

5 Follow a routine and set boundaries

It is important to follow a regular routine and activities of a normal work day. Make sure family members with whom you share your home understand that just because you're at home, it doesn't mean you're necessarily available for impromptu chats or household chores.

6 Stay connected

If you are not used to working from home, the sudden isolation may be challenging. Stay connected with colleagues using a virtual platform whenever you can. It's important to try to continue socializing, even if it is virtual. You don't always have to talk about work. Sometimes the best ideas come to us in informal, entirely unrelated chats.

About us

The Manufacturing Safety Alliance of BC is the industry-led, nonprofit health and safety association that helps BC manufacturers and food processors build and certify safety programs that protect workers and cut costs.

The Alliance is also the WorkSafeBC Certifying Partner for the Occupational Safety Standard of Excellence (OSSE), the health and safety Certificate of Recognition for BC manufacturers.

The Alliance offers safety certification, OHS consulting and advisory services, and broad selection of classroom and online training. Our vision is to partner with BC's industry leaders to achieve cultural change that ensures safe workplaces for all employees.

Disclaimer

This publication is intended solely for internal use as an awareness and information guide. It is not intended as a statement of the standards required in any particular situation, nor is it intended that this publication should in any way advise anyone regarding legal authority to perform any activities or procedures.

Every effort was made to ensure the accuracy and relevance of this information; however, this material may be subject to change due to various factors. These factors may include regulatory or interpretive changes, and a need to adapt the material to unique situations or procedures. Nothing in this guide absolve participants from using their sound judgment in the appropriate application of the material learned.

For more information please contact us:




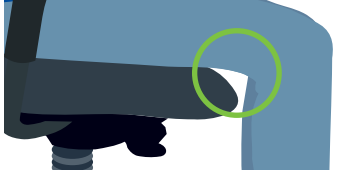

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Office ergonomics Self-assessment checklist






The goal of this self-assessment checklist is to help you to set up your office optimally for your self-productivity. This checklist is for reference only and does not replace an ergonomics workstation assessment carried out by a professional ergonomist.

1 POSTURE	✓	✗	If NO what to do/suggested actions:
A Is your back straight and well supported when seated?			
			Sit back in your chair Adjust lumbar support to fit the lower back Use cushion to support your lumbar
B Are your thighs parallel to the ground (90-110° angle at the hip) when seated?			
			Raise/lower your chair height Add flat cushion on the seat to raise you
C Are your feet fully supported on ground when you are seated?			
			Add foot rest/cardboard boxes beneath your feet
D Is there space (1-2 finger depth) available between your seat and back of the knees?			
			Add cushion/back support to your back
E Are your shoulders relaxed (not slouched/ raised) while seated?			
			Adjust /remove your arm rests Raise your chair height Add flat cushion on the seat to raise you

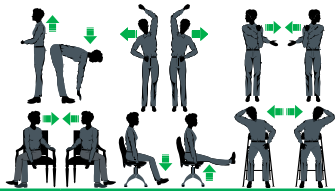

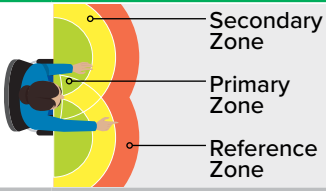
Office ergonomics Self-assessment checklist

2 WORK SPACE	✓ ✗	If NO what to do/suggested actions:
A Are your keyboard, mouse and work surface at your elbow height (belly button height)?		
		<ul style="list-style-type: none"> Raise / lower workstation Raise or lower keyboard Raise or lower chair Add flat cushion on the seat to raise you
B Are your arms relaxed and parallel to the ground while typing?		
		<ul style="list-style-type: none"> Adjust /remove your arm rests Raise your chair height Add flat cushion on the seat to raise you
C Are your wrists straight (not bent up or down) while typing?		
		<ul style="list-style-type: none"> Keyboard should be flat, not propped up on keyboard legs An angled keyboard may place the wrist in an awkward posture Re-check chair, raise or lower as needed Check posture Check keyboard and mouse height
D Is your mouse at the same level and as close as possible to your keyboard?		
		<ul style="list-style-type: none"> Move mouse closer to keyboard Obtain larger keyboard tray if necessary
E Are you using a headset or speaker phone while writing or typing while talking on the phone?		
		<ul style="list-style-type: none"> Obtain a headset if using the phone and keyboard
F When using a laptop for prolonged periods of time are you using appropriate laptop accessories?		
		<ul style="list-style-type: none"> Use a full-sized external keyboard and mouse Use a full sized monitor or a laptop stand Use a TV with HDMI/VGA as an external monitor Stack books if laptop or monitor stand not available

