



Sharing > Learning > Improving
Newsletter July 2020

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➤ Hazard Spotting



➤ Health and Safety Executive



➤ UK Government



➤ Information from BHSEA members



➤ Resource pack (Lear Corporation)



➤ Next BHSEA & other Event(s)



*Before our next event on
14 September, an update
/ information that you
may have missed or may
find interesting*



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Introduction



Usually at this time of year we have a break in events since there is often nothing really new or significant on the health and safety front, and many members are away on holiday, often abroad. Not quite like this in 2020!

With a continually changing environment as far as Covid-19 risks and controls are concerned, we thought you would appreciate a mid-term newsletter to include some recent issues and others that you may find interesting and hopefully useful.

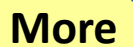
Thank you to those members who have provided content; perhaps deserving of presentation of a small BHSEA gift / token of appreciation when events recommence.

The UK Government and the HSE continue to produce important updates and guidance including an example Covid-19 risk assessment from the HSE.

In addition, we are pleased to bring to your attention an extensive Covid-19 resource produced and made available to others by Lear Corporation, a large US based multi-national with locations throughout the world including the UK.

There is certainly no shortage of information and guidance on *what to do* but not so much that puts it across in a *Simple - Visual - Practical* BHSEA way. I therefore ask again to please share your experiences and practical solutions.

We hope you, your business and everyone involved stays safe and well and look forward to your continued input and support.

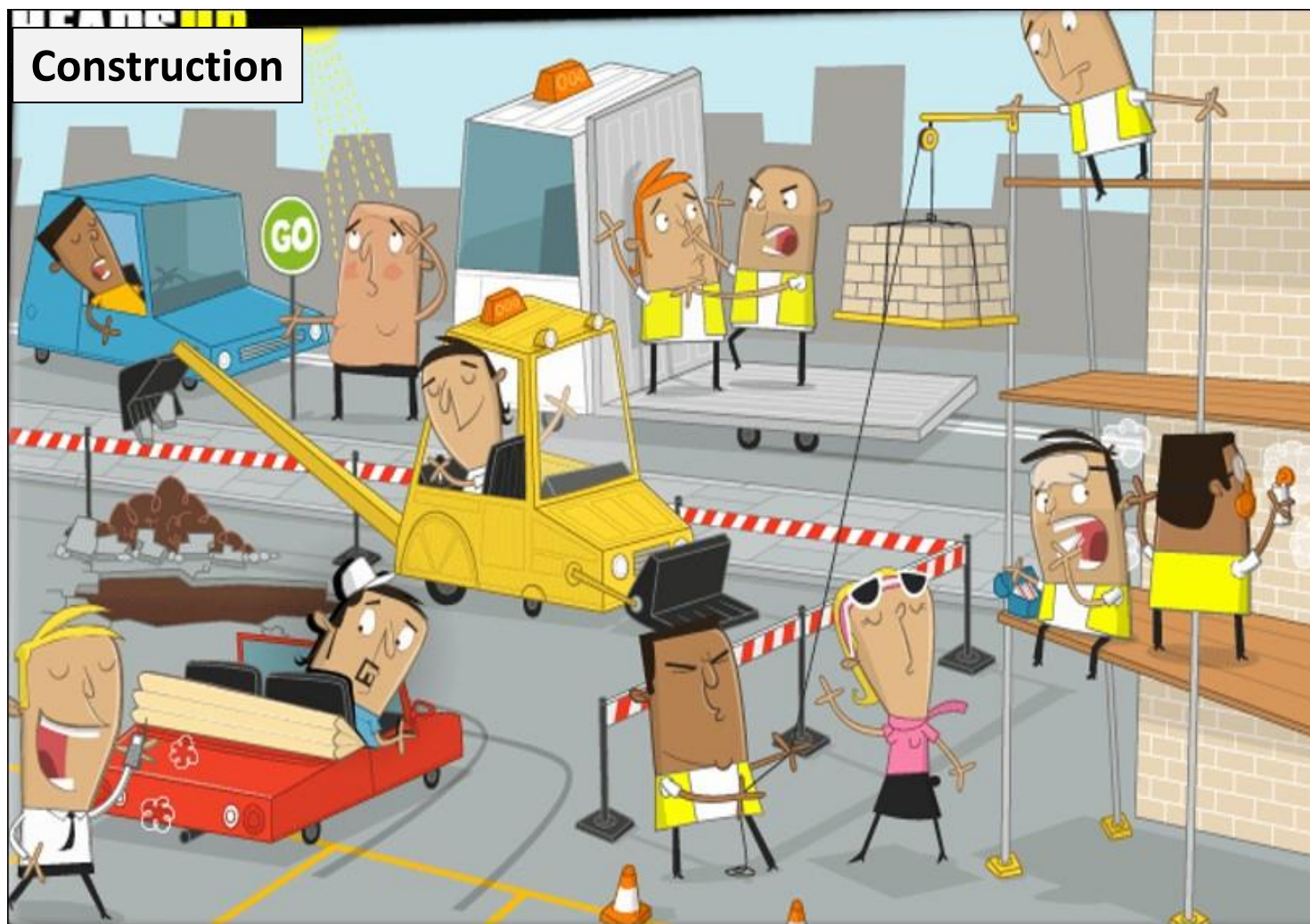




More



What is good or not good? What would you do / change to deal with coronavirus?





