

Jones Engineering Group	EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19
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Jones Engineering Group

EHS-SOP 48

***Protection and Monitoring of Personnel to a
Potential Exposure to Covid-19***

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Introduction

The WHO has declared that the spread of coronavirus is a pandemic. A pandemic is the worldwide spread of a new disease. A pandemic can happen when most people have little or no immunity to a new virus and can transmit it to each other, causing outbreaks in the community.

COVID-19 is a new illness that can affect your lungs and airways. The virus can spread from person to person through small droplets from the nose or mouth which spread when a person with COVID-19 coughs or exhales.

These droplets land on objects and surfaces around the person. COVID-19 may survive on surfaces for up to 72 hours. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets.

A combination of good personal hygiene and management of social distancing can protect from infection. In order to slow the transmission rate of COVID-19, a social distancing of 2m is recommended by the HSE.

1.0 Objective

To outline guidelines in how to work safely around Covid-19 onsite.

2.0 Scope

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

2.1 PPE & Training Required

2.1.1 Training

CIF Online C-19 Induction to be completed by all personnel. Infectious Disease Awareness training to be completed by JEG C19 Compliance Officer and JEG EHS.
HSE Guidelines/Toolbox Talks -To be given to onsite crews.

2.1.2 PPE

Site required 5-Point PPE, plus additional as determined by the Risk Assessment & Method Statement.

<p align="center">Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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3.0 Procedure

3.1 Covid-19 Questionnaire/Self-Declaration Form

All operatives will be monitored before returning to site and will be required to complete a Covid-19 Questionnaire/Self-Declaration Form. (Refer to Appendix 1). All forms to be submitted to JEG EHS/Supervisor/Compliance Officer. This form will potentially identify if any operatives are asymptomatic or if they have been in close contact with anyone that has had symptoms or if they live in the same household as someone showing symptoms.

3.2 General Health

Personnel living with “at risk groups”, must consider if there is a heightened risk from attending work.

3.3 First Aid Responders

JEG First Aid Responders will be required to wear additional PPE (P3 mask and helmet mounted visor) if they are required to be less than 1 metre away from an injured person. Compression only CPR should be commenced until an appropriately fitting BVM (Bag Valve Mask) facemask is available for ventilations.

3.4 Work & Travel

JEG operatives will be asked to encourage social distancing while travelling to and from work and will be briefed on the vehicle occupancy guidelines. The guidelines will be part of the cleaning pack contained in each vehicle.

All non-essential business travel is suspended and employees must get approval from their line manager before travelling.

3.5 Hand/Respiratory Hygiene

Signage will be posted around the site to remind operatives of the importance of good hand and respiratory hygiene. Demonstrations of correct hand washing to be included on the signage also reminding operatives to cough / sneeze into sleeve or elbow, always cover up and dispose of tissues they may use. Hand Sanitiser will also be placed at strategic locations.

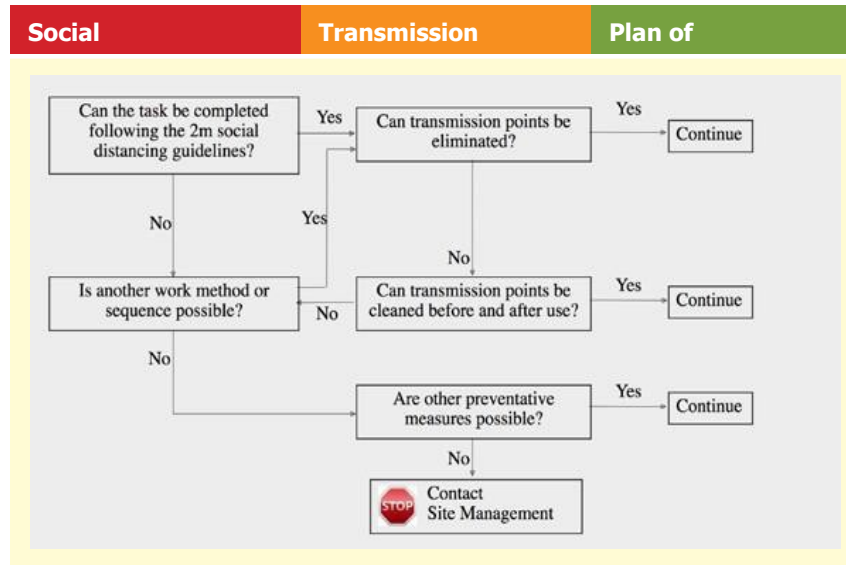
(Refer to Appendix 2 for example of signage)

3.6 Social Distancing

JEG will ensure workers maintain the required social distance separation in so far as reasonable practicable while working, when using toilets, canteens, drying rooms or anywhere they may be positioned while onsite.

Signage will be posted highlighting social distancing requirements at turnstiles, site access routes and pathways, for office space, meetings, office kitchen area, public transport, site vehicles, drying rooms, canteen facilities, toilets and the stores.

A Step-in & Step-out policy will be used for works that are required within the social distance guidelines. Such works should be evaluated on the below.



This will permit workers to Step-in to carry out their work and then Step-out again to social distance guidelines to permit other workers to execute their works whilst maintaining the social distance guidelines.

Personnel should avert their faces and face in the same direction when communicating verbally. Worker numbers will be reduced where it is safe to do so.

All tools/equipment needed to undertake any task is to be positioned as close as possible in the work space to eliminate the need for operatives to go back and forth to job boxes and will reduce the likelihood of coming in contact with others.

