

Safe Work Plan				
COVID-19: Lab Space at Eastern Ontario Emergency Training Academy (EOETA) and Pre-Service Firefighting Program (PSFF)				
Created by	James Cowan	Supervisor Approval	<i>Diana Collis</i>	Pages 1-10
Created Date	Sept 30, 2020	Revised Date	N/A	
Department/Lab	Practical lab space at the EOETA and other outside locations used by PSFF Program	Document #		
Note: This SWP applies to the following PROGRAMS/COURSES:				
Program		Course Code		
PSFF		ESRV 73		
PSFF		ESRV 74		
PSFF		ESRV 89		
PSFF		ESRV 90		
PSFF		ESRV 92		
PSFF		ESRV 93		
PSFF		ESRV 83		
PSFF		ESRV 82		
PSFF		ESRV 11		
PSFF		ESRV 08		
PSFF		ESRV 85		
PSFF Bootcamp		ESRV 83		
PSFF Bootcamp		ESRV 85		

Overview

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario advises the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others who are in close proximity (within 2 Meters) to them.

The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in academic labs.

If an employee or student begins to feel unwell while on campus, please contact 705-749-5530 ext.8000 immediately to receive instruction and guidance on next steps.

Scope

This document will provide guidance on working safely based on all COVID-19 related H&S sector-specific and Public Health guidelines. This safe work plan applies to all Fleming staff, students and community members operating within the lab space or participating in the courses listed above. This safe work plan must be used in conjunction with all Fleming College operational procedures and established safety protocols.

In addition, this safe work plan will be supported by the Fleming College Pre-Service Firefighting Program Safety Plan and documentation that is an established practice for all fire ground activities conducted amongst this firefighting program and procedures. (See Appendix)

Restricted Campus Access

All occupants must be pre-approved prior to arrival. All individuals attending campus are required to complete "Return to Campus" training in advance and participate in daily health-related screening as per Public Health recommendations. Additionally, all employees and students are required to wear a non-medical mask or face covering while on campus and practice physical distancing and personal hand hygiene.

1. Overview of Tasks / Outline of Activities in Lab

- 1.1 Development and assessment of practical firefighting skills including (but not limited to) forcible entry, fire suppression, building search and rescue scenarios etc.
- 1.2 Patient transfer skills that require the movement of mass and individuals (i.e.: manual lifting and transferring, use of mechanical lifts, lifting stretchers and baskets).
- 1.3 Use of shared equipment (e.g hoses, hand and mechanical tools, stretchers, SCBA equipment, etc.).
- 1.4 Use of standard firefighting PPE requirements for lab activities include:
 - 1.4.1 Fire Safety footwear
 - 1.4.2 Protective eyewear
 - 1.4.3 Non-medical face covering
 - 1.4.4 SCBA Mask and pack for some activities (provides both eye and face protection)
 - 1.4.5 Firefighting Bunker Pants and Coats (or comparative clothing for activity)
 - 1.4.6 Gloves (Structural firefighting gloves or comparative glove for activity)
 - Helmet (Structural firefighting helmet with face shield in place or comparative for activity)

Recognize Hazards - Potential exposure while performing work

Required close contact (where physical distancing is a challenge)

Close contact (less than recommended 2-meters) with other personnel while supervising student work. Required work in small spaces, such as training props and rooms and handling heavy tools and equipment.

Shared equipment

Handling shared equipment, materials and facilities.

Porous materials

Handling of porous materials within the lab environment (i.e.: hoses, ropes, and harnesses)

Congregation (entering and exiting labs etc.)

Potential for congregation and groupings of individuals.

2. Detail the controls that are implemented to reduce hazards

Close Contact - Physical distancing at 2-meters is identified as best practice for the prevention of transmission and is to be encouraged at all times while working in student groups. A face covering and safety glasses must also be worn at all times, while in the lab areas (outside fire grounds), as per Fleming College Policy and Public Health directives.

Shared Equipment – Wherever possible, equipment will be dedicated to student groups. Students will be assigned to a set of equipment at the beginning of lab activities/stations. This equipment will include SCBAs, tools and equipment for lab lessons). Gloves must be worn at all times, when handling any equipment.

Porous Materials – Gloves must be worn while handling any porous materials and equipment on the fire ground. Appropriate gloves (Structural, special purpose gloves and medical gloves) to be used is dependent on training activity and under the direction of instructors, with a minimum of latex gloves when handling any equipment. All gloves are to be worn according to established firefighting training.

Congregation – Small group stations (platoons) will be established and spread amongst the EOETA grounds. Staggering of breaks will be implemented to ensure that physical distancing will be maintained in and around the various lab spaces. Amongst the small groups close physical distancing of 2m shall be maintained wherever possible before during and after lab activities.