Some comments, thoughts and questions



Risks: Coronavirus not the only risk / risk with the potential for fatality, or risk to the business



Managing Risks: A combination of Engineering – Systems – People / Behaviour



People / Behaviour: Often the weak link and the most difficult to influence / control?



Improvement: Might dealing with Coronavirus give us useful insights to managing health and safety and influencing behaviour; and improving business resilience?



Welfare and Wellbeing: Might we now be more understanding and more able to deal with welfare and wellbeing?



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02/07/2020



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[HSE](#) > [Coronavirus](#) > Working safely

BETA

This is a new way of showing guidance - [your feedback](#) will help us improve it.

Working safely during the coronavirus (COVID-19) outbreak

1. [Overview](#)
2. [Risk assessment](#)
3. [Talk to workers and provide information](#)
4. [Work from home](#)
5. [Make your workplace 'COVID secure'](#)
6. [Protect vulnerable workers](#)
7. [Cleaning, hygiene and hand sanitiser](#)
8. [Where to get further help](#)

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What to include in your COVID-19 risk assessment

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>



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What to include in your COVID-19 risk assessment

Company name: _____ Assessment carried out by: _____

Date assessment was carried out: _____

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible,

When completing your assessment make sure you talk to your workers to get valuable information on how you could control the risks.

You can use this document to help you make sure you have covered all the risks you will also have to monitor to make sure that what you have put in place is working safely during the coronavirus outbreak. More information on [working safely during the coronavirus outbreak](#). HSE's [core guidance on managing risk](#).

In the UK some rules such as social distancing may be different in the public health guidance for the country you are in:

- [Wales](#)
- [England](#)
- [Scotland](#)

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|---|---|---|------------------------------------|-------------------------------|
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Workers Customers Contractors Drivers coming to your business Drivers going out for your business Visitors | Follow our guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: ➢ how many wash stations are needed ➢ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities | - Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed | | |
| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | Workers Customers Visitors Contractors Drivers coming to your business | Follow our guidance on welfare facilities, canteens etc: Identify: ➢ areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc ➢ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ➢ areas and surfaces that are frequently touched but are difficult to clean ➢ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation | - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should | | |

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[HSE](#) > [Coronavirus](#) > [Working safely](#) > Manufacturing

BETA

This is a new way of showing guidance - [your feedback](#) will help us improve it.

Manufacturing: returning to work safely during the coronavirus outbreak

1. [Overview](#)
2. [Machinery and building safety](#)
3. [Protecting people from coronavirus](#)

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Air conditioning and general ventilation during the outbreak

Good ventilation can help reduce the risk of spreading coronavirus in the workplace.



It is important to focus on improving general ventilation, preferably through fresh air or mechanical systems.

Where possible, consider ways to maintain and increase the supply of fresh air, for example by opening windows and doors (unless fire doors).

The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.

[Find out more](#) about using air conditioning and general ventilation during the coronavirus outbreak.

More coronavirus-related updates and advice

HSE has published a range of guidance and advice, which you may find useful.

It includes information on:

- [Supporting shielded workers returning to work](#)
Shielded workers are at increased risk of severe illness from coronavirus.
- [Legionella risks during the outbreak](#)
Advice on identifying and controlling risks associated with legionella.
- [Face masks and coverings](#)
When to use face coverings and face masks.

For all the latest information and advice [visit our coronavirus microsite](#).



GOV.UK

Working safely during coronavirus (COVID-19)

From: Department for Business, Energy & Industrial Strategy
Published: 11 May 2020
Updated: 11 May 2020, see all updates

Factories, Plants & Warehouses

[Download this guidance](#)

[Introduction](#)

[How to use this guidance](#)

[What do we mean by 'factories, plants and warehouses'?](#)

[1. Thinking about risk](#)

[2. Who should go to work](#)

[3. Social distancing at work](#)

[4. Managing your customers, visitors and contractors](#)

[5. Cleaning the workplace](#)

[6. Personal protective equipment \(PPE\) and face coverings](#)

[7. Workforce management](#)

[8. Inbound and outbound goods](#)

[Where to obtain further guidance](#)

[Appendix](#)

Definitions: Common areas; Clinically extremely vulnerable people; Clinically vulnerable people.

Objective: That all employers carry out a COVID-19 risk assessment.

- [1.1 Managing risk](#)
- [1.2 Sharing your risk assessment](#)

- [2.1 Protecting people who are at higher risk](#)
- [2.2 People who need to self-isolate](#)
- [2.3 People who have protected characteristics](#)

- [3.1 Coming to work and leaving work](#)
- [3.2 Moving around buildings and worksites](#)
- [3.3 Workplaces and workstations](#)
- [3.4 Meetings](#)
- [3.5 Common areas](#)
- [3.6 Accidents, security and other incidents](#)

- [4.1 Manage contacts](#)
- [4.2 Providing and explaining available guidance](#)

- [5.1 Before reopening](#)
- [5.2 Keeping the workplace clean](#)
- [5.3 Hygiene: handwashing, sanitation facilities and toilets](#)
- [5.4 Changing rooms and showers](#)
- [5.5 Handling goods, merchandise and other materials, and onsite vehicles](#)

- [6.1 Face coverings](#)
 - [COVID-19: personal protective equipment \(PPE\) plan](#)
 - [COVID-19: cleaning in non-healthcare settings](#)

- [7.1 Shift patterns and working groups](#)
- [7.2 Work-related travel](#)
- [7.3 Communications and training](#)

Objective: To maintain social-distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

- [Coronavirus \(COVID-19\): what you need to do](#)
- [Coronavirus \(COVID-19\): guidance for employers and businesses](#)