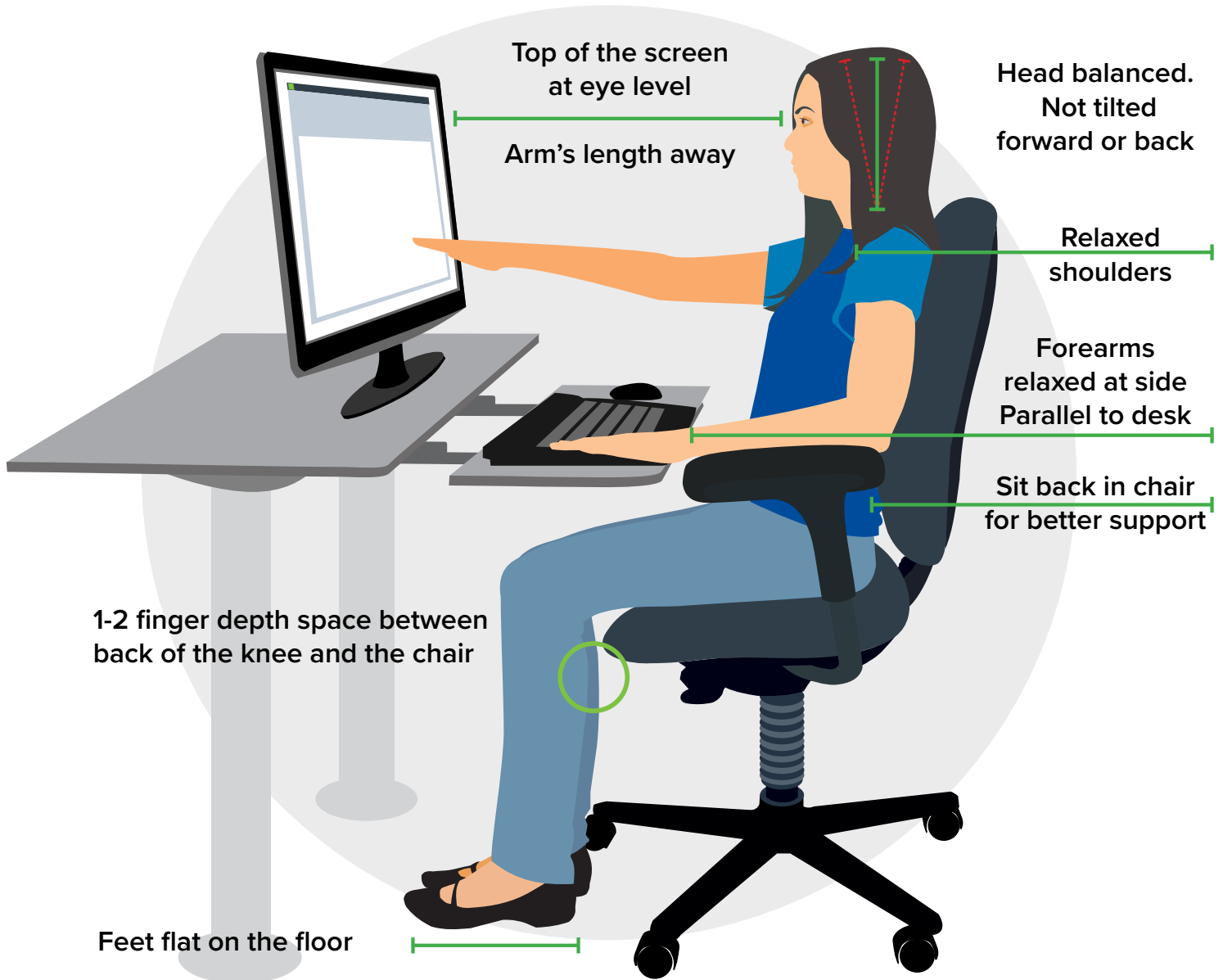
Office ergonomics Self-assessment checklist

3 MONITOR	✓	✗	If NO what to do/suggested actions:
A Is your monitor positioned directly in front of you?			
			Reposition monitor
B Is your monitor positioned at least an arm's length away?			
			Reposition monitor Seek an alternative monitor if necessary e.g. flat screen that uses less space
C Is your monitor height slightly below eye level?			
			Add or remove monitor stand Adjust monitor height
4 LIGHTING			
✓ ✗ If NO what to do/suggested actions:			
A Is your monitor and work surface free from glare?			
			Windows at side of monitor Adjust overhead lighting Cover windows Obtain anti-glare screen
B Do you have appropriate light for reading or writing documents?			
			Obtain a desk lamp Place on left if right-handed – on the right if left handed

Office ergonomics Self-assessment checklist

5	BREAKS	✓	✗	If NO what to do/suggested actions:
A Do you take micro breaks every 20-30 minutes?				
				<p>Set reminders to take breaks</p> <p>Stand, move around and/or stretch regularly</p>
B Do you take regular eye breaks from looking at your monitor?				
				<p>Follow 20-20-20 rule</p> <p>Every 20 minutes look 20 ft away for 20 seconds</p>
6	WORK ZONES	✓	✗	If NO what to do/suggested actions:
A Are frequently used items located within the primary work zone?				
				<p>Rearrange workstation</p> <p>Place occasionally used items in an secondary work zone</p>

Work Station Ergonomics



Ergonomic Wellness Breaks

Work 20 minutes • Break 20 seconds