3. Space Readiness

For the purposes of this Safe Work Plan the outside practical training site will be prepared in the following manner to address the COVID concerns and safety for instructors and students:

- **Entry/Exit and Attendance on Fire Ground Guidelines**

- training stations will be established amongst the two acre property centered around apparatuses/structures required for the training topics of the day
- only one platoon and instructor will be present at each training station at a time
- Instructors and students will park their vehicles and dress into their PPE at their vehicles leaving any additional equipment and items in their vehicles and off the fire ground
- students will sign in to the fire ground using the one card system located on the outside of the Fleming portable and then proceed to their assigned training station

- this information will be supplied to students and instructors by the course leads prior to the practical training date.
- At their designated training station, an accountability attendance will be taken for each platoon, following Fleming College PSFF program procedures (PAT tags)
- training station rotations will occur dependent on the activities of the day and due to equipment restrictions – (this could include instructors rotating amongst stations, platoons moving amongst stations or one instructor staying with platoon for the duration of the training day covering multiple topics)

Close Contact

- Only necessary equipment for the lab sessions will be permitted at the skill stations to promote physical distancing. All other equipment is to be kept away from the practical training grounds area.
- Equipment will be divided to skill stations under the direction of the lead instructor and the instructor responsible for that skill station. Activity areas will set apart to ensure distance is maintained from other groups.
- Students will be assigned to platoons for the entirety of lab sessions. All activities and testing is to be completed in assigned platoons.
- All practical training labs will be scheduled ensuring that students remain in their designated platoons, to assist with contact tracing.
- Attendance will be taken daily by the leads and instructors, including partnerships, group members, and assigned workstations. This will be in addition to the mandatory one-card system signing into the fire grounds. (See below)

Shared Equipment

- Employees and students are not permitted to share lab books or pens. Students will be encouraged to bring in their own equipment when possible.
- Disinfection stations will be set-up on the fire grounds suitable for and dependent on the lab activities and equipment being used. Each training station will be equipped with an equipment box that will include spare face coverings, latex gloves, disinfectant wipes and hand sanitizer.
- Diligent hand hygiene should occur before and after any bare hand activity and donning and doffing of any gloves used on the firegrounds
- All equipment will be disinfected after use by the platoon and students.
- All equipment and workstations will be thoroughly disinfected by the student following each training scenarios/sessions
- All equipment must be disinfected prior to restocking the equipment in the fire hall or storage areas by the scheduled platoons under the direction of instructors.

Porous Materials

- Consumables that cannot be wiped clean and/or appropriately disinfected will not be reused. Care will be taken to provide only what is required for each student, to prevent waste of supplies.

Congregation

- Physical distancing of 2m is to be maintained at all times, where

possible, while staff and students are on the Fleming College practical training premises.

-Student breaks and lunch hours will be staggered and will be kept to platoons and partners. Students and instructors primarily bring a lunch or purchase from a local business. All lunches on the property will be consumed in the available outdoor structures on the property in their small groups/platoons or in their personal vehicles.

-Students will be requested to keep all personal items in their vehicles and not on the fire ground during practical training sessions.

- **Sanitation supplies**

-portable toilets and hand cleaning stations will be staged amongst the property for use during these outside practical training days. Hand washing and disinfection stations will also be co-located with the toilet facilities. These facilities will be cleaned and disinfected at the end of each day and ready for the next practical training day.

-each training station will be equipped with sanitation supplies and under the control of the assigned instructor.

NOTE: These presence of these facilities (portable toilets and hand washing stations permits the closing of the buildings on the property, thus eliminating the cleaning and disinfecting concerns for entire buildings for lab purposes.

- **PPE requirements**

- Use of standard firefighting PPE requirements for lab activities include:

- Fire Safety footwear
- Protective eyewear
- Non-medical face covering
- SCBA Mask and pack for some activities (provides both eye and face protection)
- Firefighting Bunker Pants and Coats (or comparative clothing for activity)
- Gloves (Structural firefighting gloves or comparative glove for activity, including latex gloves)
- Helmet (Structural firefighting helmet with face shield in place or comparative for activity)

This equipment is already in the possession of all students and available for all instructors dependent on their activity levels on the fireground.

Close Contact

-Only necessary equipment for the lab sessions will be permitted at the skill stations to promote physical distancing. All other equipment is to be kept away from the practical training grounds area.

-Equipment will be divided to skill stations under the direction of the lead instructor and the instructor responsible for that skill station. Activity areas

will set apart to ensure distance is maintained from other groups.

- Students will be assigned to platoons for the entirety of lab sessions. All activities and testing is to be completed in assigned platoons.

- All practical training labs will be scheduled ensuring that students remain in their designated platoons, to assist with contact tracing.

- Attendance will be taken daily by the leads and instructors, including partnerships, group members, and assigned workstations. This will be in addition to the mandatory one-card system signing into the fire grounds. (See below)

Shared Equipment

- Employees and students are not permitted to share lab books or pens. Students will be encouraged to bring in their own equipment when possible.

- Disinfection stations will be set-up on the fire grounds suitable for and dependent on the lab activities and equipment being used. Each training station will be equipped with an equipment box that will include spare face coverings, latex gloves, disinfectant wipes and hand sanitizer.

- Gloves must be worn while handling any porous materials and equipment on the fire ground. Appropriate gloves (Structural, special purpose gloves and medical gloves) to be used is dependent on training activity and under the direction of instructors, with a minimum of latex gloves when handling any equipment. All gloves are to be worn according to established firefighting training.

