



Title: Lift Station Commissioning During Covid-19 Safe Work Procedure

Procedure Number: 064

Corresponding Policy Number: Nil

Date Approved: April 9, 2020

Department: Public Works

Purpose: To ensure the health and safety of Town employees and contractors that are commissioning work on lift stations throughout the Town during the outbreak of Covid-19.

Potential Hazards:

- Slips, trips, falls
- Poor visibility
- Exposure to sick or exposed public, contractor or employees
- Pinch points
- Arc flash/electrical and energy hazards
- Traffic
- Vehicle accident
- Weather conditions
- Strains/awkward postures
- Uneven terrain/surfaces
- Exposure to hazardous gas levels
- Open access cover

PPE and Equipment Required:

- Steel toe boots
- Arc rated coveralls
- Arc rated face shield
- Traffic control signage/devices
- Respirator with P100 and gas cartridge or face shield, mask, and safety glasses
- Cleats (icy conditions)
- Arc rated gloves
- Hand sanitizer
- Disinfectant and paper towels
- Disposable/work gloves
- Barricades

Procedure:

1. The contractor is to submit, for review, the Town required occupational health and safety documentation including procedures dealing with Covid-19. This information is to be reviewed by the Town's OHS Coordinator prior to any start of work. If the information is insufficient, the Town will request an update or change to the documentation before work can commence.
2. Prior to meeting the contractor at the site, the Covid-19 Checklist is to be used for each of the contractor employees coming to site. If the contractor does not meet the requirements under the checklist then the work will not take place.
3. Town employees that will be assisting in the lift station commissioning will take separate work trucks to the location in order to maintain adequate social distancing (at least 6 feet).



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4. Drive to the site and assess site conditions. Ensure that all PPE requirements and site conditions are met (arc rated clothing and PPE).
5. If necessary, set up traffic control within the area. Also, set up barricades 2 metres (6 feet) around the work area.
6. When meeting with the contractors, social distancing is to be maintained by all parties. Employees and/or contractors are to stand outside of the barricades, maintaining social distancing from one another. Only the people that need to be within the work area to perform a task are to inside the barricades.
7. If during the course of the work, it is not feasible for other employees and/or contractors to remain outside of the barricades, the water and sewer employees are to don their full-face respirators with the gas cartridge with P100 filters. Other Town employees and the contractors are to, at a minimum, don safety glasses, N95 or equivalent mask and a face shield. At no time, is any equipment to be touched without gloves being worn.
8. If someone from the public starts to walk by the work site. Warn them to maintain adequate distance from the worksite to ensure that it meets the social distancing as required by the Town and Department of Health and Community Services.
9. Open the electrical panel, as required for the inspection to have the lift station commissioned.
10. Open the access cover, as required for the inspection to have the lift station commissioned. Lock the access cover into place to ensure that it does not close due to weather conditions. Use proper body mechanics when opening the access cover.
11. Close and secure the access cover and panel when inspection has been completed. If assistance is needed during the surveying, Town employees will provide the information on the location areas to be surveyed and will maintain social distancing at all times.
12. Once all work has been completed, remove any traffic control that was put into place as well as the barricades around the work area.
13. If respirator was worn, place it into a separate bag for cleaning at the Depot. Employees are to use hand sanitizer to clean their hands before getting into the trucks. If safety glasses and face shield were worn, put them in a bag to be



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cleaned with soap and water. Face masks are disposable and can be thrown in the garbage.

14. Employees are to drive back to the Depot and disinfect the inside of the truck's surfaces such as door handles, steering wheels, gear shifts, etc.
15. Clean the respirator with the wipes to ensure it has been cleaned and sanitized. Once complete, employees are to put it back into their locker to dry and are to wash their hands and the handle to their lockers and doors touched in order to reduce potential exposure from Covid-19.

Revision History:

Revision:	Change Made:	Changes Made By:	Date: