

Sandhill Materials Inc.

COVID-19 SAFETY PLAN

SANDHILL MATERIALS MINE AND QUARRY SITES

Revised by:



9-1790 KLO Road, Kelowna, BC V1W 3P6
Tel (250) 868-6550 Fax (250) 868-6559



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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

300 Sandhill Way
Kitimat, BC V1W 3P6

Phone: (250) 632-6155
Email: info@sandhillmaterials.com

Sandhill Sand and Gravel Mine
Permit No. G-1-120
Mine No.1650416

Sandhill Materials/Sandhill Pit
Permit No.G-1-11
Mine No.0101048

Sandhill Quarry
Permit No. Q-1-053
Mine No.1650613

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 Sandhill Materials mine and quarry site are:

- Site Access
- Deliveries
- Site Visitors
- Site Safety Orientations
- Pre-Shift Safety Meetings
- 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. Signage will be posted at the intersection of Eurocan Way and Sandhill Way restricting access to the site and providing contact information if someone needs to arrange access to the site.

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.

To manage potential walk-in traffic, signage will be posted at the entrance door directing all visitors to report to the Site Administrator and that all visitors are to remain two (2) metres away from the Site Administrator's desk. The floor will be marked with a line delineating the two-metre mark and a clear protective barrier will be installed at the Site Administrator's desk.

Hand sanitizer will be available to employees and visitors as they enter the office.

Deliveries

Deliveries and courier packages will be directed to be left in a designated area inside the site office. Deliveries that can not be left in the office are to be coordinated with the delivery or courier company to maintain physical distancing.

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

Site Visitors

Visitors to the Sandhill site are to follow the Temporary Visitor Sign In and Sign Out Procedure, attached as Appendix 1.

When booking appointments, visitors are to be advised to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.

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



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

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.

Site Safety Orientations

All site-specific safety orientations are to follow the Site Safety Orientation Policy, attached as Appendix 2.

Pre-Shift Safety Meetings

All 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.

When in-person pre-shift safety meetings can not be arranged to ensure a minimum of two (2) metre physical distancing, the Site Superintendents are to complete the Daily Safety Meeting Agenda for the following day's meeting, which is then emailed the evening before the next workday to all workers by the Site Administrator (or designate).

Workplace Operations

Site Office

The site office has a dedicated Site Administrator workspace, a dedicated Site Superintendent workspace, and a common, open area between these two areas. When on site, the Health and Safety Manager uses the common, open area as a workspace.

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

Scale Office

Due to the restricted size of the scale office, it will be restricted to a maximum of two (2) people in the office at a time of the Scale Operator, and the Scale Supervisor/Delivery Coordinator. All other workers, contractors, or visitors shall not enter the scale office for meetings or conversations.

As required, meetings or discussions with the Scale Supervisor/Delivery Coordinator are to take place outside the scale office, weather permitting, to minimum maintain physical distance requirements. If an outdoor meeting is not reasonable, the meeting is to be held in the crew trailer while maintaining minimum physical distance requirements.

Signage will be posted at the door indicating these restrictions and identifying a maximum occupancy of two (2) people only.

Pit Operations

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

The exception to this is when a new rock truck driver is being trained. This training requires a designated rock truck driver to be present in the cab of the rock truck to monitor and evaluate the new worker. As it is not possible to maintain a minimum of two (2) metre distance, both the rock truck driver and the rock truck driver trainer shall wear non-surgical face masks.

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.

Quarry Operations

All mobile equipment throughout the pit 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 it and a two (2)-metre physical distance can not be maintained, all involved workers must wear a non-surgical mask.

Wash Plant

Only the wash plant operator is permitted to be in the control tower. No other worker shall enter the control tower at any time. Conversions between the wash plant operator and other workers are to be conducted via two (2)-way radio. In person meetings and conversions are to be conducted outside of the control tower ensuring minimum physical distance requirements are maintained at all times.

Crusher Plant

Only the crusher plant operator is permitted to be in the control tower. No other worker shall enter the control tower at any time. Conversions between the crusher plant operator and other workers are to be conducted via two-way radio. In person conversations are to be conducted outside of the control tower ensuring minimum physical distance requirements are maintained at all times.

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 space have been identified as follows:

Site Office

- Administrator desk
- Photocopier
- Common area
- Chairs
- Waster cooler
- Kitchen space
- Bathroom



Crew Trailer

- Water cooler
- Chairs
- Tables
- Microwave oven

Operational Site

- Portable toilets

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 preferred mode of travel to the worksite for non-local workers (Terrace and Kitimat) is personal or company supplied vehicle. If air travel is required or preferred by the worker, it is the worker's responsibility to follow and comply with all provincial and federal regulations regarding air travel.

Worker travel from their private residence or employer-provided accommodations (RV site or apartment) is by way of personal or company supplied vehicles as per the following requirements:

- Where possible limit a single driver in a conventional truck (i.e., single cab).
- A driver and one passenger may travel together in vehicles with two rows of seating. The passenger is to in the back seat on the opposite side as the driver.
- Hands should be washed thoroughly before and after the ride and common surfaces should be wiped down before and at the end of each trip.

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. Portable handwashing stations will be provided at various locations throughout the operational sites and all workers have access to hand sanitizer.

Portable handwashing stations are to be checked a minimum of three times during the day shift.

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 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 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 (Sandhill Site) attached as Appendix 4.



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: Temporary Visitor Sign In and Sign Out Procedure

TEMPORARY VISITOR SIGN IN/SIGN OUT PROCEDURE

To **SIGN IN AND OUT ALL VISITORS MUST** send an email to:
attendance@sandhillmaterials.com

The information below **MUST BE INCLUDED** IN YOUR EMAIL:

SIGNING IN

- “Signing in”
- Your first and last name
- Your Company name
- Your cell phone number
- Have you had a sandhill site safety orientation?
write “YES” or “NO”
- If you borrowed a radio, please provide the
radio unit # (1-10)

SIGNING OUT

- “Signing out”
- Your first and last name
- Your Company name
- “Radio returned” (if applicable)

Ensure to write the above information in order as it is listed

Radios must be signed out at the beginning of the day and returned at the end of the day



Appendix 3: Site Safety Orientation Policy



SITE SAFETY ORIENTATION POLICY

Purpose

This policy establishes the process to be followed when arranging for and scheduling a Site Safety Orientation for the Sandhill Materials Inc. (Sandhill) mine and/or quarry (the sites).

Introduction

Sandhill is committed to providing a safe, healthy, and secure environment for all workers and those affected by its operations and activities. To ensure the safety of all those on Sandhill's very active mine and quarry sites, completion of the Site Safety Orientation is required before site access is granted.

Scope

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

Implementation

All Site Safety Orientations must be scheduled a minimum of 24 hours in advance. Site orientations are conducted Monday through Friday (excluding statutory holidays) between 7:00 AM and 3:00 PM.

Site orientations are restricted to a maximum of three (3) people at a time.

Site safety orientations can be scheduled by email or telephone:

Email: info@sandhillmaterials.com

Telephone: (250) 632-6155



Appendix 4: COVID-19 Sickness Policy

COVID-19 SICKNESS POLICY (SANDHILL SITE)

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 Sandhill Materials site (the Site) in Kitimat, 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)
- Be housed and supported in the loft suite attached to the equipment shop at 314 Haisla Blvd.
- 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