Covid-19: Information etc from BHSEA members (1)



Construction and COVID-19: A Risk Intelligent health and safety toolkit for a successful return to work



Manufacturing and COVID-19: A Risk Intelligent health and safety toolkit for a successful return to work

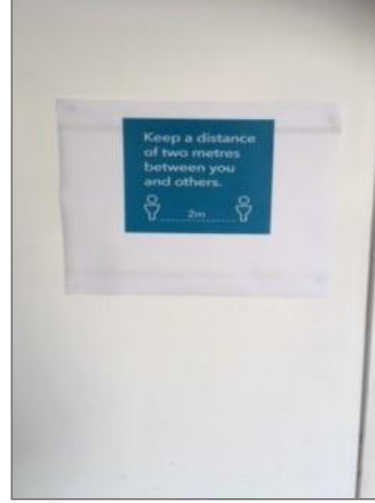


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Covid-19: Information etc from BHSEA members (2)



Do you have anything which others may find interesting or useful?

Covid-19 Workplace precautions (Paula Dufty - Frameclad)

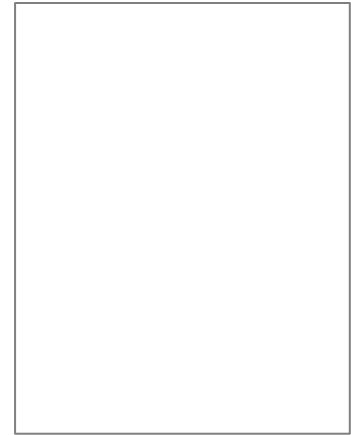
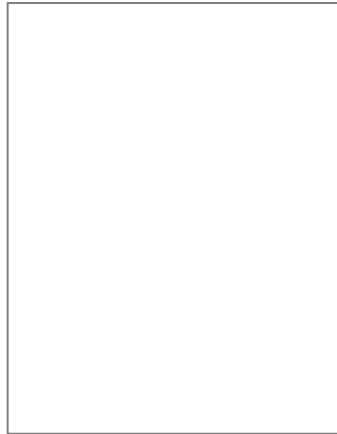
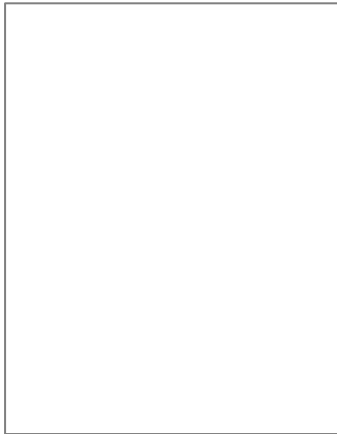
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Covid-19: Information etc from BHSEA members (3)



Signs at a country park (Malcolm Copson)



Do you have anything which others may find interesting or useful?

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Covid-19: Information etc from BHSEA members (4)


Widney


COVID Protection Screens

Is your business ready to re-open?
Choose from our range of COVID protection screens

Steel framed fire retardant counter top & desktop divider screens available in 2 sizes:

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Suspended soft PVC protection screens available in variety of sizes.
Easy to wipe clean with soap & water.
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Your products or services
could be here - with a discount
for BHSEA members?

Widney Manufacturing Ltd

Protection screens and other products

info@widney.co.uk

www.widneystore.co.uk



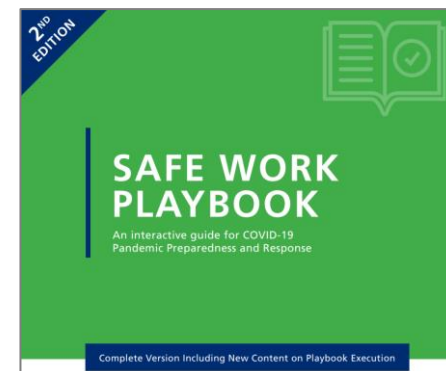
Do you have anything which others may find interesting or useful?



Lear's Global Response

COVID-19 Updates

At Lear, the health and safety of our employees, customers, suppliers and the communities where we do business is our highest priority. As the COVID-19 pandemic evolves, we face an unprecedented reality and it is critical to keep our teams informed on what we are doing to promote well-being and prevent the spread of coronavirus. We will continue to update these documents periodically with new information, so, please check back.



A NOTE TO ALL READERS - LEGAL STATEMENT The information contained in the Lear Safe Work Playbook represents Lear's current practices regarding the recommended operation of its manufacturing facilities, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others. Please be advised that some or all of the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate (and consult with outside legal counsel as appropriate) the legality, applicability and potential efficacy of this information in your place of business. Please also note that this is a "living" document that may be updated at any time by Lear given the fluidity of this situation. Lear bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Lear Safe Work Playbook.

[Download Playbook](#)

[More](#)

**SAFE WORK
PLAYBOOK**

Foreword from President & CEO

Dear Fellow Business Leaders:

We are deeply focused on keeping our employees, customers and suppliers safe while working at our facilities and supporting our business.

As we continue to navigate this new normal, we have tapped into our global Human Resources, Employee Health and Safety, Information Technology, Operations and Communications teams to develop a “playbook” that lays out processes to raise awareness of new health and well-being protocols and potentially helpful practices for cross-functional teamwork, operating discipline and training for employees.

While it is not a one-size-fits-all approach, the Safe Work Playbook includes practical recommendations, based on guidelines from the Centers for Disease Control and Prevention and World Health Organization, that could be tailored by businesses to address various scenarios they may face when returning to work. Regular updates will be made to the playbook based on real-time feedback.

The manual covers a wide range of topics, including:

- Step-by-step guides for setting up a pandemic response team
- Cleaning and disinfection procedures
- Scheduling staggered shifts and lunch breaks and other social distancing strategies
- On-site health screenings
- Protocols for isolating employees who become ill at work

This has been a difficult time for everyone, and reestablishing a workplace where employees feel comfortable performing their jobs safely is a multi-faceted challenge. It is our hope that by sharing this resource we can help your organization accomplish the same goals, as everyone adapts to new operating protocols in today’s still-challenging conditions.

Stay safe,
Ray Scott
President & CEO
Lear Corporation



Part of an extensive Covid-19 resource published and made available for others by Lear Corporation, USA

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SAFE WORK PLAYBOOK

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SAFE WORK PLAYBOOK

Extracts (1)

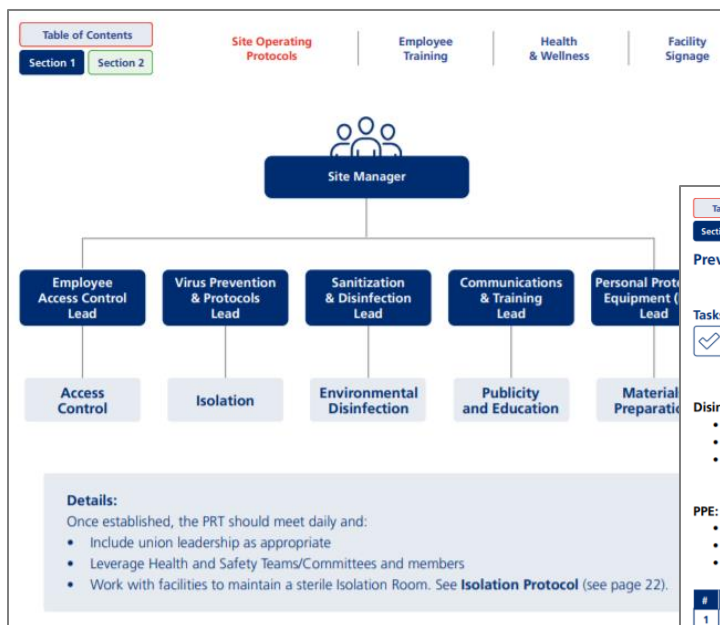


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Section 1 | Section 2

Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage

Preventative Material Inventory

Tasks

- Confirm operation has an adequate supply of soap, disinfection, hand sanitizer, paper towels and tissues
- Confirm stock of face masks, face shields, gloves and safety glasses on-site and on-order with proper lead time
- Have "touchless" thermometers on-site for employee screening

Disinfectant Supplies:

- Confirm operation has an adequate supply of soap, disinfecting spray, hand gel, paper towels and tissues
- At a minimum, sites should have a 30-day supply of disinfectant.
- Portable disinfectant stations are recommended for each line except for areas that are restricted/sensitive due to manufacturing processes.

PPE:

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time.
- At a minimum, sites should have a 30-day supply of PPE.
- Medical employees, screeners and cleaning crew are required to wear gloves, masks and safety glasses

| # | Item | Spec | Quantity |
|----|-----------------------------|--|---|
| 1 | Mask (surgical) | Disposable surgical masks (1-day) | Min. 30-day supply |
| 2 | Mask (N95) | N95 respirators as required per the company's directives (the priority is for Medical and Isolation team; others may utilize surgical or other similar mask types) | Min. 30-day supply |
| 3 | Nitrile gloves | Touchflex/Surgical Nitrile Gloves | Min. 30-day supply |
| 4 | Infrared thermometer | Medical infrared thermometer/measures ranges 32°C to 42.5°C and meets ASTM E965-98 (2016) | 1 per 100 employees/shift |
| 5 | Disinfectant spray/wipes | 0.1 to 0.05% sodium hypochlorite solution, achieved by mixing 1 part household laundry bleach (an ~ 5 to 10% sodium hypochlorite solution) with 99 parts water | Min. 30-day supply |
| 6 | Spray bottles | 1-liter plastic spray containers | Min. 5 bottles |
| 7 | Sanitization floor stand | Hand sanitizer dispenser floor stand | 1 available in work area per 50 employees |
| 8 | Hand sanitizer (refills) | Sanitizer with Alcohol 70%/Local Brand "Sanitizer" | Min. 30-day supply |
| 9 | Hand soap | Hand soap/Local brand "Senviquim" | Min. 30-day supply |
| 10 | Paper towels | Paper Towel ("York" brand) | Min. 30-day supply |
| 11 | Glasses/face shields | Safety glasses/Polycarbonate | Min. 30-day supply |
| 12 | Bio-hazard container | Bags that can be sealed and tagged as contaminated material (please see "Refuse" section of the COVID-19 Policy and Guidelines Directive) | Min. 30-day supply |
| 13 | Clorox Total 360 (optional) | https://www.cloroxpro.com/products/clorox-total-360/ | |

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Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage

Personal Protective Equipment (PPE)

Tasks

- Review and understand protocol for PPE

About:
Protect the company's general workforce through:

1. Personal hygiene
2. Social distancing
3. Frequent disinfection of common surfaces

The PRT and Team Leads for PPE and Sanitization are responsible for ensuring adequate supplies as required by your company's Pandemic Plan.

Masks
Face masks are required PPE for a very limited number of pandemic response and management personnel within each facility including:

- Medical and isolation team members (only when respirator when someone symptomatic)
- Shift health screeners (during health screening)
- Disinfection team members (when sanitizing)
- Those with broad exposure to other employees (such as cafeteria workers and security guards)

N95, FFP2(3), or equivalent protection must be prioritized for use by isolation and medical team members, given they are directly exposed to employees who are COVID-19 symptomatic. Other employees specified to use masks on a daily basis (e.g. health screeners, cafeteria workers) should use the same masks as the isolation team members, but may utilize surgical and other similar non-N95 (FFP2/3) mask types, including those manufactured internally by the company, or their equivalent where there is a critical shortage of the higher rated masks.

Reusable respirators fitted with N95 or equivalent particulate filters, including half and full-face respirators as well as Powered Air Purifying Respirators (PAPRs) are all acceptable for use.

N95 masks used by company personnel responding to and providing care to symptomatic employees must be discarded appropriately after use, except where they are the reusable type, in which case they must be disinfected after each use.



SAFE WORK PLAYBOOK

Extracts (2)

Table of Contents

Section 1

Section 2

Site Operating Protocols

Employee Training

Health & Wellness

Facility Signage

Disinfection Frequency in Workshops and Offices

| # | Area/Place | Disinfection Content | Disinfectant | Disinfection Measures | Frequency |
|----|--|---|--|--|---|
| 1 | Work cell common surfaces | Control buttons, tools and other common surfaces | Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate | Spray with hand held sprayer or wipe | Tools and surfaces are cleaned at the beginning and end of each shift and rotation *outgoing and incoming employee both clean |
| 2 | Offices, desk and conference rooms | Table and chair surface | | Spray with hand-held sprayer or wipe | At the end of each meeting and end of shift |
| 3 | Conveyor belts | Wipe areas of common employee interface | | Spray with sprayer | At least once in the morning and afternoon |
| 4 | Moveable trays or containers | Handles and other commonly touched areas | | Spray with sprayer | Based on use; Once shift if contacted by person only; other between users |
| 5 | General objects that are used or touched often | Doors and windows, handles, faucets, sinks and bathrooms | | Spray with hand-held sprayer or wipe | At least 4 times per day |
| 6 | Cafeteria/Canteen | Table and chair surfaces, dispensers, vending machines, etc. | | Spray with sprayer | Generally 3 or more times per shift to include after all breaks and meals |
| 7 | Tableware | Forks, knives and spoons | Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate | Place in high-temperature disinfection cabinet, with temperature higher than 60°C, and time longer than half an hour | After use |
| 8 | Vending machines | Interface surfaces (pay, selection and vending surfaces) | | Spray with sprayer | Generally 3 or more times per shift to include after all breaks and meals |
| 9 | Forklifts | Wipe areas of common human interaction | | Spray with sprayer | After each use |
| 10 | Multi-user safety vest and other PPE | Only single-user vest and PPE allowed | | Spray with sprayer | After each shift |
| 11 | Transport vehicles | Common surfaces (e.g. armrest, seat back, front, windows, doors & all the surfaces that can be touched by the body of the employee). See Personal Transport Buses Checklist | | Spray with sprayer | Before and after each use |
| 12 | All floors and walls | All general floors and walls at site | | Mop | Periodically, where frequently touched mop hard surfaces |

Sample COVID-19 Case Form Report for Employees/Visitors Presenting Symptoms at Work

Name: _____ **Date:** _____

☐ Visitor ☐ Employee ☐ Contractor

Job Title: _____ **Worksite:** _____

Location of Isolation: _____

Address: _____

Symptoms noticed:

☐ Temperature >38°C (100.4°F) or higher

☐ Shortness of breath, difficulty breathing

☐ Cough

☐ Runny nose

☐ Sneezing

☐ Muscle Pain

☐ Tiredness

Time of fever on-set: _____ **Time of isolation:** _____

Symptoms and isolation periods will be updated periodically as information becomes available following emergence of a pandemic virus strain.

Facility referred to: _____

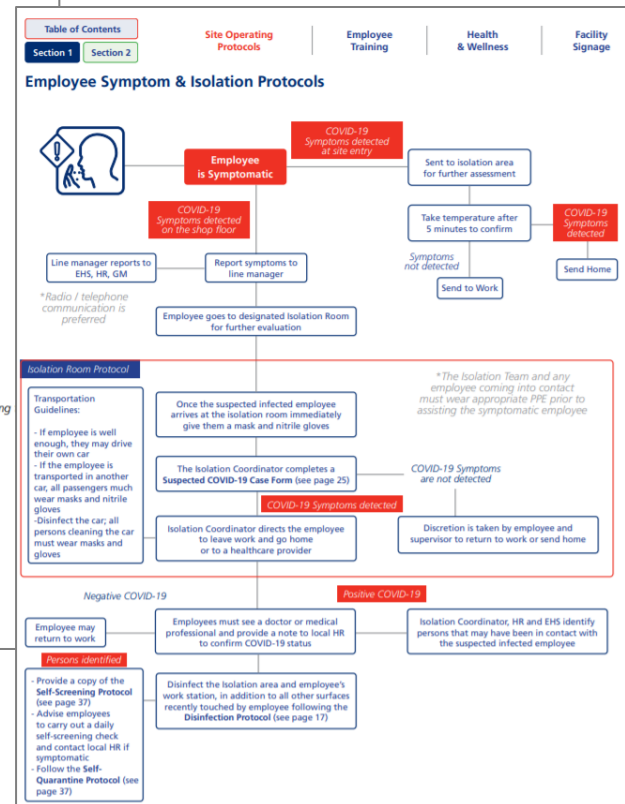
Notes:

DETAILS OF REPORTER

Name: _____ **Job title:** _____

Telephone Number: _____

Coronavirus preparation and arrangements to be made for employees who become ill at work.