3.7 Housekeeping/Cleaning of Surfaces

Cleaning packs will be provided to those using plant, machinery and company vehicles with instructions given on the relevant areas that need to be cleaned (Refer to Appendix 5). Personnel are to don latex gloves and wipe down the exterior of their hard hat and gloves with pre-sat wipes containing an IPA concentration of at least 50%.

All hand tools and equipment to be wiped down prior to use and post work completion. All used wipes and gloves are to be disposed into the appropriate coloured bag and removed to designated disposal location as per site waste management plan.

4.0 Health and Safety Documentation

The JEG Company Safety Statement has been updated to include information and a Risk Assessment on COVID-19.

Method Statements/Risk Assessments – Risk Registers have been completed based on works currently being undertaken onsite and for those that are planned to be undertaken.

The JEG Pre Task Plan has also being updated and makes references to social distancing and hand hygiene requirements (Refer to Appendix 3).

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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5.0 Site Management

JEG will appoint member(s) of the site project management team to be the C-19 Compliance Officer.

All subcontractors are to appoint their own C-19 Compliance Officer.

Audits will be carried out onsite and in the welfare areas on a daily basis as part of the normal safety, environmental inspections and audit procedure.

It is the responsibility of the contracts manager to inform HR and the Group EHS Manager if there has been a suspected or a confirmed case of Covid -19 on his/her site.

JEG operatives will be coached to self-assess their task for social distancing and transmission points and to feedback any queries they may have to the JEG C19 Compliance Officer, Supervisor and JEG EHS.

The JEG C19 Compliance Officer and Marshalls will be identifiable on site by their viz-vest (Refer to Appendix 4).

6.0 Role of JEG C19 Compliance Officer

Site Management will communicate the details of the appointed C-19 Compliance Officer(s) to all personnel onsite through a Toolbox Talk.

- The C-19 Compliance Officer(s) or Marshalls will not put themselves at risk while carrying out their duties.
- The C-19 Compliance Officer(s) and Marshalls will follow this SOP in order to be effective in preventing the spread of COVID-19.
- This SOP will be regularly audited and managed to ensure it works and protects all onsite. Failure to comply with this SOP by any project personnel could result in an outbreak of COVID-19 onsite.

6.1 Responsibilities of a C-19 Compliance Officer:

The responsibilities of the C-19 Compliance Officer and duties fall broadly into two categories:

1. Proactive day to day duties.
2. Reactive emergency duties.

6.1.1 Proactive day to day duties of a C-19 Compliance Officer:

- Ensure personnel onsite complete relevant COVID-19 Questionnaires / Declarations.
- Being a constant onsite presence to monitor compliance with social distancing guidelines between all personnel onsite (with the exception of planned close working). In instances where there is non-conformance with social distancing the C-19 Compliance Officer is to intervene.
- Maintain a log of regular monitoring of COVID-19 controls on site.
- Ensure there is sufficient up to date signage erected onsite to educate all personnel about the COVID-19 controls on site.

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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- At all times promote and coach good hygiene practices to all personnel onsite.
- Ensure regular cleaning of welfare facilities, handrails, door handles, plant, equipment and common tools etc. is undertaken.
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
- Check hot water and hand drying facilities are available onsite.
- Make representations to the site management with regards any COVID-19 concerns raised by site personnel to the C-19 Compliance Officer.
- Ensure site personnel are adhering to staggered break time schedules and limiting numbers in canteens, drying rooms and smoking areas cognisant of the social distancing guidelines.
- Ensure site personnel leaving site at designated breaks remove their site PPE and continue to adhere to social distancing guidelines.
- Report any areas of non-compliance to site management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances
- Keep up to date on government HSE guidelines.

6.1.2 *Reactive emergency duties of a C-19 Compliance Officer:*

While the main role of the C-19 Compliance Officer is to prevent the spread of COVID- 19 onsite, there is the potential where an individual onsite may experience COVID-19 symptoms and where the C-19 Compliance Officer needs to react. In a reactive position, their responsibilities include:

- Informing site management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following site protocol for individuals with COVID-19 symptoms. (i.e., isolate the person from other site personnel, send the person home, and inform them to contact GP).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

The Company will follow the advice of the relevant Public Health Authority and Client in the event of a confirmed COVID-19 case, and where a site shut-down is instructed in the interest of health, safety and wellbeing for site personnel and the wider community.

In the event of such outcome, the Project Director in consultation with the Project Team will activate a site shut down plan.

This Plan includes, but is not limited to:

- Communication to all site staff, sub-contractor partners and suppliers contracting staff.
- Site security during the shut-down period.
- Site safety during shut-down e.g. adverse weather etc.
- Logistics/delivery cancellations.
- Cancellation of planned operations.
- Regular communications with stakeholders.

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
---------------------------------------	--

- Deep cleaning to be carried out before the site reopens.
- Liaison with staff who contract the COVID-19 virus/isolation to ensure appropriate arrangements are in place.

7.0 Actions to take if a potential case of Covid-19 occurs on the project

The safety and welfare of our employees and subcontractor partners is our primary concern, therefore to ensure the safety and health of all personnel, the following steps should be taken by JEG line management in the event of the following scenarios:

- 7.1 If you are approached by a person who feels unwell or thinks they may have or displays symptoms of Covid-19.
- 7.2 If one of your team relays to you that a member of their household is displaying symptoms of Covid-19 or has come into contact with a positive Covid-19 case.
- 7.3 If you discover that one of your team receives a Positive test result for a Covid-19 test.
- 7.4 If someone reports the clock machine informed them that they had an abnormal temperature.

