**APPENDIX I**

**OCCUPATIONAL SAFETY AND HEALTH CHECKLIST FOR QUARRIES, CONCRETE & CONSTRUCTION SITES**

The Labour Act Cap 16.04 of the Revised laws of Saint Lucia at Part IV (Occupational Safety and Health) provides clear guidelines and sets out the obligations of Employers, Employees, Contractors and the like to protect workers and themselves from hazards in the workplace. We have consulted with the Chief Medical Officer on the issues as relates to COVID -19 for this sector and provide the following guidelines which MUST be adhered to:

1. Provide workers with all the necessary personal protective equipment (PPE) needed to perform his/her duties.

This includes but is not limited to:

* Hard hats
* Footwear
* Gloves
* Safety goggles
* Coveralls
* Dust mask or respirators based on the activities and the exposure. (respiratory protection is mandatory for all at the construction site)

1. Avoid close contact with other co-workers (6 feet distance).
2. Train workers in the proper use of personal protective equipment.
3. Ensure that employees use PPE at all times while performing duties. Employees shall not be allowed on the site without the necessary PPE.
4. Ensure fall protection measures (nets, scaffold) are in place for work at heights. Where collective fall protection measures are not possible, persons working at heights shall be provided with the appropriate fall arrest/restraint equipment such as harnesses.
5. Scaffolds **must** be erected and inspected by competent person(s) and the results recorded.
6. All work equipment, plant and machinery are to be maintained in a safe condition and inspected regularly before use. All tools and machinery shall be properly guarded and protected.
7. Appropriate first aid devices must be provided on site.
8. Portable drinking water must be provided on site and easily accessible by all employees.
9. Access to washroom and handwashing facilities or hand sanitizers.
10. Workers with flu symptoms should be removed from the work site and must receive medical attention.
11. Report all occupational accidents to the Department of Labour as stipulated in Section 246 of the Labour Act; that is within seventy-two (72) hours, however in the case of death, immediately.
12. Ensure systems are in place for consultation with workers on safety, health and welfare matters.
13. Encourage workers to report any safety and health concerns.
14. Approval will be granted by the Labour Department upon submission and review of the relevant documentation, plans and previous inspections where applicable.
15. Submit occupational safety and health plan/policy to the Department of Labour.
16. Pay particular attention to the provisions of the following Sections of the Act:

256 - Duties of employers at construction sites

257 - General Duties of employers

260 - General Duties of employees

261 - Duties of owners at construction sites

1. Adherence to all directives and guidelines from Chief Medical Officer.
2. The Department of Labour reserves the right to halt all activities at any site where there is a failure on the part of any party to comply with the stipulated guidelines.

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**APPENDIX II**

**COVID-19 PROTOCOLS FOR QUARRIES, CONCRETE AND CONSTRUCTION SITES**

1. **MANAGEMENT**

* Provide sanitary measures on site to prevent the spread of COVID-19 e.g. hand washing stations, toilet facilities, continuous supply of potable water, provision of hand sanitizer, provision of disinfectant and cleaning products,
* Observe physical distancing measures 6 feet apart.
* Develop and implement a site transportation protocol.
* Prepare a COVID-19 response plan to identify processes for dealing with suspected and confirmed COVID-19 cases.
* Communicate the site expectations and prevention measures to all workers and contractors.
* Provide adequate PPEs for staff
* Stay in contact with all workers including those who may be in isolation or working remotely. Conduct sensitization talks regularly and keep track where and when workers are on site for contract tracing purposes and ensure they have the correct PPE.
* Ensure that all health and safety protocols are still practiced.
* Management must prepare and submit to the Department of Labour (Occupational Safety and Health), Environmental Health Division a comprehensive plan occupational health and safety, COVID 19, site transportation protocols, cleaning and sanitizing protocols and site management protocols within seven (7) days of opening.

1. **BEFORE ARRIVING ON SITE**

* Management/contractor must create a plan indicating the steps they will take to mitigate risks presented by COVID-19. The details of the plan must be communicated to workers before they start work.
* Where possible, conduct a remote induction before arrival on site, this can be done via video conferencing or by phone. If in-person induction is required, the Physical distancing and hygiene protocols must be followed
* All workers should follow the Personal health flowchart to confirm they are safe to be on site:
* **Employees who have symptoms of acute respiratory illness should notify their supervisor and stay home.**
* **Sick employees should not come to work until they are free of fever (temperature of 100.4° F [37.8° C]) or greater, signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines.**
* **Employees must inform Management of recent travel history**
* **Employees who have been in close contact with someone infected by COVID-19, must also inform management.**
* Employers must have an understanding of how workers will travel to and from site and will communicate the Site Transportation protocol to all.
* Ensure all workers understand that additional PPE may be required due to COVID-19 as per the Ministry of Health and Wellness PPE Guidelines.

1. **SITE ENTRY**

* Only relevant personnel to the workplace are to access the site. All office employees supporting a project will work remotely, where possible.
* A daily register of workers entering and leaving site must be completed along with a health declaration. If electronic sign in machines are used, these must be cleaned and sanitized after each use. Use your existing sign in register.
* Signage reminding workers of the COVID-19 physical distancing and hygiene protocol must be posted at the site entrance and in common areas where appropriate.

1. **SITE OPERATIONS**

* All work is to be undertaken in such a way as to reduce any possible contact between workers and to promote physical distancing wherever possible, as per the Physical distancing protocol.
* All visitors to the site, such as necessary delivery workers, will be restricted to two persons wherever possible. These workers must follow the Site Transportation protocol.
* All offices and jobsites must implement cleaning measures as per the Cleaning guide
* All tools, equipment, plant and vehicles must be used in alignment with the Cleaning guide.
* Continuous sensitization sessions must be conducted while observing physical and hygiene protocol.
* Smokers must follow the Physical distancing and hygiene protocol.
* A COVID-19 Response plan must be available and accessible on site.

1. **LEAVING SITE**

* Workers must sign the register when leaving the site.
* When returning home/leaving site, workers will need to follow the necessary hygiene measures.
* Each site must be cleaned and sanitized at the end of the working day or end of each shift, as per the Cleaning guide.
* All waste and disposable PPE must be removed from site and securely disposed of as per site cleaning protocol.
* Workers must follow the Site Transportation protocol.

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