SAFE WORK PLAYBOOK

Extracts (3)

Social Distancing Protocol

Tasks

- Review and understand the Social Distancing Protocol
- Complete and continue to adhere to the Social Distancing checklist

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

In practice this means:

- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who is coughing, sneezing or appears to be sick

Note: The company should not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing.

This practice of social distancing includes but is not limited to production lines, cafeterias, common areas, entrance/exit areas of work locations and offices. These examples illustrate the principles of social distancing.

Social Distancing During Shift Changes

Shift changes must be managed thoughtfully to reduce infection risk and leverage the opportunity to ensure optimal disinfection of the workplace. Start times must be staggered with enough time to allow employees to come and go with minimum interaction between shifts.

Recommended

- Employees should use the designated entrances and exits – these locations will be easily identified and posted.
- Sites with less than 200 employees on a shift should implement a method that works best for the site. For example:
 - Row 1 Teams 1 to 4 – 6:00 to 6:10am
 - Row 2 Teams 5 to 8 – 6:15 to 6:25am
 - Row 3 Teams 9 to 13 – 6:30 to 6:40am
- For sites with over 200 employees, the site should increase the number of staggered start times.
- End of shift times should be scheduled to release employees in the order they arrived.

Helpful Tips to Communicate

- Avoid gathering when entering and exiting the facility.
- Remain in your car until your scheduled start time window.
- Ensure 1 to 2 meters (3 to 6 feet) of space between each person while you wait in line to enter the site.
- When you talk to someone in line, make sure you do not point your head directly at them.
- Do not touch the time clock or entry door handle with an exposed finger(s) or hand.
- Do not touch your face before you have had a chance to wash your hands.

Things to Consider

- Should security be stationed near entry doors at start and stop times?
- How should waiting lines be accommodated during inclement weather?
- How and when should PPE be handed out?
- Do you have the ability to prop doors open at shift change to minimize door handle touching or to install toe kicks on the doors?
- How to encourage employees to lead with their elbows when moving through turnstiles?
- How to disinfect time clocks each time it is touched by an employee? For example: Station employee to observe the time clock at a safe 2 meters (6 feet) distance to disinfect the clock if it is inadvertently touched to avoid holding up the line.
- Is it practical and effective to do away with punching in and out for a few weeks and pay employees an automatic 40 hours and reconcile the time by the Team Leader or Coach or Supervisor?

Shop Floor Information and/or Start-up Meetings

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 1 to 2 meters (3 to 6 feet).
- No more than 10 employees at any meeting. Times for meetings may be staggered, and larger groups must be divided to meet the 10 employee maximum.
- Several meeting spaces can be designated for one large area. For example, meetings may be held at the same time on different conveyor/assembly lines, in different manufacturing cells, meeting rooms, offices, etc.

Social Distancing During Breaks

Management of employee breaks to provide social spacing and proper hygiene is necessary. Start and end times should be staggered.

Recommended

For sites with less than 200 employees on a shift:

| 1st Break | 2nd Break |
|---|---|
| Row 1 Teams 1 to 4 – 8:00 to 8:10 a.m. | Row 1 Teams 1 to 4 – 1:00 to 1:10 p.m. |
| Row 2 Teams 5 to 8 – 8:20 to 8:30 a.m. | Row 2 Teams 5 to 8 – 1:20 to 1:30 p.m. |
| Row 3 Teams 9 to 13 – 8:40 to 8:50 a.m. | Row 3 Teams 9 to 13 – 1:40 to 1:50 p.m. |

**For sites with over 200 employees, the number of times must be increased.*

Helpful Tips to Communicate

Seating and Capacity

- Count the optimal number of allowable seats in the break room considering the acceptable distances of 1 to 2 meters (3 to 6 feet)
- Limit and/or space chairs appropriately
- Place signage on tables to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the break room
- Consider allowing employees to sit only on one side of table
- Remind employees not to arrive to breaks early

Break Times

- Separate times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use



SAFE WORK PLAYBOOK

Extracts (4)

| | | | | |
|-------------------|--------------------------|-------------------|-------------------|------------------|
| Table of Contents | Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage |
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Daily Self-Screening Protocol



- Distribute daily Self-Screening protocol to all employees for voluntary, home self-screening
- Prepare the HR team to receive inquiries or reports of symptomatic employees prior to work

The Daily Self-Screening Protocol is in place to prevent sick or symptomatic employees leaving their homes and decrease the likelihood of spreading infection at work.

