

PANDEMIC PREPAREDNESS

Field Work Safety
COVID-19 Update



DAILY TAILGATE SAFETY FORM

EHS Support

Issue Date	Jan. 2, 2013
Revision No.	005
Revision Date	Mar. 24, 2020

Daily Tailgate Safety Form

General Information			
Date:	Time:	Weather:	Name of Person Conducting Meeting:
Client:		Project Location:	
Today's Tasks (Review of relevant JSA):			
Today's Safety Focus and Tasks:			
Discussed the Following:		YES	NO
<ul style="list-style-type: none"> Protective Clothing/Equipment Physical Hazard(s) Chemical Hazard(s) Control Methods Air Monitoring Action Levels & Requirements Emergency Action (nearest phone, extinguisher, 1st Aid Kit) Hospital/Clinic Address & Directions 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
COVID-19/Pandemic-Specific Discussions: <ul style="list-style-type: none"> COVID-19 Guidance Document Reviewed Exposure Risk Identified (Low / Med / <u>High</u>) Self-Check and Temperature Completed Segregate Work Areas to maintain Social Distance (>6ft) Shared Work Tools / Documents Decontaminated Hand Washing Facilities On-Site All Waste Maintained On-Site "Stay at Home" Order in Place for Non-essential Work Testing Center Nearby for Symptomatic Workers Onset of Illness: Treat person as potentially infectious 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<small>Note: If any item marked "YES" the hazards and mitigations must be identified in a respective JSA.</small>			
Attendees			
EHS Support Site Safety Officer: _____			
Name		Signature	
Site Personnel Name		Signature	

EHS Support LLC 1

- EHS Support’s Daily Tailgate Safety Meeting Form has been updated to reflect the hazards being encountered during the pandemic of COVID-19.
- Daily Tailgate Safety Meeting Forms must be reviewed at the beginning of each single-day job as well as at the beginning of each day of a multi-day job.
- COVID-19/Pandemic Specific Discussions:
 - Has the [COVID-19 Guidance Document](#) been reviewed?
 - What is the Exposure Risk? (Low/Med/High)
 - Have work areas been segregated (>6ft)?
 - Has a self-check, including body temperature, been conducted?
 - Have shared tools and equipment been disinfected?
 - Are there hand washing facilities on-site?
 - Is all waste contained on-site?
 - Is a “Stay at Home” or similar Order in place for non-essential work?
 - Is there a testing center nearby for symptomatic workers?
 - <https://www.castlighthouse.com/2020/03/25/find-a-covid-19-testing-site/>
 - Has anyone detected an onset of illness? If yes, treat the person as potentially infectious.

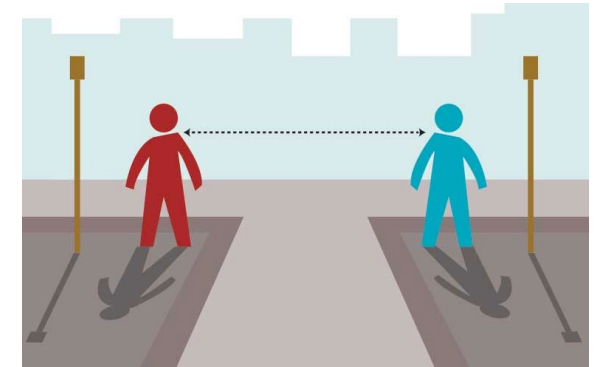
STOP – CAN WE ANSWER THESE?

- ✓ Do you know that the facility is unaffected?
- ✓ Do we have information from the client on the status of people at their facility/site? If affected:
 - ✓ Have their quarantine and decontamination efforts been reviewed?
- ✓ Do we have information from the subcontractors on the status of their employees?
- ✓ Have all field personnel provided confirmation of a symptom check?

**If your work area is suspected of being affected, we should not do the job.
If the subcontractor is infected, we need to reassign the subcontractor work.**

MANDATORY

- Plan your day. Don't make unnecessary stops and increase the potential for interactions with infected people.
- Protect yourself:
 - Conduct meetings remotely as much as possible (permitting, toolbox talks, etc.)
 - Keep work areas **at least 6 feet apart** from other people.
 - Where multiple people are on-site, define handoff and handover processes.
 - Minimize the amount of time on-site.
 - Disinfect any shared tools/documents/equipment between uses.
 - Dispose of waste in closed bags, in closed trash containers, or in drums, for future removal from the Site. Do not take waste with you.
 - Drive to site alone.



HAND-OFF PROCEDURES

- Disinfect all shared tools and equipment using a disinfectant solution consisting of either dilute bleach (per manufacturer's instructions), or an alcohol solution of at least 70%, between users.
- Handle all shared paper documents with clean, disposable, gloves.
- Maintain 6 feet social distance while handing off tools, equipment, or documents.
 - Disinfect object(s).
 - Place object(s) on tailgate, ground, or vehicle.
 - Step away from object(s).
 - Recipient can then retrieve object(s).



ONSET OF ILLNESS OR COVID-19 SYMPTOMS

- If our personnel, or other person, begins to feel sick or displays symptoms of COVID-19.
 - Treat as potentially infectious.
 - Move the potentially infected person to a location away from others. If the person refuses to be voluntarily isolated, stop work and distance yourself.
 - Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Restrict personnel from entering the isolation area or maintain at least 6 feet of distance from the potentially infectious person.
 - Potentially infectious person should leave Site and travel home or hotel. If illness is significant and they cannot drive, call for emergency services.
 - Notify the H&S Team and the client project PM.

STOP WORK AUTHORITY

During field work, personnel may execute Stop Work Authority **IMMEDIATELY** if suspecting another field team member, or other person, exhibits physical symptoms of illness (such as recurrent dry cough or shortness of breath), or if displaying improper respiratory etiquette.

