

O'Connor's Utility Management Company.

P: 905-452-2732 F: 905-230-3464 E: oconnorsgogreensavegreen@gmail.com
www.OUMC.ca ; www.EnergyEfficientLights.ca

COVID-19 AND OCCUPATIONAL HEALTH AND SAFETY POLICY

O'Connor's Utility Management Company is committed to Occupational Health and Safety Act (R.S.O.), 1990, and the protection of our workers and a safe workplace.

We pride ourselves in the belief that the responsibility of health and safety is shared by everyone who works for O'Connor's Utility Management Company, including contractors.

Sanitizing hand rub dispensers will be put in prominent places around the workplace, Dispensers regularly refilled, and posters promoting hand-washing.

Staff and contractors have access to places where they can wash their hands with soap and water.

Ensure that face masks and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them.

Owner

- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
- Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants. Have surgical masks available to offer anyone who develops respiratory symptoms.
- Develop a plan of what to do if someone becomes ill with suspected COVID-19 at one of your workplaces
- Develop partnerships and plans with your local health and social service providers in advance of any emergency.

Supervisors

- Supervisors will ensure workers compliance with the guidelines specified under the 'Workers' piece of the O'Connor's Management Company Policy.
- Supervisors will ensure personal protective equipment, hand washing stations, hand sanitizer, masks, and gloves are in stock and accessible to all workers at all times.
- Supervisors will report to Owner, O'Connor's Utility Management Company, any reported employee illness, or breach of Health and Safety policy regarding social distancing, appropriate wearing of personal protective equipment, or hand sanitizing.

Workers

- Employees comply with any local restrictions on travel, movement, or large gatherings
- Employees feeling unwell will notify supervisor by phone and stay home
- Follow hand washing protocols, and wear gloves and /or face mask if social distancing cannot be maintained in the workspace or job site.
- Follow specific protocols for distancing, protective equipment, hand sanitization and hand washing at each job site
- Will review the videos on how to wear and dispose of face masks that is on the World Health Organization website <https://youtu.be/ciUniZGD4tY>
- Employees will wipe down surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) with disinfectant wipes regularly.

Contractors

- Contractors working under the O'Connor's Utility Management Company umbrella will follow the same guidelines as 'Workers'

Suppliers

- All suppliers are expected to have own Health and Safety policies to adhere to, and will ship products via UPS, FedEx, Canada Post, or Amazon, and follow the shipper's specific Health and Safety protocols.

Visitors

- Visitors will not be invited onsite of O'Connor's Utility Management Company premises during the Covid-19 pandemic. There will also not be curb-side pick-up, or any interaction of O'Connor's workers with visitors during the Covid-19 pandemic.