

Program/Course Health & Safety Form

Date: 8/20/2020	Campus: Squamish Nation Carpentry
Faculty: Trades and Technology	Program: Carpentry – August 17 start date
Date of first group of students on campus: 8/17/2020	Date of first group of students to leave campus: 10/30/2020
Date of second group of students on campus (if needed): Click or tap to enter.	Date of second group of students to leave campus (if needed): Click or tap to enter.
Number of students anticipated on campus and on which days: 12 students, every Monday, Tuesday, Wednesday, Thursday and Friday, from August 17, 2020 to October 30, 2020. 8:30 am – 2:30 pm August 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31 September 1, 2, 3, 4, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30 October 1, 2, 5, 6, 7, 8, 9, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30	Number of employees on campus to support this program and on which days: One instructor Instructor Name: Terry Williams
Rationale for why students need to be on campus: 1. Squamish Nation has their own training facility. 2. Industry Training Authority (ITA) requires the minimum length of time of seven weeks for the Carpenter Level 1 program. Furthermore, as part of the Carpenter Level 1 Program Outline, ITA has allocated a percentage of time for each Section (Line A, Line B, etc.). Line A, Safe Work Practices, 5 hours Line B, Documentation and Organizational Skills, 21 hours Line C, Tools and Equipment, 21 hours Line D, Survey instruments and Equipment, 8 hours Line E, Access, Rigging and Hoisting Equipment, 8 hours Line F, Site Layout, 4 hours Line G, Concrete Formwork, 26 hours	

Line H, Wood Frame Construction, 17 hours
Line J, Building Science, 0 hours (100% theory)

TOTAL: 110 hours of Practical

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

This course is not open to the public and so registration is not handled by KPU but rather Squamish Nation.

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

All the students will be provided and expected to wear steel toed boots, safety glasses and work gloves.

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

Yes, Brian Moukperian talked to Terry Williams at 7:30 pm on July 16.

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

Safety Plan for Employees and students:

- Upon arrival to the Squamish Nation, self-assess – Are you well? Have been near anyone with Covid-19 like symptoms? Have you had any Covid-19 like symptoms?
- Upon arrival in the Training Centre, wash your hands;
- Maintain physical distances of at least 2 meters;
- Don't share any tools or equipment;
- Let your Team Leader and/or your Instructor know that you are on campus;
- Don't congregate with other students while on break; and
- Wash your hands or sanitizer your hands frequently through the school day.

Have you consulted with Dr. David Florkowski, AVPA before submitting this request?

Click or tap here to enter text.

Dr. Florkowski endorsed this program on August 12, 2020.

Submitted by: Brian Moukperian

Approved by Provost and VPA:
Dr. Sandy Vanderburgh

Signature: Sandy Vanderburgh
Date:

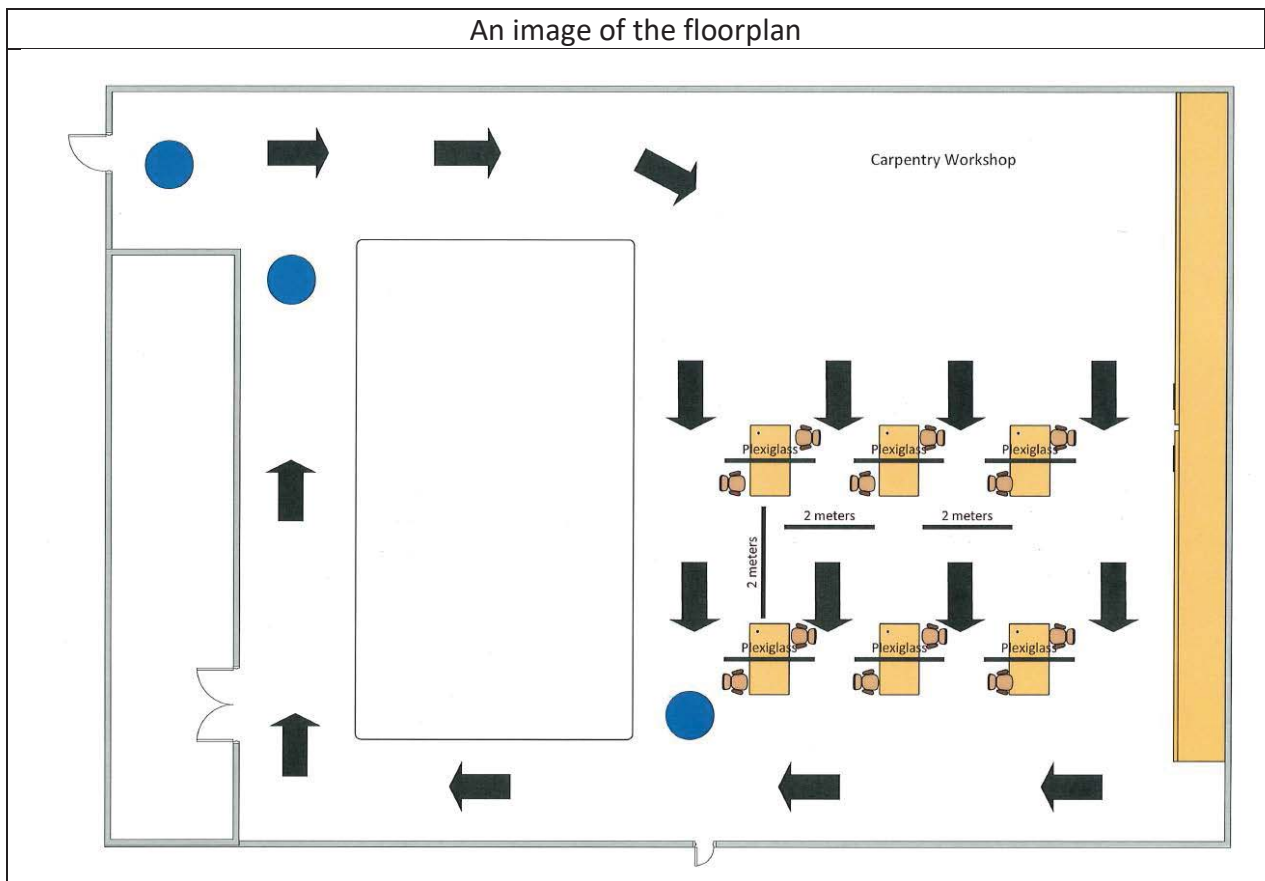
Digitally signed by Sandy Vanderburgh
DN: cn=Sandy Vanderburgh, o, ou,
email=sandy.vanderburgh@kpu.ca,
c=CA
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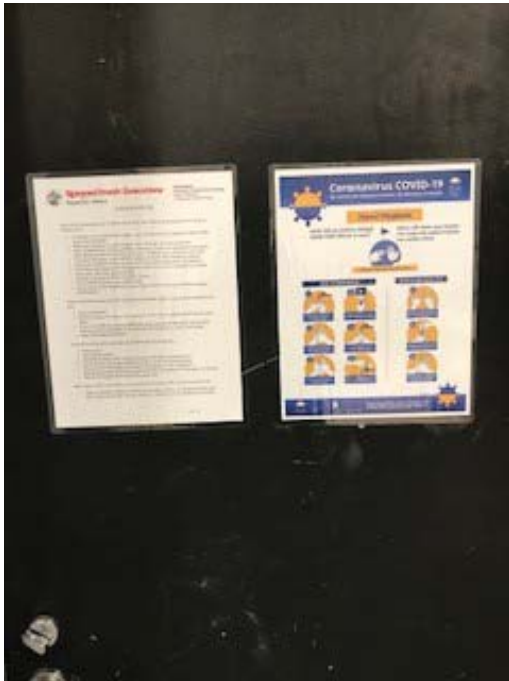
Approved by the Office of Health & Safety
Name: Pablo Dobud

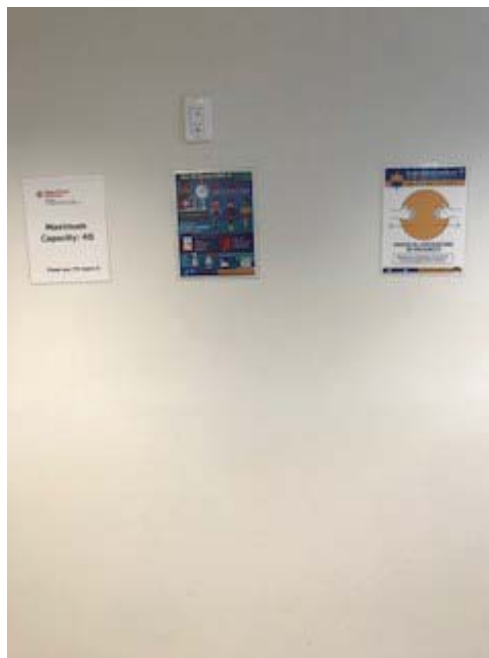
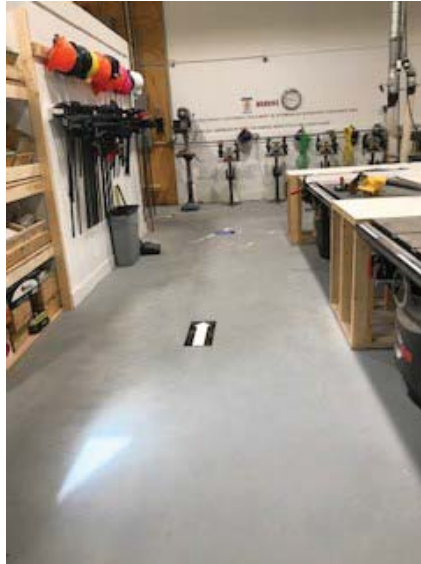
Signature: Pablo
Dobud
Date:

Digitally signed by Pablo Dobud
DN: cn=Pablo Dobud, o=Kwantlen
Polytechnic University, ou=Human
Resources,
email=Pablo.Dobud@kpu.ca, c=CA
Date: 2020.08.20 16:38:00 -07'00'

Insert sketch(es) of classroom arrangement and “flow of students” here.

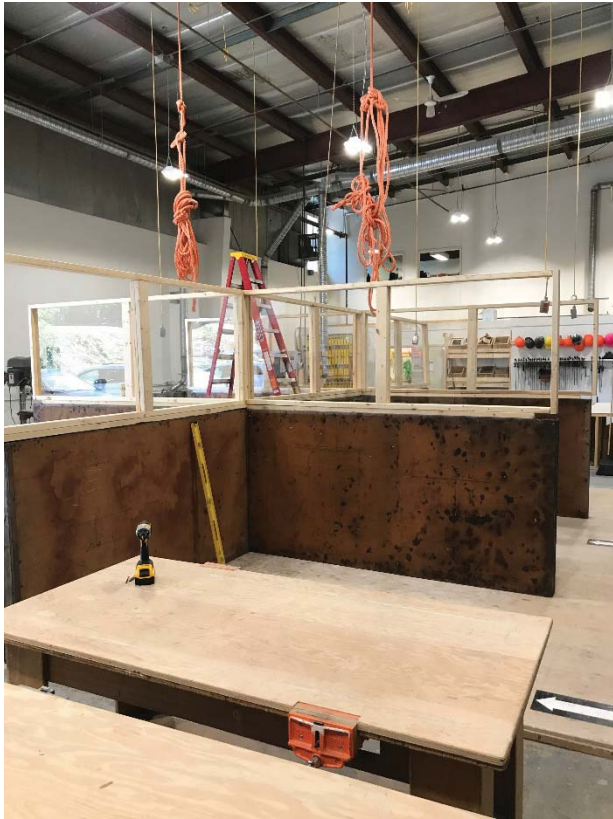












COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Carpentry

Campus:

KPU Squamish Nation

Completed by:

Terry Williams & Brian Moukperian

Date:

July 16, 2020

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

Terry has a good understanding of the Department's COVID-19 Safety Plan. He has copies of the Handwashing Poster, Physical Distancing Poster, Stay at How If You Are Sick Poster, Hand Hygiene Poster, Coronavirus Prevention Poster.

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

Handwashing Posters have been installed at the Squamish Nation, in each washroom and one near the handwashing sinks.

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

Yes

Not Applicable

Terry will demonstrate how to wash your hands, how long to wash your hands and how often to wash your hands.

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

Yes

Not Applicable

The nearest handwashing sink is located in a common area as you enter the Training Centre.

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

Yes

Not Applicable

Terry and Brian talked about this at length.

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

Yes

Not Applicable

The Physical Distancing posters are posted in to the Squamish Nation Training Centre.

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

Yes

Not Applicable

The Occupancy Sign is posted on each classroom door and the door to the Carpentry shop.

8. Occupancy limit signage posted on door?

Yes

Not Applicable

Done.

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

See the attached photos.

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

Yes

Not Applicable

Squamish Nation will clean the washrooms frequently.

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

Yes

Not Applicable

KPU supplied them with signage.

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

Student will be reminded to maintain their physical distances during breaks.

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

Yes

Not Applicable

See photos.

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

Yes

Not Applicable

Terry and Brian spoke about this. Brian gave an example of how one instructor asked the students to form a large semi-circle (each student was six feet apart) as the instructor explained the Covid-19 measures in the shop.

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

Yes

Not Applicable

Barriers have been set up in the carpentry shop.

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

Yes

Not Applicable

Terry will use e-versions.

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

Yes

Not Applicable

Students will have their own tools and asked not to share them.

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

Yes

Not Applicable

As part of the orientation and training, Terry will identify common touch points (ie door handles, etc.)

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

Yes

Not Applicable

Terry will explain the disinfecting program: wash your hands, clean all tools, equipment and touch points. Sit on the same seat and at the same desk.

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

Yes. See the attached photos.

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

Terry is an experienced instructor. Students will wear safety boots and safety glasses.

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

Squamish Nation has a certified First Aider on site.

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

Yes

Not Applicable

Terry is prepared to follow all the control measures.

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

Yes

Not Applicable

Terry and the Squamish Nation Training Coordinator will ask all students to follow the established control measures and educate them on the need to follow the measures.

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

Terry will inform the Squamish Nation Training Coordinator and Ron Enns.

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

Terry will advise students to stay home if sick and to report Covid-19 like symptoms to the Squamish Nation Training Coordinator and himself.

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

Yes

Not Applicable

Terry will ask the students each morning to self-monitor.

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

Yes

Not Applicable

Terry knows that if he is unwell to call the Squamish Nation who will in turn ask the students to engage in self-study.