

Program/Course Health & Safety Form

Date: 10/21/2020	Campus: KPU Trades and Technology																		
Campus: KPU Trades and Technology	Program: Carpentry Apprenticeship Level 1																		
Date of first group of students on campus: 11/4/2020	Date of first group of students to leave campus: 12/18/2020																		
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: 8 students The instructor wants to have the students on campus on: Wednesdays 0800-1400 Thursdays 0800-1400 Fridays 0800-1200 November 4, 5, 6, 12, 13, 18, 19, 20, 25, 26, 27 and December 2, 3, 4, 9, 10, 11, 16, 17, 18. Room(s): 1753 and 1730	Number of employees on campus to support this program and on which days: One KPU employee and one Divisional Program Technician. Instructor Name: Instructor: Edward Miks Divisional Program Technician: TBD																		
Rationale for why students need to be on campus: Online Instruction for this course consists of 168 hours. Industry Training Authority suggests the following time allocations for Practical training in Carpentry Level 1 which must be provided at KPU Trades & Technology campus, as follows:																			
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Safe Work Practices</td> <td style="text-align: right;">3 hours</td> </tr> <tr> <td>Documentation and Organizational Skills</td> <td style="text-align: right;">13 hours</td> </tr> <tr> <td>Tools & Equipment</td> <td style="text-align: right;">13 hours</td> </tr> <tr> <td>Survey Instruments and Equipment</td> <td style="text-align: right;">5 hours</td> </tr> <tr> <td>Access, Rigging and Hoisting Equipment</td> <td style="text-align: right;">12 hours</td> </tr> <tr> <td>Site Layout</td> <td style="text-align: right;">3 hours</td> </tr> <tr> <td>Concrete Formwork</td> <td style="text-align: right;">17 hours</td> </tr> <tr> <td>Wood Frame Construction</td> <td style="text-align: right;">11 hours</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">77 Hours</td> </tr> </table>		Safe Work Practices	3 hours	Documentation and Organizational Skills	13 hours	Tools & Equipment	13 hours	Survey Instruments and Equipment	5 hours	Access, Rigging and Hoisting Equipment	12 hours	Site Layout	3 hours	Concrete Formwork	17 hours	Wood Frame Construction	11 hours	TOTAL:	77 Hours
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Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?

Not applicable, KPU Trades and Technology has its own registration procedure for apprentice programs.

PPE requirements for all students:

- a) Work gloves – students will provide their own
- b) Safety glasses – students will provide their own
- c) Face mask – students will be asked to bring their own however KPU will provide disposable face masks should students not have their own or they require one for any reason.

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

Yes, Brian Moukperian reviewed and explained the health safety measures to Ed Miks on June 15, 2020.

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

Employees and students will be following the physical distancing guidelines. Directional arrows and stanchions are in place to clearly designate pedestrian traffic flow. The room occupancy has been setup to allow for proper physical distancing guidelines. If anyone is feeling unwell they are to stay home and monitor their symptoms and seek a medical professional if necessary. All students / employees are asked to ensure their hands have been disinfected or washed before entering the room. Students have access to disinfectant spray should they want to personally disinfect their own desk.

Click or tap here to enter text.

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

Yes, Dr. David Florkowski was consulted on October 26th, 2020.

Submitted by: Kulpreet Sasan

Approved by Provost and VPA:

Dr. Sandy Vanderburgh

Approved by the Office of Health & Safety

Name: Pablo Dobud

Carpentry Shop #1730



Posterboard at Entrance to #1730



Wood and plexi-glass barriers in #1730



Another view of the barriers in #1730.



