







COVID-19: SAFE WORK PLAN

SWP-

Area:

SWP TITLE	
APPROVED BY:	<Person who authorizes procedures – generally person most commonly supervising the task. Position:
CONDUCTED BY:	
TASK DESCRIPTION:	<The purpose of this procedure is to describe the process for personnel to safely and efficiently complete a task>

1. PLAN

GENERAL TASK INFORMATION:					
RELEVANT PROCEDURES required to complete the task:	<ul style="list-style-type: none"> <Reference those procedures/permits/forms/JSA/FHA's that need to be completed to do this task> 				
PPE MATRIX					
EXPOSURE RISK LEVEL	Task	Route	Control		
LOWER RISK	General Workplace	Contact	Physical Distancing Hand Hygiene Respiratory Etiquette Safety glasses		
MODERATE RISK	Tasks Requiring Less Than 2 Meters Between Workers	Droplets	Medical Mask (Surgical/Procedural) Safety Glasses		
		Aerosol			
HIGH RISK	Shared Equipment/Tools	Contact	Nitrile Gloves		
		Indirect contact with known symptomatic employee		Contact Droplet Aerosol	
		Contact Droplets Aerosol			
VERY HIGH RISK	First Aid – symptomatic employee requiring lifesaving interventions	Contact	Face Shield Nitrile Gloves N95 or Half Masks Respirator Disposable Coveralls (Optional)		
		Droplets			
		Aerosol			
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED					
FACE SHIELD <input type="checkbox"/> 	NITRILE GLOVES <input type="checkbox"/> 	MEDICAL MASKS (Surgical/Procedural) <input type="checkbox"/> 	HALF MASK (w/ HEPA filters) <input type="checkbox"/> 	N95 DISPOSABLE FILTERING RESPIRATOR <input type="checkbox"/> 	DISPOSABLE COVERALLS <input type="checkbox"/> 
OTHER ADDITIONAL PPE REQUIRED	<ul style="list-style-type: none"> <Add as needed> 				

APPROVED	REVIEWED (06/06/2021)	DOCUMENT OWNER Health & Safety Superintendent	PAGE 1 of 1
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