- If the employee does not recognize symptoms in their Daily Self-Screening and:
 - If the employee is deemed symptomatic upon reporting to work, reference the On-Site Health Screening Protocol.
 - If the employee is deemed symptomatic during the employee's shift or after the employee spent any time in the facility (after the On-Site Health Screening), reference the Isolation Protocol.
- If the employee is confirmed positive for COVID-19 by a medical professional, reference the Self-Quarantine and Return to Work Protocol

Daily Screening PDF

Self-Quarantining and Return to Work Protocol



- Review and understand protocol and adjust as necessary for local, legal and cultural environment
- Note: Any adjustments made to the standard playbook protocol (below) should comply with legal requirements and health authority direction.*

Guidance for Self-Quarantining and Return to Work for COVID-19

Employees are requested to remain off company property for 14 days if they have:

- COVID-19 symptoms (see COVID-19 Self-Screening Information)
- Been directly exposed to COVID-19
- A positive test result

Employees should avoid leaving home if possible, but if necessary should practice exceedingly good hygiene and social distancing. Working from home is expected to continue when possible.

| | | | | |
|-------------------|--------------------------|-------------------|-------------------|------------------|
| Table of Contents | Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage |
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Visitors & Contractors COVID-19 Self-Screening Checklist

The safety of our employees, customers and visitors, remains the company's primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, the company is monitoring the situation closely and will periodically update company guidance on current recommendations from the Centers for Disease Control and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and cooperation.

Visitor's Name:

Mobile Phone Number:

Visitor's Company / Organization:

Name of Host:

Facility Name:

If the answer is yes to one or more of the following questions, access to the facility will be denied.

Self-Declaration by Visitor

Have you had close contact with or cared for anyone diagnosed with COVID-19 within the 14 days?

☐ Yes ☐ No

Are you showing any signs of one or more of the following symptoms or have you been exposed to anyone showing these signs: temperature $>38^{\circ}\text{C}$ (100.4°F) or higher, cough, shortness of breath, difficulty breathing, tiredness?

☐ Yes ☐ No

Signed (visitor): _____

Date: _____

Note: If you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. The information collected on this form will only be used to determine your access rights to the company's facilities.

Access to the facility approved? (tick one) ☐ Yes ☐ No

Signed (visitor): _____

Date: _____

Name: _____

| | | | | |
|-------------------|--------------------------|-------------------|-------------------|------------------|
| Table of Contents | Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage |
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Pre-Return to Work Trainings



- Deliver trainings on the topics detailed on this page so all site management employees are aligned with the playbook protocols and guidelines.

| Topic | Audience | Content Included |
|--|---|---|
| Overview of company's Covid-19 Safe Work Playbook response protocols and resources | All of site's salaried employees working remotely | <p>Virtual Overview of Safe Work Playbook</p> <p>Can be reviewed through Skype Virtual Training (1 week prior) or Daily review with Operations Directors</p> <div> Site Operating Protocols: <ul style="list-style-type: none"> Site Startup Checklist Pandemic Response teams Preventative Material Inventory Personal Protective Equipment Disinfection Measures Transportation Isolation protocol Social distancing protocol On-site health screening Daily self-screening protocol Self-quarantining and return to work Visitors and contractors screening Labor relations alignment Health and Wellness Signage </div> <div> Next Steps: <ul style="list-style-type: none"> Checklist Items First Day Back Training Other Trainings </div> |
| Disinfection Team Training | Varies (internal cleaning crew or external vendor) | <p>In-depth review of the role, responsibilities and safety requirements for the disinfection team.</p> <p>PPE – content from Personal Protective Equipment (PPE) (see page 12)</p> <p>General Disinfection Measures Presentation</p> <p>Deep Cleaning – Understand protocol, but external group will perform</p> |
| Isolation Coordinator and Health Screening Leads | On-site health screeners and volunteer Isolation Coordinator(s) | <p>In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners</p> <ul style="list-style-type: none"> PPE Isolation Protocol (see page 23) Self-Screening (daily & on-site) Self-Quarantine |
| HR/Attendance Policy | HR Team | <p>In-depth review of the protocols related to employee attendance</p> <p>Isolation Protocol</p> <p>Self-Quarantining and Return to Work Protocol</p> <p>Visitors and Contractors self-screening</p> |

SAFE WORK PLAYBOOK

Extracts (5)

Table of Contents | Section 1 | Section 2 | Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage

Health Benefits Information

Please provide employees with their insurance and health benefits here.

Health and Wellness Recommendations

You can utilize the **COVID-19 Awareness PowerPoint** for Health and Wellness recommendations throughout your locations.

COVID-19 Protective Measures

Personal Hygiene Tips

Sanitization & Disinfection

Providers or employees should sanitize and disinfect all areas of the plant with special attention to:

- Tools
- Workstations and equipment
- Lockers
- Screens, buttons and doorknobs
- Restrooms
- Cafeterias
- Common surface areas
- Computer screens and keyboard

Table of Contents | Section 1 | Section 2 | Site Operating Protocols | Employee Training | Health & Wellness | Facility Signage

Suggested facility signage location guide is below.

Download the **editable signage**.

Outside bathroom doors

Exterior of entrance doors

Entrance of cafeteria area

Cafeteria: food trays area

Inside of restrooms

After employee entrance area

Exterior of entrance doors

Exterior of dedicated area

Indoors at exit doors

Exterior of existing first aid room

Repetitively placed in multiple areas of choice

Printing Guidelines

Option 1: Poster Size

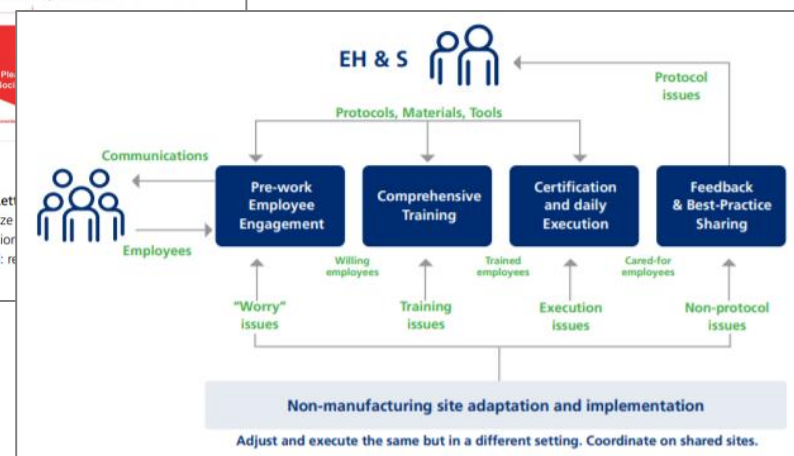
- Poster size should be 30" x 40" / 76cm x 100cm
- Orientation "portrait" (vertical)
- Material: Foam core