- All equipment will be disinfected after use by the platoon and students.

- All equipment and workstations will be thoroughly disinfected by the student following each training scenarios/sessions

- All equipment must be disinfected prior to restocking the equipment in the fire hall.**

Porous Materials

- Consumables that cannot be wiped clean and/or appropriately disinfected will not be reused. Care will be taken to provide only what is required for each student, to prevent waste of supplies.

Congregation

- Close contact is not permitted at any time while staff and students are on the Fleming College practical training premises.

- Student breaks and lunch hours will be staggered and will be kept to platoons and partners.

- Students will be requested to keep all personal items in their vehicles and not on the fire ground during practical training sessions.

4. Lab Occupancy Exceedance

If this lab has an approved and planned exceedance, please detail additional mitigation strategies for this inherent risk.

☐ Yes

☒ No

Risk Mitigation Strategies Details Here (If needed):

-All students must have completed the Fleming College COVID 19 return to class program and test (once only) along with the daily Fleming College App evaluation each day before attending the EOETA. Any instructors or students showing signs of COVID 19 will be asked to not attend the fire grounds and/or asked to leave if the concerns are acute -which will then be documented and reported accordingly.

-All activities on the fire training grounds will be split into platoons, working with an instructor. Platoon size maximums are 8 students with an instructor, keeping all activities into small group activities (less than 10).

-All fireground activities are controlled and recorded by the course lead, who holds the responsibility for the command and control of all fire ground activities on the practical lab days and also serves as the safety officer for the day unless a specific safety officer is assigned. Please find attached as an appendix, copy of a Fleming College PSFF Safety Plan that is completed every day that the program completes any lab/practical activities.

Evaluation of Safe Work Plan

- a. Review and update this plan at the onset of each new section to ensure it reflects updates, amendments to legislation and best practices.
- b. Ongoing review of stock of disinfecting wipes, cleaning supplies and personal protective equipment.
- c. Weekly inspections to ensure spaces remain decluttered and organized and that all equipment is in proper working order.
- d. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision and amendments.

Approvals

Revision History

Date		Rev.	Revision Summary	by
28/09/2020		0	Original.	JC
30/09/2020		1	Proofread before submitting to PRD	JC
09/10/2020		2	Reviewed and Edited	JC

Appendix

TRAINING SAFETY PLAN

GENERAL INFORMATION

COURSE TITLE: ☐	INTAKE: September ☐ January
DATE:	TIMES:
TRAINING LOCATION EOETA ☐ BREALEY ☐ Other:	
SPECIFIC COURSE CONSIDERATIONS:	

STAFFING:

Lead Instructor:
Training Instructors Names:
Safety Officer Name:

PRE-TRAINING CHECKLIST

	Y/N	NOTES
Perform Visual Inspection Of Training Site	☐	
Identify/Remove Unnecessary Hazards	☐	
All Training Staff Briefed	☐	
Review Training Hazards with all Students	☐	
Identify Location of Medical Bag and Defib.	☐	
Review EVACUATION/EMERGENCY SIGNAL (when required)	☐	
Set Up - RAPID INTERVENTION TEAM (when required)	☐	
Provide Training Assignments to Students	☐	

TRAINING OPERATIONS

	Y/N	NOTES
Ensure PPE Inspection Of All Participants (when required)	☐	
SET UP-Incident Management System (when required)	☐	
SET UP-ENTRY CONTROL/ACCOUNTABILITY (when required)	☐	
SET UP- REHAB (when required)	☐	
ASSIGN IMS ROLES (when required)	☐	

TRAINING SAFETY PLAN

POST-TRAINING

Y/N

NOTES

ACCOUNT FOR ALL PARTICIPANTS:	☐
REHAB ALL PARTICIPANTS:	☐
ELIMINATE HAZARDS ,When Required:	☐
DIRECT PARTICIPANTS TO CHECK PPE/EQUIPMENT:	☐
RETURN ALL APARATUS TO SERVICE, When Required:	☐

COMMENTS

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Training Officer/ Lead instructor shall be responsible for the safety and welfare of all students and instructors. The Training officer/ Lead Instructor will assign all instructor tasks and ensure that the approved curriculum is followed. During live fire scenarios and any other hazardous training exercises, it is the responsibility of the Training officer/Lead instructor to identify such a need and to ensure a Safety Officer is assigned to the training scenario. At all other times, the Training officer/ Lead Instructor will assume the role of training grounds Safety Officer. The Training Officer/ Lead Instructor will report any incident/ accident or injury to the Program Coordinator or Designate at the earliest opportunity by the quickest means available.

I acknowledge and accept the responsibilities of Training Officer/ Lead Instructor.

Signed _____ Date: _____

Safety Officer shall be responsible for the prevention and elimination of unsafe acts and conditions. The Safety Officer shall not take on any other tasks, instructional or other, while practical operations are ongoing. The Safety Officer must communicate with the Training Officer/ Lead Instructor and Identify and immediately terminate operations if he/she feels that an unsafe action or condition exists or is going to exist.

I Acknowledge and accept the responsibilities for Safety Officer:

Signed _____ **Date:** _____