7.1 - If you are approached by a person who feels unwell or who thinks they may have or displays symptoms of Covid-19.

Firstly, do not assume that anyone feeling unwell has Covid-19, they could be suffering from influenza, a bad bout of hay-fever, and symptoms of an underlying medical condition or a condition unrelated to Covid-19.

- Request more detail on the symptoms and then compare them to the standard list of symptoms issued by the H.S.E.
- If the symptoms do not match and the person is well enough to drive, then advise the person to leave site and contact their own GP as soon as possible.

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- If you suspect that the person may have Covid-19, then isolate them from everyone else and yourself, which is at least 2 metres away from other people and request the person to wear a facemask to prevent contamination of the area.
 - The unwell person should call their health provider/GP and outline their current symptoms. Whilst they await advice, ideally; they should remain in isolation or as a minimum remain at least 2 metres from other people. If they need to go to the bathroom whilst waiting for medical assistance, a separate bathroom should be used.
 - Contact a member of the senior management team and relay the information that you have gathered.
 - The Project Covid-19 Emergency Plan will be put into operation if required, and you will be advised on what the next steps are to follow.
 - Complete the company contact tracing form and copy it to the JEG Programme or EHS Manager.
 - It is not recommended to close the workplace however the main contractor or client will advise on this.
 - The area should be cleaned with normal household disinfectant after a suspected coronavirus case has left to reduce the risk of passing the infection on to other people.

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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- The person's belongings including tools/PPE etc. should be double bagged or held in appropriate receptacle.
- If the person is referred for a C-19 test because they had symptoms of Covid-19, they must self-isolate while awaiting results.
- Contact the JEG HR Dept. and relay the information about the case, the HR Dept. will manage the case from then on.
- If the person was tested because they had symptoms of Covid-19 and the HSE texted them to state that "SARS CoV 2 RNA was not found" in their sample (Negative) they should continue to self-isolate until they have no symptoms for a period of 48 hours. They should text the result to their Manager/Supervisor and await further instructions.
- Once they have not shown any symptoms for the 48-hour period they can return to their normal activities.
- The HR. Dept will instruct them to return to work.
- In the event that they are still displaying symptoms of Covid-19 or are getting worse, they should contact their GP immediately.

7.2 - If one of your team relays to you that a member of their household or a person that they were recently in contact with; is displaying symptoms of Covid-19 or that they have come into contact with a positive Covid-19 case

- Immediately remove the person from the workplace and place them in an Isolation Room, if available, or in an area away from all other employees; which is at least 2 metres away from other people and request the person to wear a facemask to prevent contamination of the area.
- Contact your immediate manager and relay all of the information that you have to them.
- The Project Covid-19 Emergency Plan should be put into operation if required, and you will be advised on what the next steps are to follow.
- Take down details of what areas they have been to, and who they have been in contact with during the time they have been onsite over the previous 3 days.
- Note by what transportation method that they used to get to work, car/public transport and if they car-share.
- Complete the company contact tracing form and copy it to the JEG Programme or EHS Manager.
- Send the person offsite and advise them to contact their GP immediately.
- Contact the JEG HR Dept. and relay the information about the case, the HR Dept. will manage the case from then on.
- If they have received a test because they are deemed by the HSE, to be a "close contact" and the test result states "SARS CoV 2 RNA was not found" in their sample, they will have to restrict their movements for 14 days, as it can take up to 14 days for the virus to show up in their system after they have been exposed to it.
- The cannot return to work until the 14-day period has passed and the HR Dept. has instructed them to return to work

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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7.3 - If you discover that one of your team receives a Positive test result for a Covid-19 test.

In the event of a confirmed Positive Covid-19 test, the following immediate steps are to be followed:

- Contact the JEG Programme or EHS Manager and relay the information that you have received.
- The JEG HR Dept. should be notified immediately of the case.
- The Programme Manager is to communicate to the PSCS Programme Director/Programme Manager or EHS Manager (PSCS PMT) or one of their Deputies and the Client's EHS Project Manager that the company has a positive Covid-19 case (Index case) confirmed by the HSE.

The Project Covid-19 Emergency Plan should be put into operation:

- The PSCS PMT convenes a meeting and aligns a communication to be sent to the Project Management Team & Company Dept. leads. Request the Dept. Leads to communicate the aligned communication to their team members.
- Company EHS Manager to conduct tracing on all personnel that may have been in close proximity to the index case. Index case to remain in mandatory self-isolation for a minimum of 14 days post-test
- Stand down the directly affected workplace location and personnel to avoid further exposure risk, and reassure them and send them home, the HSE will determine if a test at a local medical establishment if required. (Personnel may contact their GP and organise a test themselves if they so wish)
- Company to contact the onsite Cleaning Company to carry out a Deep Clean of all surfaces in areas that the index may have visited.
- When the area(s) have been cleaned, employees are to complete a return to work/Fill out a Covid-19 Self-Declaration Form
- Deliver a daily update to the PSCS Project Director/Programme Manager and EHS Manager or Deputy
- Should there be a confirmed case of Coronavirus, the PSCS CIRT lead or nominated deputy are required to escalate the confirmation to the client project team.

