

Sandhill Materials Inc.

COVID-19 SAFETY PLAN

CRAWFORD QUARRY

Revised by:



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Table of Contents

Introduction	3
Location And Permit Information	3
BC Public Health Officer Order	4
Ministry Of Energy, Mines And Petroleum Resources	4
Risk Assessments	5
Measures to Reduce Risk	5
Site Access	5
Site Visitors	5
Deliveries	5
Site Safety Orientations	6
Pre-Shift Safety Meetings	6
Workplace Operations	6
Scale Office	6
Quarry Operations	6
Tools and Equipment	7
Communal Spaces	7
Scale Office	7
Transportation	7
Hygiene	7
Surface Transmissions	8
Cleaning.....	8
Disinfecting	8
Surfaces to be Cleaned	8
Vehicle and Equipment Cleaning	8
Worker Reported Sickness	8
Appendix 1 – COVID-19 Physical Distance Policy	9
Appendix 2: COVID-19 Sickness Policy	11



Introduction

Sandhill Materials Inc. (Sandhill) operates Ministry of Energy, Mines and Petroleum Resources permitted aggregate mine and quarry in Kitimat, BC. Deemed part of the Province of British Columbia's essential services, Sandhill has continued operations at essential services levels only, following COVID-19 protocols and procedures.

Location And Permit Information

4820 Stewart Road, W.
Kelowna, BC V1W 4N5

Crawford Quarry
Permit No. G-4-092
Mine No. 0400656

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BC Public Health Officer Order

On May 14, 2020, the British Columbia Public Health Officer issued an Order requiring workplace COVID-19 Safety Plans, stating in part:

Employers are required by section 21 (2) (c) of the *Workers Compensation Act* to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order).

Post a copy of your COVID-19 Safety Plan on your website, if you have one, and at your workplace so that it is readily available for review by workers, other persons who may attend at the workplace to provide services and members of the public;

Provide a copy of your COVID-19 Safety Plan to a health officer or a WorkSafeBC officer, on request.¹

Ministry Of Energy, Mines And Petroleum Resources

On May 19, 2020, the Chief Inspector of Mines and Executive Lead, Authorizations issued a letter titled *Guidance Document - COVID-19 Safety Plans* that follows on the May 14, 2020 Order issued by the Provincial Health Officer.

The guidance document states that the “Ministry of Energy, Mines and Petroleum Resources (EMPR) is adopting an approach for mine workers that is consistent to that being taken by WorkSafeBC for other workers in BC.”

Accordingly, all mine sites in BC with on-site workers, are required to develop a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission”.²

The six-steps on the COVID-19 and returning to safe work operation are:

1. Assess workplace risks
2. Implement measures to reduce risk
3. Develop policies
4. Develop communications plans and training
5. Monitor the workplace and update plans as needed
6. Assess and address risks from resuming operations

¹ https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf

² https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/mineral-exploration-mining/covid-19/guidance_document_-_covid-19_plans.pdf

Risk Assessments

The primary COVID-19 related risks associated with head office are:

- Site Access
- Site Visitors
- Deliveries
- Site Safety Orientations
- Workplace Operations
- Tools and Equipment
- Communal Spaces
- Transportation
- Hygiene
- Surface Transmissions
- Worker Reported Sickness

Measures to Reduce Risk

Site Access

Access to the site office is restricted only to those workers, contractors, and visitors deemed necessary. The site office door is located throughout the day and access into the scale office is controlled by the Scale Operator.

Site Visitors

To manage walk-up traffic, signage will be posted on the scale office window directing all visitors to report to the Scale Operator at the window. A tape line will be placed two (2) metres away from the window and a barrier will be installed to provide the Scale Operator protection when the window is opened for communication purposes.

The Scale Operator will, as deemed necessary and appropriate, may permit access from visitors or contractors into the scale office. Other company workers are authorized to enter the scale office, but should only do so if necessary and should consider alternative communications methods (phone calls, Teams meetings, etc.)

All workers, visitors, and contractors entering the scale office must ensure physical distancing of a minimum of two (2) metres is always maintained as per the COVID-19 Physical Distance Policy attached as Appendix 1.

Beverages (coffee, tea, water) will not be offered.

All non-essential communal items, such as candy, magazines, etc. will be removed.

Hand sanitizer is to be provided to all visitors and a safe place for visitors to dispose of used sanitizing wipes will be provided.

