

Date: 18 March 2020

SWP-21-Corp

Revision: 01

## Safe Work Practice (SWP) Practice for Deliveries during Coronavirus

The following safe work practice will be implemented to safely deal with a worker who must accept or unload deliveries during the coronavirus outbreak. It is important that the practice be followed to reduce the risk of infection.

### Required training:

- Tomlinson Orientation
- WHMIS
- Safety Alert “Coronavirus” 2 March 2020

### Required Equipment:

- N/A

### Required PPE:

- Standard PPE

### Other Equipment:

- N/A

### Practice:

- All deliveries, (including but not limited to: materials, mail, parcels, rental equipment) should be kept to a minimum during this time to avoid extra personnel at site or the facility
- If possible pick up whatever materials you can safely manage to carry and transport
- Delivery companies should be informed that:
  - Delivery persons need to answer the Tomlinson “Questionnaire for all site visitors”
  - Have the delivery driver contact the purchaser when they arrive to the site or facility
  - If not done already, have the delivery driver fill in the Questionnaire, and follow protocols as stated on the questionnaire. (in case delivery company did not relay the information in a timely manner)
- If you have the capabilities, unload the delivery yourself and have the driver remain in the vehicle
- If the item(s) being delivered cannot be handled by you, have the delivery person place in a non-confined area keeping a distance of at least 1 meter
- Any paper work for signing should be placed and then the person step back to a minimum of 1 meter
- Do not accept a pen from delivery person to sign, use your own
- If there is only one option for a pen or stylus it should be sanitized after use
- Any paperwork that is signed should be left in place for 24 hours or at the end of the day, using gloves, place the paperwork in an envelope

- Maintain hand washing methods as has been stated by Health Organizations

Rescue:

Communication

Discipline

Failure to adhere to this practice can result in disciplinary action taken against the offending worker(s), from verbal warning up to termination of employment, in accordance with the Company Disciplinary Policy

SWP approval			
Position	Name	Signature	Date
Supervisor			
Worker Rep H&S Rep JHSC			
Manager			