The HSE have given further guidance on "close contact" to mean;

- Spending more than 15 mins. face to face contact within 2m of an infected person
- Living in the same house or shared accommodation as an infected person.

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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7.4 - If someone reports the clock machine informed them that they had an abnormal temperature

The Clock-in machine screen changes to RED and an ALARM states that the employee has an Abnormal Temperature

It sends an email immediately to the System Administrator stating the name of the employee, the time and date of their clocking; plus the temperature at the time of clocking in.

The person clocking-in should wait for a period of 10 mins and clock-in again, if the screen changes to RED and an ALARM again states that the employee has an Abnormal Temperature, that person should immediately leave the clock-in area without delay.

The person should go to the Covid-19 Isolation Room, if available; or to an area at least 2m away from all other personnel and contact their Supervisor and make him aware of the situation.

The Supervisor should then meet with the person and ensure that a manual temperature check is administered.

The result should then be compared to the clock-in machine's readout that was sent by email. If both results are higher than 37.50 C then the Supervisor should request the person to return home and contact their own GP.

8.0 Document Control Process

- 8.1 Development of all procedures and policies for EHS must have the consent of the EHS Manager in order to control revisions and issue of the most current versions. An Amendment History is to be included at the end of any document relating the current revision number and the reasons for any alterations.
- 8.2 All policies and procedures must be approved by the General Manager or Managing Director prior to downloading and printing. Electronic versions are to be considered as the current and most up to date version; printed copies are regarded as uncontrolled.
- 8.3 All documents relating to EHSMS policies or procedures are deemed to the property of the EHS Manager and as such, come under the control of that person.
- 8.4 Upon completion of a project, all documentation must be archived in line with the QA procedure and sent to the central archive storage facility. All documentation must be retained for a period of at least seven years.

9.0 Changes

- 9.1 Any changes to this procedure cannot be effected without the permission of the Group EHS Manager.
- 9.2 Any procedural change must be effectively communicated to all Managers by the EHS Manager.

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<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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10.0 Appendices

Appendix 1 – Covid-19 Questionnaire/Self Declaration

Appendix 2 – Examples of JEG Signage

Appendix 3 (a) – JEG Pre Task Plan (2.0M)

Appendix 3 (b) – JEG Pre Task Plan (1.5M)

Appendix 4 – JEG Compliance Officer Viz Vest/s

Appendix 5 – Plant & Vehicle Cleaning Templates

References:

CIF Construction Sector C-19 Pandemic Standard Operating Procedures

CIF Back to Work Resource Pack April 2020

Return to Work Safely Protocol: COVID-19 Specific National Protocol for Employers and Workers 08th May 2020 prepared by the Department of Business, Enterprise and Innovation and the Department of Health

Health Service Executive <https://www2.hse.ie/coronavirus/>

Health (Preservation and Protection and other Emergency Measures in the Public Interest) Act 2020

Emergency Measures in the Public Interest (COVID-19) Act 2020


Infectious Diseases (Amendment) Regulation 2020

Safety, Health and Welfare at Work (Biological Agents) Regulations 2020 (S.I. No. 539 of 2020)

SI 121 of 2020 Health Act 1947 (Section 31A – Temporary Restrictions) (COVID-19) Regulations 2020

The Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020

Appendix 1 – Covid-19 Questionnaire / Self Declaration



**Jones
Engineering**

Covid-19 Questionnaire / Self-Declaration

In the interests of the safety of the people at this site, their families and the community, Site Management ask that you complete the following questionnaire / self-declaration. Your co-operation and support are appreciated.

Question	Yes	No
1. Do you have symptoms of cough, fever, high temperature, sore throat, loss of taste or smell, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised by a doctor to cocoon at this time?		
6. Have you travelled outside of the republic of Ireland in the last 14 days ? If Yes what date did you return ? If 'YES', where? _____ Return date: _____ Country: _____		
7. Have you any underlying medical condition or in an "At Risk" group?		
At Risk Group History of ischaemic heart disease, high blood pressure, history of Stroke/TIA, Type II diabetes, obesity, active malignancy in last 5 years, chronic lung disease, chronic renal disease, chronic liver disease.		
Additional Questions		
4. Are you awaiting a test result for COVID 19?		
5. Have you been tested positive for COVID 19? If 'YES' estimated date of onset of symptoms _____		