A record of all office visitors is to be kept.

Deliveries

Deliveries and courier packages are to be left outside the main scale office door.

Requests for contactless delivery are to be made to maintain physical distancing requirements.



Site Safety Orientations

Site-specific safety orientations are required infrequently and are to be arranged through and conducted by the Health and Safety Manager.

All site safety health and safety documentation are to be provided electronically by email and when signed it is to be scanned and returned by email.

When conducting the site safety orientation, physical distancing of two (2) metres is to be maintained at all times.

Pre-Shift Safety Meetings

Pre-shift safety meetings must be arranged to ensure that a minimum of two (2) metre physical distancing is maintained at all times. Weather permitting, pre-shift safety meetings can be held outside.

As required pre-shift safety meetings can be held in the scale office while maintaining a minimum distance of two (2) metres. Immediately following the meeting, all common surfaces are to be cleaned and disinfected.

Workplace Operations

Scale Office

The site office has a dedicated Scale Operator workspace and a dedicated Purchasing Manager workspace. These two workspaces are separated by a closable door and the Purchasing Manager workspace has a separate outside entrance.

When the Purchasing Manager is on-site, the Purchasing office is to be accessed directly from the dedicated outside entrance. When the Purchasing Manager is in the office, the door between the Purchasing and Scale offices is to remain closed.

Payment for material that is not on a company account is made directly with the Scale Operator. Payment via electronic method (credit card or debit) is the preferred method of payment, but cash will be accepted as needed. All customers must maintain a minimum of a two (2) metre distance from the Scale Operator during the payment transaction process. Upon completion of an electronic transaction, the Scale Operator will clean and disinfect the payment terminal and after a cash payment transaction, the Scale Operator must follow the handwashing procedures.

Signage will be posted at the entrance doors and the window indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the scale office.

Quarry Operations

All mobile equipment throughout the quarry is operated by a single operator. Equipment operators shall not transport any other person in their equipment at any time.

All physical labour is to be conducted while maintaining a minimum of a two (2) metre distance from other workers. When a task requires more than one person to complete and a two (2) metre physical distance can not be maintained, all involved workers shall wear a non-surgical mask.



Tools and Equipment

Shared tools and equipment must be wiped down and cleaned with a disinfecting agent such as disposable wipes or a diluted bleach solution between uses by different workers. Rubber gloves should be worn while handling bleach solutions and the area should be well ventilated.

Workers who wear leather gloves or other impermeable gloves as hand protection during work may share tools and equipment without disinfecting the tools between each user but must continue to clean and wash their hands to break the chain of infection. Leather gloves may have droplets on them and could transmit infection to another worker.

Gloves are to be identified with the worker's name to ensure each pair remains with one worker only.

Communal Spaces

Communal spaces have been identified as follows:

Scale Office

- Scale Operator's desk
- Photocopier
- Kitchen space
- Bathroom

Common areas and surfaces are to be cleaned at the start and end of each day and after any potential contamination that may occur throughout the day. Common surfaces include washrooms, shared offices, common tables, desks, light switches, handrails, and door handles. Regular household cleaners are effective against COVID-19, following the instructions on the label

Workers are to supply their own food for meal breaks and there is to be no sharing or consumption of shared food. Employees are to provide their own dishes and utensils.

A policy requiring all employees to remain a minimum of two (2) metres apart at all times will help ensure physical distancing is maintained in all areas of the office.

Photocopier, and any other shared office equipment, use it is to be limited as much as possible and is to be cleaned and disinfected after each use.

Transportation

The regular full-time workers at the worksite consist of the Site Superintendent, Scale Operator, and the Purchasing Manager. All workers travel to the site from the private residences.

The Site Superintendent and the Scale Operator are the same family and travel together in a private vehicle. The Purchasing Manager mostly works remotely but when going to the site travels alone in a company-provided single cab pickup.

Hygiene

Increased hygiene is foundational to helping reduce the possible spread of COVID-19.

Workers are to be diligent handwashing with plain soap and water or use of hand sanitizer.

Workers are to cough or sneeze into their elbows, avoid touching their face with unwashed hands, and dispose of used tissues immediately.



Surface Transmissions

Effective cleaning and disinfecting are a two-stage process:

Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.