The Handwashing Station in #1730



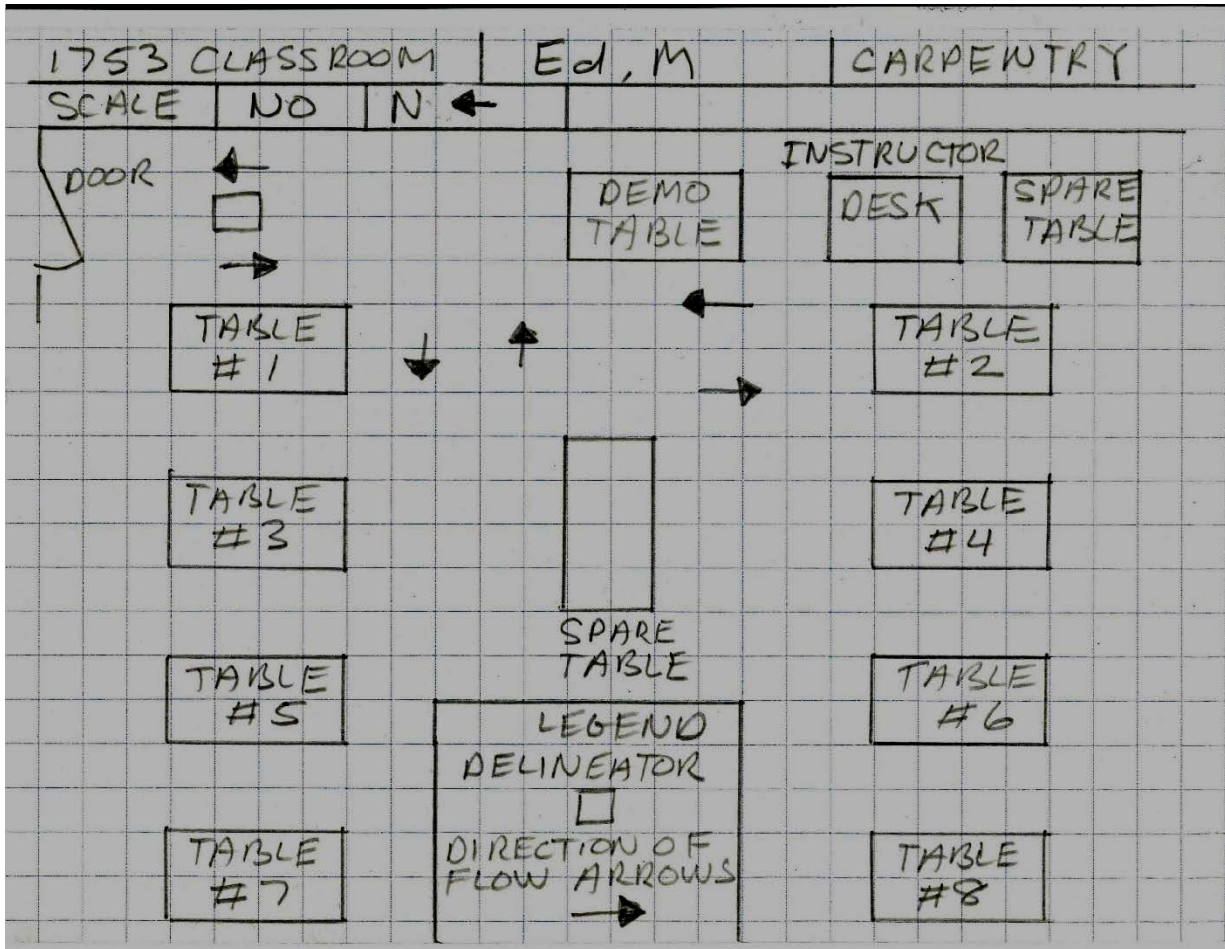
Stanchions and floor markings #1730



Cleaning disinfectant at a common touch point in #1730



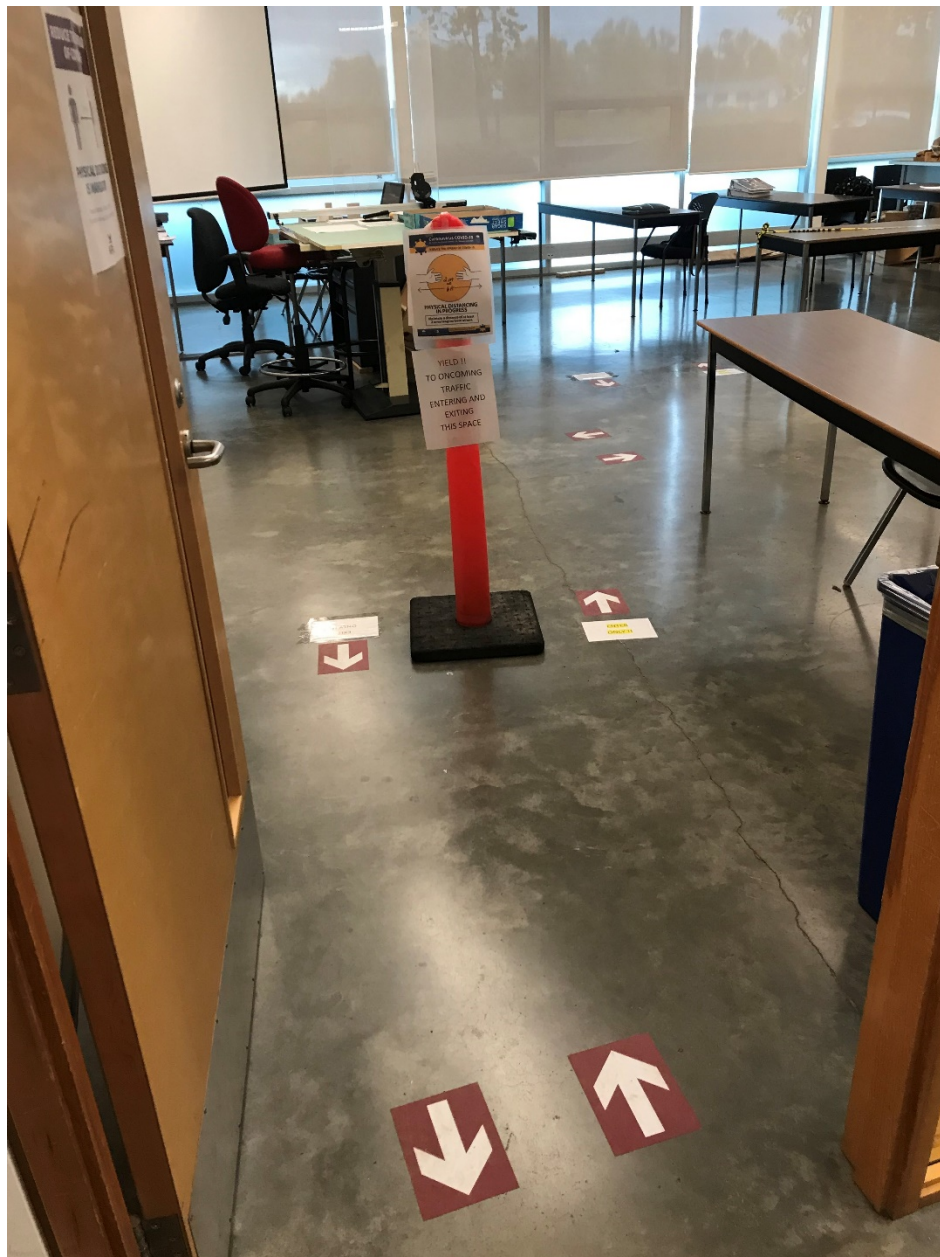
Floorplan of Classroom #1753



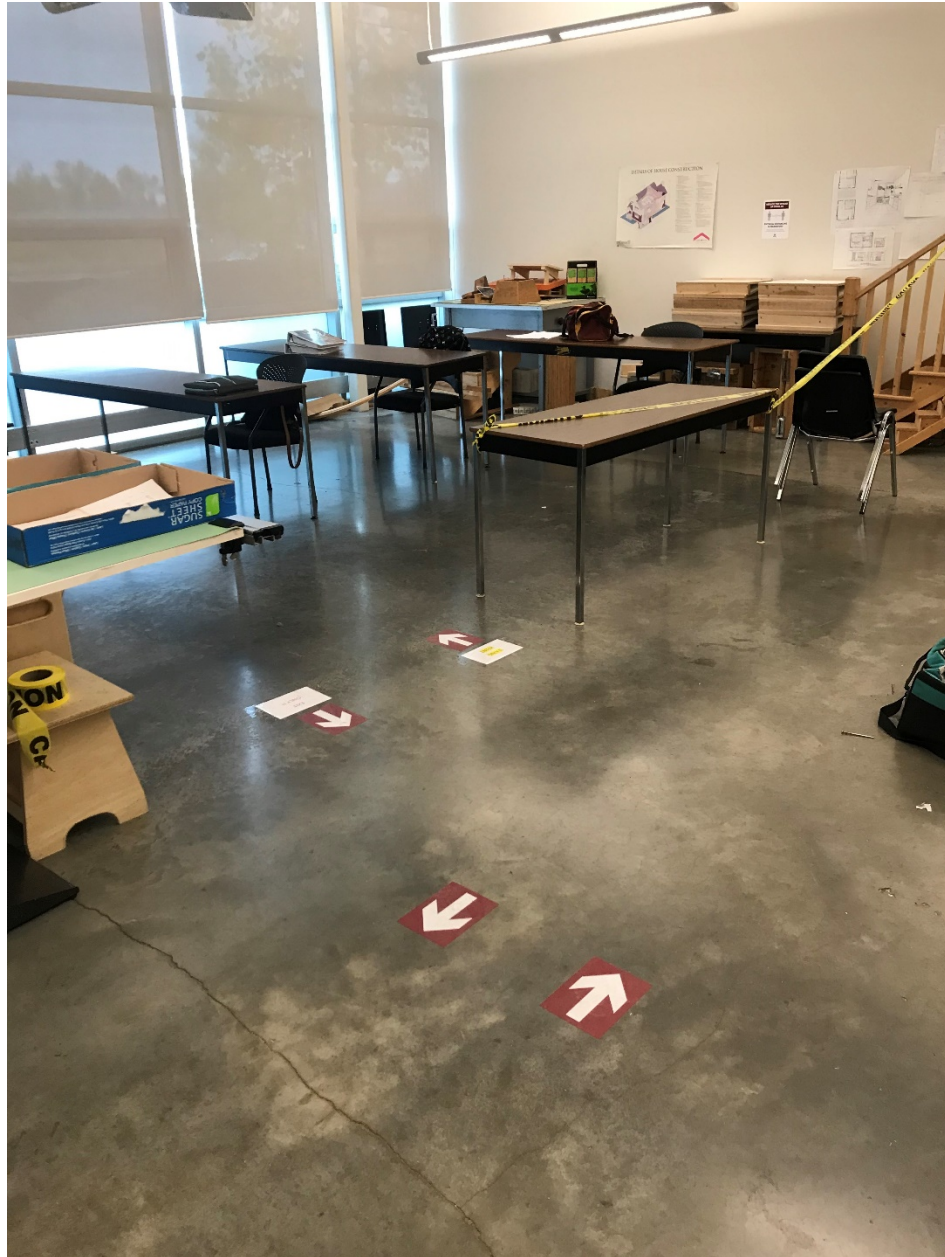
Entrance to #1753



Directional arrows and classroom setup #1753



Directional arrows and classroom setup #1753



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

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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

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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

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

Yes

Not Applicable

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

Yes

Not Applicable

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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