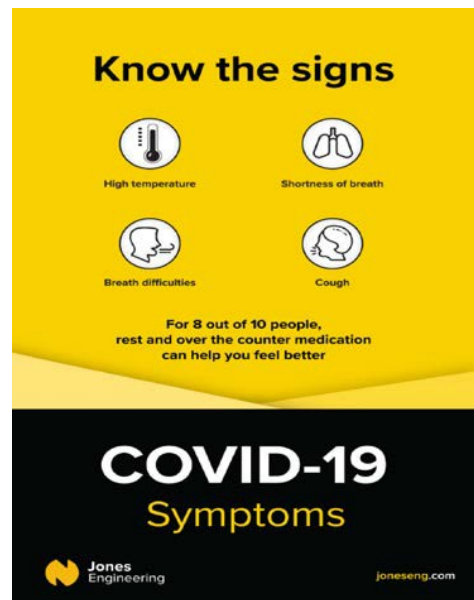
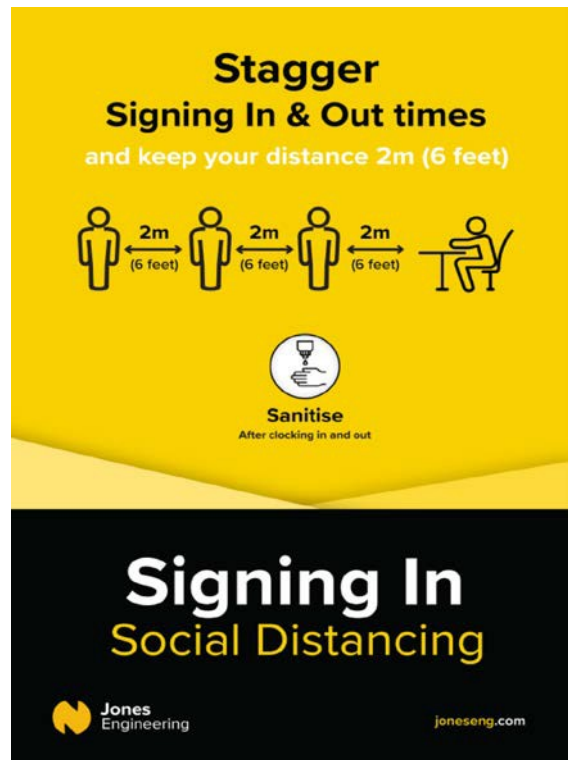
I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the Site Management Team and excluding myself from site if this situation changes, (i.e. if a point in the future, I would answer "Yes" to any of the above questions).

Name: _____

Company: _____ Dept: _____

Signature: _____ Date: _____

Appendix 2: Examples of JEG Signage



Appendix 3(a): JEG Pre Task Plan (2.0M)

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Appendix 3(b): JEG Pre Task Plan (1.5M)

Front of Pre Task Plan



























Jones Engineering		PRE TASK PLAN				LIVE SERVICES How Many Spooler Heads?			
JOB DETAILS EXACT LOCATION: _____ SERVICE: _____ METHOD STATEMENT No: _____ C-19 Compliance Officer: _____ SUPERVISOR: _____		HOW MANY PEOPLE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22 <input type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 32 <input type="checkbox"/> 33 <input type="checkbox"/> 34 <input type="checkbox"/> 35 <input type="checkbox"/> 36 <input type="checkbox"/> 37 <input type="checkbox"/> 38 <input type="checkbox"/> 39 <input type="checkbox"/> 40 <input type="checkbox"/> 41 <input type="checkbox"/> 42 <input type="checkbox"/> 43 <input type="checkbox"/> 44 <input type="checkbox"/> 45 <input type="checkbox"/> 46 <input type="checkbox"/> 47 <input type="checkbox"/> 48 <input type="checkbox"/> 49 <input type="checkbox"/> 50 <input type="checkbox"/> 51 <input type="checkbox"/> 52 <input type="checkbox"/> 53 <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 <input type="checkbox"/> 57 <input type="checkbox"/> 58 <input type="checkbox"/> 59 <input type="checkbox"/> 60 <input type="checkbox"/> 61 <input type="checkbox"/> 62 <input type="checkbox"/> 63 <input type="checkbox"/> 64 <input type="checkbox"/> 65 <input type="checkbox"/> 66 <input type="checkbox"/> 67 <input type="checkbox"/> 68 <input type="checkbox"/> 69 <input type="checkbox"/> 70 <input type="checkbox"/> 71 <input type="checkbox"/> 72 <input type="checkbox"/> 73 <input type="checkbox"/> 74 <input type="checkbox"/> 75 <input type="checkbox"/> 76 <input type="checkbox"/> 77 <input type="checkbox"/> 78 <input type="checkbox"/> 79 <input type="checkbox"/> 80 <input type="checkbox"/> 81 <input type="checkbox"/> 82 <input type="checkbox"/> 83 <input type="checkbox"/> 84 <input type="checkbox"/> 85 <input type="checkbox"/> 86 <input type="checkbox"/> 87 <input type="checkbox"/> 88 <input type="checkbox"/> 89 <input type="checkbox"/> 90 <input type="checkbox"/> 91 <input type="checkbox"/> 92 <input type="checkbox"/> 93 <input type="checkbox"/> 94 <input type="checkbox"/> 95 <input type="checkbox"/> 96 <input type="checkbox"/> 97 <input type="checkbox"/> 98 <input type="checkbox"/> 99 <input type="checkbox"/> 100		EMERGENCY PLAN <input type="checkbox"/> Nearest Fire Exit <input type="checkbox"/> Nearest Shower <input type="checkbox"/> Nearest Extinguisher <input type="checkbox"/> Phone no. <input type="checkbox"/> OUTSIDE EMERGENCY Supervisor no. _____		LIST PERMITS REQUIRED - Elec, Hot Work etc. Protection needed? Yes <input type="checkbox"/> No <input type="checkbox"/> Protection needed? Yes <input type="checkbox"/> No <input type="checkbox"/>			
HAZARDS CONTROLS TICK WHATEVER YOU INTEND TO USE.		STEPS REQUIRED		HAZARDS		SAFE PLAN		HAZARDS CONTROLS TICK WHATEVER YOU INTEND TO USE.	
LIVE SERVICES WORKING AT HEIGHTS TOOLS & EQUIP								MANUAL HANDLING FALL PREVENTION HOUSE KEEPING	
PROTECT BAGS SCAFFOLDS SUITABILITY								RISK ASSESSMENT CHECKLIST BIN PRESENT	
LOTO LOCKERS POWER HAIRS								SAFETY UP BARRIER SAFETY DOWN	
PROTECTED AREA SPAN DECK INSPECT IT								TRAINING CONFINED SPACE TRUCKS	
BORROW LIFT SHOVEL								JMT Rule 2 HANDED DETOUR	
SPOTTER 100% TIE OFF K.A.C.								CLEAN WORK NOISY COMMUNICATION	
FALL NOT TIE OFF POINT W. GATE								OT-400 GAS DETECT SERVICE	
YES <input type="checkbox"/> NO <input type="checkbox"/>								YES <input type="checkbox"/> NO <input type="checkbox"/>	