Disinfecting

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

Surfaces to be Cleaned

Clean and disinfect all common surfaces that workers and visitors touch, including but not limited to doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, photocopier, toilets, and faucets.

Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Cleaning is to occur at the beginning of the day and at the end of the day as required. Workers are to be trained in the use of the cleaning products used.

Vehicle and Equipment Cleaning

At the start of each working day and throughout the day, operators are to clean frequently touched surfaces in the vehicles and equipment using an alcohol-based cleaner or disinfecting wipes/spray and paper towel; if these are unavailable, use soap and water.

High touch or key contact points include:

- Door handles (inside and out)
- Window buttons
- Steering wheel and controls
- Wiper and turn signal handle
- Shifter
- Dash controls and buttons
- Ventilation grilles and knobs
- Rear-view mirror
- Armrests
- Grab handles, seat adjusters
- Seat belt buckles
- Radio
- Two-way radio (controls and microphone)

Worker Reported Sickness

Workers reporting COVID-19 illness or suspected COVID-19 illness or symptoms are to follow the COVID-19 Sickness Policy (Crawford Quarry) attached as Appendix 2.



Appendix 1 – COVID-19 Physical Distance Policy



COVID-19 PHYSICAL DISTANCE POLICY

Purpose

This policy establishes the requirement for all workers, contractors, and visitors to observe workplace physical distance requirements.

Introduction

Sandhill Materials Inc. (the Company) is committed to providing a safe, healthy, and secure environment for all workers, contractors, and visitors affected by its operations and activities.

Scope

This policy applies to all workers, contractors, visitors, and any other third-party that access the Company sites.

Implementation

To ensure the health and safety of all those on Company sites during the active COVID-19 pandemic, the following physical distancing requirements apply:

All workers, contractors, and visitors must maintain a minimum of two (2) metres of physical distance from others whenever possible.

When this is not possible, workers, contractors, or visitors are required to wear a mask until the minimum two (2) metres of physical distance can be achieved and maintained.



Appendix 2: COVID-19 Sickness Policy

COVID-19 SICKNESS POLICY (CRAWFORD QUARRY)

Purpose

This policy establishes the process to be followed when a worker is, or may potentially be, sick due to COVID-19.

Introduction

Sandhill Materials Inc. (Sandhill) is committed to providing a safe, healthy, and secure environment for all workers and those affected by its operations and activities.

Scope

This policy applies to all workers who are working at the Crawford Quarry site (the Site) in Kelowna, BC.

Implementation

The COVID-19 Sickness Policy is the responsibility of the Worker, the Supervisor, and the Management Team.

To ensure the safety of all workers, attendees at the Site are to follow the guidelines below, which were developed in part by information and directives provided by WorkSafeBC, the British Columbia Provincial Health Officer, and the British Columbia Centre for Disease Control:

Supervisor and Management Responsibility

- Clean and disinfect any surfaces that the sick worker has touched
- Receive and act on any reports of sickness
- Disclose any reports of sickness to those workers who were in contact with the sick worker
- Communicate any reports of sickness to safety@arthon.com

Worker Responsibility

Sick workers (even if their symptoms are mild) are to:

- Report to
 - The direct supervisor
 - The designated First Aid Attendant
- Wash or sanitize their hands
- Be provided with a mask (if available)
- Make arrangements to be sent home as soon as possible
 - Once home, the worker is to consult the BC COVID-19 Self-Assessment Tool or
 - Call 8-1-1 for guidance related to testing and self-isolation

Severely ill workers (e.g., difficulty breathing, chest pain) are to:

- Call 911 immediately

Workers that have shown any of the symptoms of COVID-19 in the previous ten (10) days are to:

- Advise their supervisor as soon as possible
- Not come to work
- Self-isolate for a minimum of (ten) 10 days

Workers that have been directed by the Provincial Health Officer to self-isolate are to:

- Advise their supervisor as soon as possible

Workers who have arrived from outside of Canada or who have had contact with a confirmed COVID-19 case are to:

- Advise their supervisor as soon as possible
- Not come to work
- Self-isolate for 14 days
 - Refer to the BC Centre for Disease Control Self-Isolation Guidelines attached to this policy
- Monitor their symptoms

Assessment

Recognizing signs and symptoms of COVID-19 is the first step in assessing and managing risks.

Physical Signs and Symptoms

As per the British Columbia Centre for Disease Control, the symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite