

Program/Course Health & Safety Form

Date: 7/29/2020	Campus: KPU TECH
Faculty: Faculty of Trades and Technology	Program: Millwright Level 2
Date of first group of students on campus: 9/2/2020	Date of first group of students to leave campus: 10/23/2020
Date of second group of students on campus (if needed): N/A	Date of second group of students to leave campus (if needed): N/A
<p>Number of students anticipated on campus and on which days: 8 students</p> <p>September 2, 3 and 4: 4 Students are on campus in the Millwright Shop.</p> <p>September 28, 29, 30 and October 1: 8 students are in the Welding Shop for 4 afternoons welding session from 2:30 pm to 9:00 pm.</p> <p>October 5 to October 23: 8 students are in the Millwright Shop.</p>	<p>Number of employees on campus to support this program and on which days:</p> <p>2: one KFA and one BCGEU on all listed days Sept 28 – Oct 1: 1 Welding instructor Oct 5 – Oct 23: 1 Millwright instructor</p> <p>Instructor Name: Welding: Bob Hiltz Millwright: Brian McClinton</p>
<p>Rationale for why students need to be on campus:</p> <p>ITA calls for the following Practical Time allocations:</p> <ul style="list-style-type: none"> a) Service Gear Systems, 5 hours; b) Service Shafts, Bearings and Seals, 8 hours; c) Perform Shaft Alignment, 8 hours; d) Cutting and Welding Operations, 18 hours; e) Perform Routine Trade Activities, 6 hours; f) Service Couplings, Clutches, and Brakes, 4 hours; and g) Service Chain and Belt drive Systems, <p>There are three days of GAP training from Sept 2 – Sept 4. Currently 4 students are registered in this section. These students need this GAP training to continue on with Millwright Level 2.</p>	

Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?

No: This is an apprenticeship program handled through the Faculty of Trades and Technology Apprenticeship Services

PPE requirements for students, faculty, and staff (quantity needed).

Face masks (not N95) for when instructor must be within the 6-foot proximity

Tool sanitizer at each station x 10 (8 students plus 2 employees each day)

Hand washing station outside entry to classroom (already in place)

Hearing protection, eye protection, steel toed footwear provided by the student as part of the normal program expectations

Has there been consultation with the Faculty OH&S Committee or the instructor? (provide details).

Yes. Brian Moukperian spoke with Pablo Dobud. Pablo provided direction on floor markings for traffic flow, official hand washing handouts/e-handouts, and posters.

Brian McClinton (instructor) has been provided all materials (per Pablo).

Signage posted at all entrances to KPU Tech stating "Stay Home If You Are Sick"



Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.

Safety Plan for Employees and students:

The employee and students will be following the social distancing guidelines. Maintaining a 6-foot distance from each other at all times. The work benches are setup with an 8 feet distance between each bench. The chairs are 8 feet apart for seating. There is a washroom located near the Millwright Shop and Millwright Classroom. All students will be required to wash their hands when leaving the shop/classroom and returning to the shop/classroom.

Have you consulted with Dr. David Florkowski, AVPA before submitting this request?
Yes, and advised to proceed.

Submitted by: Brian Moukperian

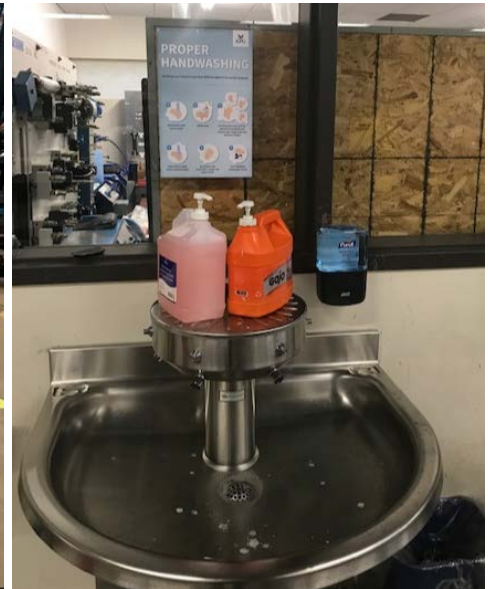
Approved by Provost and VPA:
Dr. Sandy Vanderburgh

Signature:

Date:

<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature: Date:</p>
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Insert sketch(es) of classroom arrangement and “flow of students” here.





COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Campus:

Completed by:

Date:

Overview

- The following checklist must be completed for spaces being used for face to face activities/instruction.
- The intent is to ensure that minimum requirements are being considered to maintain safe spaces for employees and students in our classrooms, shops and laboratories.
- This checklist is by no means exhaustive and there may be other measures unique to your spaces that may need to be considered in developing your classroom/shop/laboratory safety plan.
- The requirements identified are consistent with the current guidelines provided by the Provincial Health Officer, BC Center for Disease Control and WorkSafe BC.

When completing this checklist describe the implementation details for each item indicated as “yes”.

1. Orientation, information and training on the Department’s Covid-19 Safety plan has been provided to employees and students?

Yes

Not Applicable

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

3. Students/employees are reminded to practice good hygiene during class and to wash hands immediately before and after class?

Yes

Not Applicable

4. Nearest handwashing sink located, is stocked and has been identified to students?

Yes

Not Applicable

5. Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?

Yes

Not Applicable

6. Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?

Yes

Not Applicable

7. The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing?

Yes

Not Applicable

8. Occupancy limit signage posted on door?

Yes

Not Applicable

9. Directional arrows to support flow of people throughout the teaching space are in place?
Provide a floor plan with your plan indicating direction of flow of people, location of workstations, entry and exit points.

Yes

Not Applicable

10. If applicable, Facilities has been notified of additional cleaning needs for building/classrooms/shop/lab?

Yes

Not Applicable

11. If applicable, Facilities has been notified of additional signage required for the classroom/shop/lab?

Yes

Not Applicable

12. Students have been provided instruction on where to spend their break time? (No social gatherings, leave the building, in their cars)

Yes

Not Applicable

13. Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants?

Yes

Not Applicable

14. Demonstration and work areas set-up to allow for 2 meters physical distancing?

Yes

Not Applicable

15. If physical distancing or other measures are not practical installation of barriers or sneeze guards has been considered?

Yes

Not Applicable

16. Handouts, papers, pens, etc. are not physically provided to students? (Use e-versions, students provide their own, etc.)

Yes

Not Applicable

17. When possible, students should have their own dedicated tools/equipment? (Items are not shared between students during class).

Yes

Not Applicable

18. Common touch points and tools/equipment that must be shared are identified?

Yes

Not Applicable

19. Cleaning and disinfecting program in place for cleaning/sanitizing shared tools/equipment and touch points?

Yes

Not Applicable

20. Students and employees are given instruction for the safe and correct use of any cleaning/sanitizing materials?

Yes

Not Applicable

21. Safety Data Sheets available for cleaning/disinfecting supplies?

Yes

Not Applicable

22. Students/employees are given instruction for the safe and correct use of any provided personal protective equipment (PPE)? Instruct students/employees on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class. **Please note in regards to Covid-19, PPE should only be considered when physical distancing and other measures are not practical to implement.**

Yes

Not Applicable

23. First Aid protocol has been reviewed with students and employees? Students in need of first aid to notify instructor and instructor to call First Aid Attendant. Follow directions of First Aid Attendant.

Yes

Not Applicable

24. A process has been developed to deal with employees not following the control measures?

Yes

Not Applicable

25. A process has been developed to deal with students not following the established control measures?

Yes

Not Applicable

26. A process is in place to advise employees to stay home if sick, and how to report COVID-19 like symptoms? (Supporting measures should also be in place to accommodate absences and provide coverage, if applicable)

Yes

Not Applicable

27. A process is in place to advise students to stay home if sick and how to report COVID-19 like symptoms? (Supporting measures should also be in place to accommodate absences?)

Yes

Not Applicable

28. Students are advised to self-monitor and notify instructor if not feeling well?

Yes

Not Applicable

29. Employees are encouraged to self-monitor and to notify supervisor if not feeling well?

Yes

Not Applicable