Back of Pre Task Plan:

Jones Engineering		PRE TASK PLAN	
Work At Height Risk Assessment - Must be completed & signed by the Crew Supervisor			
Suitability of Access Equipment Can WAH be avoided/completed at ground level? Are scaffolds or MEWP's suitable for workplace with room for Access/Egress? Can a Working Platform with guard-rails be installed? Can a Scaffold or MEWP be used? Can a Bespoke Working Platform be used? Is a ladder the most suitable equipment for the task? Is the work of short duration (<30mins)? Will WAH will be completed by One Operative? Will 3 points of contact be maintained throughout the task? Are your feet at a low height (<900mm)? Is a handhold available for climbing ladder & at working position? A Ladder may only be used if following a risk assessment it is deemed the most suitable work access equipment for the task. Work At Height MUST be evaluated on a continuous basis by the Supervisor responsible for the crew to ensure the most suitable Access Equipment is used.		Working at Heights Checklist Span Deck Being Used Tied Down <input type="checkbox"/> Straps Locked <input type="checkbox"/> Certified <input type="checkbox"/> Scaffold being used Scaffold signed off? <input type="checkbox"/> Any special conditions? <input type="checkbox"/> Check the scaffold condition now <input type="checkbox"/> MEWP Being used Are all Operators Trained? <input type="checkbox"/> Is the Checklist filled out? <input type="checkbox"/> GAT/GAS in Machine <input type="checkbox"/> Is spotter in place & trained? <input type="checkbox"/> Area barriered/signage up? <input type="checkbox"/> Ladder being used Do you need to use a ladder? <input type="checkbox"/> Ladder inspected? <input type="checkbox"/> Have you got the right size ladder? <input type="checkbox"/>	
Can you rescue a person from height using a ladder? YES <input type="checkbox"/> NO <input type="checkbox"/> Detail Ladder: A Frame <input type="checkbox"/> Document <input type="checkbox"/> Straight <input type="checkbox"/> Ladder selected can be safely erected and supported in this areas? YES <input type="checkbox"/> NO <input type="checkbox"/> Supervisor Signature: _____		Equipment Have you Inspected Harness/Lanyard? <input type="checkbox"/> Is Harness/Lanyard in date? <input type="checkbox"/> How are you protecting the Live Services in your area? Note controls: _____ Has/Will your work create a new hazard (e.g.: trip, overhead service impact)? If so note controls: _____	
Can 2m Social Distancing be maintained during the works? Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", detail the P.P.E. required to carry out the task safely: _____ Detail any other measures being used: _____		Date: _____	

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Front of Pre Task Plan

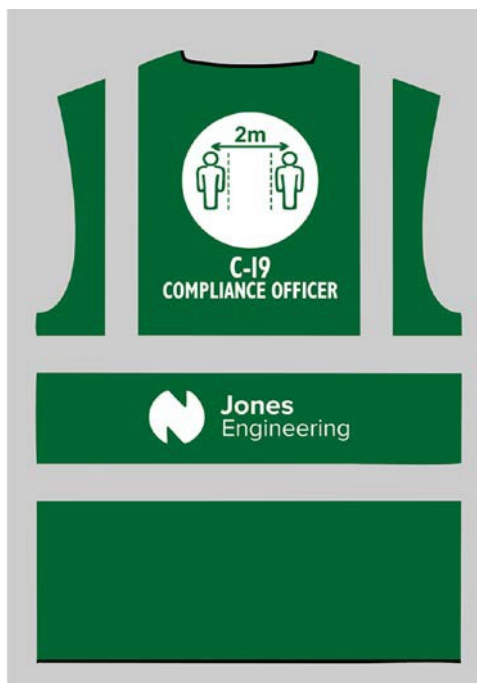
Jones Engineering		PRE TASK PLAN				LIVE SERVICES How Many Sprinkler Heads?			
JOB DETAILS EXACT LOCATION: _____ SERVICE: _____ METHOD STATEMENT No: _____ C-19 Compliance Officer: _____ SUPERVISOR: _____		EMERGENCY PLAN Nearest Fire Exit: _____ Nearest Shower: _____ Nearest Extinguisher: _____ Phone no.: _____ OUTSIDE EMERGENCY Supervisor no.: _____		LIST PERMITS REQUIRED - Elec, Hot Work etc. Protection needed? Yes <input type="checkbox"/> No <input type="checkbox"/> Protection needed? Yes <input type="checkbox"/> No <input type="checkbox"/>		 			
HAZARDS CONTROLS TICK WHATEVER YOU INTEND TO USE.		STEPS REQUIRED		HAZARDS		SAFE PLAN		HAZARDS CONTROLS TICK WHATEVER YOU INTEND TO USE.	
   LIVE SERVICES AT HEIGHTS TOOLS & EQUIP PROTECT EYE SCAFFOLD SAFETY								   MANUAL HANDLING FALL PREVENTION HOUSE KEEPING NO TRIP NO TRIP NO TRIP	
   LIFTED LADDER POWER CABLE YES NO YES NO YES NO								   FOOD SPILLAGE FALL UP YES NO YES NO YES NO	
   PROTECTION SCAFFOLD INSPECTION YES NO YES NO YES NO								   TRAINING CONFINED SPACE TRADES YES NO YES NO YES NO	
   STORAGE MEWP SIGNAGE YES NO YES NO YES NO								   CLEAR ROUTE ROAD COMMUNICATION YES NO YES NO YES NO	
   SPILL TIE OFF POINT SAFETY YES NO YES NO YES NO								   OTHER GAS DETECT RESCUE YES NO YES NO YES NO	
COVID-19 Preventative Measures DISTANCE: >1.5m WASH: your hands thoroughly & regularly (before and after breaks etc) COVER: your mouth and nose with a tissue or elbow when coughing or sneezing and Record Used tissue AVOID: touching your face, nose & mouth etc contaminated hands don't transfer the virus from surface to yourself CLEAN: and disinfect frequently touched items and surfaces If you cannot maintain the social distance of 1.5m, contact company covid-19 compliance officer/EHS Rep		P.P.E. REQUIRED Hat <input type="checkbox"/> Glasses <input type="checkbox"/> Boots <input type="checkbox"/> Vest <input type="checkbox"/> Gloves <input type="checkbox"/> Hearing <input type="checkbox"/> Visor <input type="checkbox"/> Overalls <input type="checkbox"/> CREW TO SIGN BELOW REVIEW MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY		LIST SPECIAL PPE SUPERVISOR'S SIGNATURE COMMENTS		NEW PTP REQUIRED NEW PTP REQUIRED			

Back of Pre Task Plan:

Jones Engineering		PRE TASK PLAN			
Work At Height Risk Assessment - Must be completed & signed by the Crew Supervisor					
Suitability of Access Equipment Can WAH be avoided/completed at ground level? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proceed with work at ground level Are scaffolds or MEWP's suitable for workplace with room for Access/Egress? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proceed with Scaffold/MEWP Can a Working Platform with guard-rails be installed? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proceed with Working Platform Can a Scaffold or MEWP be used? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proceed with Scaffold/MEWP Can a Bespoke Working Platform be used? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proceed with Bespoke Platform Is a ladder the most suitable equipment for the task? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> If NO Contact company EHS Dept Is the work of short duration (<30mins)? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Proceed with Ladder Will WAH will be completed by One Operative? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Will 3 points of contact be maintained throughout the task? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Are your feet at a low height (<900mm)? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Is a handhold available for climbing ladder & at working position? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> A Ladder may only be used if following a risk assessment it is deemed the most suitable work access equipment for the task. Work At Height MUST be evaluated on a continuous basis by the Supervisor responsible for the crew to ensure the most suitable Access Equipment is used.					
Can you rescue a person from height using a ladder? YES <input type="checkbox"/> NO <input type="checkbox"/> Detail Ladder: _____ Document: _____ Ladder selected can be safely erected and supported in this areas? YES <input type="checkbox"/> NO <input type="checkbox"/> Supervisor Signature: _____ Date: _____					
Working at Heights Checklist Span Deck Being Used Tied Down <input type="checkbox"/> Straps Locked <input type="checkbox"/> Certified <input type="checkbox"/> Scaffold being used Scaffold signed off? <input type="checkbox"/> Any special conditions? <input type="checkbox"/> Check the scaffold condition now <input type="checkbox"/> Clear of debris? <input type="checkbox"/> MEWP Being used Are all Operators Trained? <input type="checkbox"/> Is the Checklist filled out? <input type="checkbox"/> GAT/GA3 in Machine <input type="checkbox"/> Is spotter in place & trained? <input type="checkbox"/> Area barriered/signage up? <input type="checkbox"/> Ladder being used Do you need to use a ladder? <input type="checkbox"/> Ladder Inspected? <input type="checkbox"/> Have you got the right size ladder? <input type="checkbox"/>					
Equipment Have you Inspected Harness/Lanyard? <input type="checkbox"/> Is Harness/Lanyard in date? <input type="checkbox"/> How are you protecting the Live Services in your area? Note controls: _____ Has/Will your work create a new hazard (e.g.: trip, overhead service impact)? If so note controls: _____					
Can 1.5m Social Distancing be maintained during the works? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'No', detail the P.P.E. required to carry out the task safely: _____ Detail any other measures being used: _____					

<p>Jones Engineering Group</p>	<p>EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19</p>
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Appendix 4: JEG Compliance Officer Viz Vest/s



Appendix 5: Plant & Vehicle Cleaning Templates



MEWP – BOOM LIFT

Contact Points within a MEWP- Boom Lift

- Entrance Gate
- Toggles
- Switches
- Joystick
- Document Holder
- Guardrails
- Emergency Controls
- Clip for opening up the cover to look at the engine
- Chock

MEWP – SCISSORS

Contact Points within a MEWP- Scissors Lift

- Entrance Gate
- Document Holder
- Joystick
- Toggle Switches
- Lanyard Anchor Points
- Guard Rails
- ELD (Emergency Lowering Device)