Option 2: Letraset

- Poster size
- Orientation
- Material: re

Downloadable and customisable
<http://playbook.lear.com/facility-signage>

Downloadable and customisable
<http://playbook.lear.com/awareness-slideshow>



SAFE WORK PLAYBOOK

Extracts (6)

| | | | | | |
|-------------------|----------------------|-------------------|-----------------------|----------------------------|----------------------------|
| Table of Contents | Outreach & Education | Employee Training | Audit & Certification | Survey & Feedback Channels | Engineering & Admin Center |
| Section 1 | Section 2 | | | | |

Infographics

This infographic set covers key information relating to COVID-19 employee health and safety, along with reminders and information about the actions taken at their facility/office should be aware of before returning to work.

The infographics are available to download and customize for your location's community efforts [here](#)

COVID-19 | FAST FACTS



FACILITY SAFETY REMINDERS



SAFETY REMINDER



| | | | | | |
|-------------------|----------------------|-------------------|-----------------------|----------------------------|----------------------------|
| Table of Contents | Outreach & Education | Employee Training | Audit & Certification | Survey & Feedback Channels | Engineering & Admin Center |
| Section 1 | Section 2 | | | | |



Mission

All employees in the organization will be trained and knowledgeable on protocols, guidelines and health information provided in the Safe Work Playbook so employees feel safe going to work and minimize any potential health risks to themselves, coworkers or their communities.

Training Network

The training network disseminates information throughout the organization to support our training mission. The network and flow of information begins from Level 1 (Executive Sponsors, who establish the mission and training framework) and travels to Level 4 (all Employees, where the impact of training is realized).



| | | | | | |
|-------------------|----------------------|-------------------|-----------------------|----------------------------|----------------------------|
| Table of Contents | Outreach & Education | Employee Training | Audit & Certification | Survey & Feedback Channels | Engineering & Admin Center |
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| Training | Trainer | Audience | Materials | Medium |
|---|--|---|--|--|
| Phase 1: Pandemic Response Team training | Level 2: Subject Matter Experts | Level 3: Directors Level 3A: Pandemic Response Team | Virtual Overview of "Safe Work Playbook" Site Operating Protocols • Site startup checklist • Pandemic response teams • Preventative material inventory • Personal protective equipment • Disinfection measures • Isolation protocol • Social distancing protocol • On-site health screening • Daily self-screening protocol • Self-quarantining and return to work • Visitors and contractors screening • Labor relations alignment Health & Wellness Digital Communications & Signage Employee FAQs Key Contacts | Virtual Skype Daily review with Ops Directors |
| Phase 2: Specialized Team Trainings | Level 3A: Pandemic Response Teams Level 2: Subject Matter Experts (as needed) | Level 3B: Site Specialized Teams | Disinfection Crew: In-depth review of the role, responsibilities and safety requirements for the disinfection team. • PPE • Disinfection Measures • Deep Cleaning & Disinfection Protocol – teams should understand protocol but they will not be the ones practicing (external group to perform) Isolation Room Coordinator(s) & Health Screener(s) In-depth review of the role, responsibilities and safety requirements for the Isolation Coordinator and on-site health screeners. • PPE • Isolation Protocol • Self-Screening (daily & on-site) Thermometers (comply with manufacturer's directions) • Self-Quarantine | Virtual Skype or in-person (if on-site) |
| Phase 3: Site Leadership Training Overview of Company's COVID-19 Safe Work Playbook - response, protocols and resources | Level 3A: Pandemic Response Team | Level 3B: Site Specialized Teams Level 3C: Site Leadership | | Virtual Skype or in-person (if on-site) |



Downloadable and customisable

<https://playbook.lear.com/infographics>



Some Forthcoming Events

click on picture, icon or logo for details / to register

On-demand



Webinar: Safely Back to Business

Hear from Safety Culture's COO Alistair Venn, GM of EMEA Dan Joyce, and VP of Product Brian Swift as they discuss what companies need to do to get their workers safely back to work and how important a data-driven early warning system is for businesses.

14 September



Machinery and Work Equipment Safety



**Everyone
welcome**

Sharing > Learning > Improving
14 September 2020 pm
Meeting / Event - Newsletter

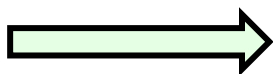


*Likely to be a webinar / Zoom event –
details to follow in early September*

➤ Introduction 

➤ Hazard Spotting 

➤ Main Topic 



**Machinery & Work Equipment
Safety**

A practical approach

➤ Information  

➤ Next BHSEA & other event(s)



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www.bhsea.org.uk

- Stay safe
- Stay well
- Stay alert
- Stay with the guidance
- Stay in touch

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