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MEWP-SINGLE OCCUPANCY LIFT



Contact Points within a MEWP - Single Occupancy Lift

- Entrance Gate
- Toggle Switches
- Red Document Holder
- Guardrails
- Emergency Controls
- Handles at the back for pushing/pulling the MEWP

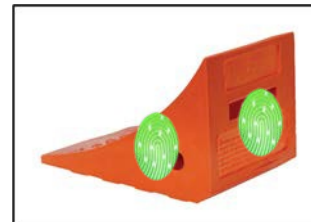




FORKLIFT

Contact Points within a Forklift

- **Rear-view Mirror**
- **Seatbelt/Seatbelt clip in point**
- **Steering Wheel**
- **Forklift Frame**
- **Hydraulic Control Levers**
- **Handbrake**
- **Door Handles (Cab Type)**
- **Steering Column Stalks (Indicators, Windscreen Wiper)**
- **Seatbelt**
- **Elbow/Arm Rests**
- **Chock**

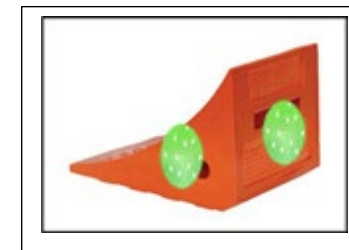




TELEPORTER

Contact Points within Teleporter

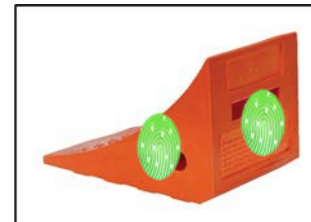
- Steering Wheel
- Gear Stick
- Handbrake
- Door Handles
- Radio and Infotainment Controls
- Indicators
- Windscreen Wipers
- Elbow Rests
- Seat Position Controls
- Door Frame
- Document Holder
- Mechanism to open back window
- Chock



GOLF CART

Contact Points within Golf-Cart

- **Steering Wheel**
- **Zip to gain entry to the Golf-Cart**
- **Dash Controls**
- **Switch at floor level to travel forward and reverse**
- **Handrails**
- **Chock**





ROAD VEHICLE

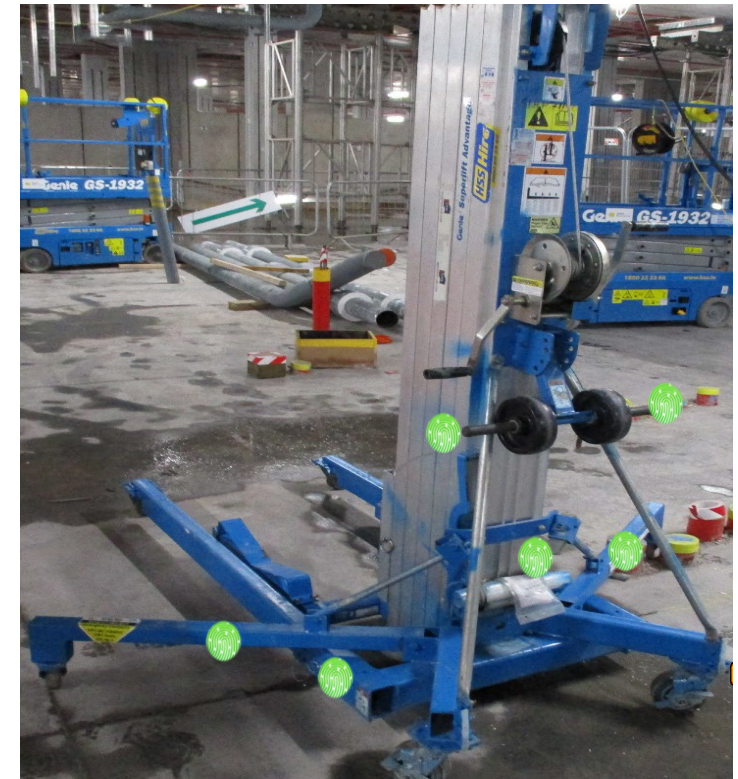
Contact Points within vehicle

- Steering Wheel
- Steering Wheel Control Switches (cruise control/phone/radio)
- Steering Column Stalks (indicator/windscreen wiper/
- Radio & Infotainment Controls
- Dashboard Controls (e.g. demister switch)
- Door Handles
- Door Control Switches
- Door Frame
- Gearstick
- Handbrake
- Seat Position Controls
- Elbow Rest
- Chock



Contact Points for a Genie Material Lift:

- Rotary Handle
- Support Legs
- Forks (Lifting Arms)
- Removable Pins
- Document Holder
- Black Transport Wheel (At Rear)



Jones Engineering Group	EHS System Procedure No: EHS-SOP 48 Procedure Name: Protection and Monitoring of Personnel to a Potential Exposure to Covid-19
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Amendment History

Date	Amend Ref/ Issue No	Reason	Auth. by
17/09/2020	Rev 00	First Issue	D. Grady
25/09/2020	Rev 1	Amendment to Section 7 Addition of Genie Hoist Cleaning template	D. Grady
10.12.2020	Rev 2	Alteration of C-19 Self Declaration / Questionnaire in Appendix 1 Addition of Safety, Health and Welfare at Work (Biological Agents) Regulations 2020 (S.I. No. 539 of 2020) to References Alteration to Construction Regulations SI 291 of 2013 to "The Safety, Health and Welfare at Work (Construction) Regulations 2013 to 2020" in references.	D. Grady