

# Operational Safety Procedure Form

(See [ES&H Manual Chapter 3310 Appendix T1](#)  
[Operational Safety Procedure \(OSP\) and Temporary OSP](#)  
[Procedure](#) for instructions.)



<b>Title:</b>	COVID-19 Pandemic Controls
OSP Checklists	

### Pre-job Checklist for Task or Area-Specific (T)OSP/LOSP

Obtain COVID-19 OSP and THA, OSP and THA for Work or Task-Specific (T)OSP and/or LOSP. Attach to this pre-job briefing.

(T)OSP and /or LOSP Number(s):

**Brief Job Description:** \_\_\_\_\_

### Lead worker or Supervisor/Manager General Pre-job Talking-points:

- 1) **Do you understand the requirements for performing work?**
  - Remember to stay within scope of work and work to your document as written.
  - If you find yourself outside the scope of work, or are unable to work to the document as written, use your stop/pause work authority and bring it to my attention immediately.
- 2) **PPE for work at distances of less than 6 ft. from your next nearest coworker:** Tyvek® coveralls with hood, nitrile gloves, face shield, N95 respirator
- 3) **Other task-specific PPE:**

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Additions for (T)OSPs or LOSPs that result from careful application and consideration of this checklist shall be recorded in the Additional Notes section or appended as a separate form.

Those who sign this checklist in the Signature Section verify that they understand and agree to abide by the (T)OSPs and or LOSPs identified above and any additions to those (T)OSPs and/or LOSPs as appended or listed in the Additional Notes section of this checklist.

### Discuss steps associated with planned work

- use the (T)OSP and/or LOSP description of work to discuss the steps involved
- use the (T)OSP and/or LOSP THA to review the consequences and mitigations associate with work
  - special attention to most hazardous task steps OR elevated hazards
  - discuss the overall risk
  - what controls are needed AND what controls are already in-place

are there any Credited Controls involved

**Discuss human performance implications** of planned work - including potential error traps (additional requirements that increase the likelihood of an error, e.g. increased task requirements, resource limitations, new requirements, lack of familiarity)

**Are there issues related to**

- Training – do any of the instructions in ESH003, COVID-19 Hazard Awareness and Controls create complications or present conflicts for existing training, how are they resolved
- Communications – what additional communications may be needed to augment your work, and how frequent
- Planning and Scheduling
  - time differential between work planning and work execution
  - added time for staging, donning, doffing and storing PPE for reuse
  - added time for cleaning work surfaces, tools, commonly reused surfaces
- Design/Process Change – what new processes are required to implement COVID-19 controls in your work area, during your work
- Are there adequate resources to perform the work
- Values, Priority, Policies – do you have a clear understanding of the priority and the role for COVID-19 controls
- Procedural Development or Work Practices – what general changes do you anticipate and do these changes require additional instructions for work
- Supervisory Involvement – what additional roles have supervisory staff taken on
- Organizational Interfaces – do you have clear lines of communication worked out with the primary resource providers for COVID-19 controls?

**What are the unique task demands associated with COVID-19 controls?**

- time / schedule pressure
- high workload
- simultaneous multiple or complex interrelated tasks
- unclear requirements
- PPE resource limitations / need for PPE cleaning procedure for reuse
- reliance on other groups or dependencies on other unfinished work?
- other \_\_\_\_\_

**Are there challenges with respect to individual capabilities – are there new limitations due to any inability to use COVID-19 PPE?**

- new techniques
- lack of knowledge
- unfamiliar or first time task
- illness, fatigue, heat stress from PPE
- fear of COVID-19 or COVID-19 controls?
- other \_\_\_\_\_

**Are there challenges with respect to the work environment during the implementation of COVID-19 controls?**

- distractions and interruptions
- changes
- possible unexpected conditions?
- other \_\_\_\_\_

**Are there tendencies or habit patters that can interfere with implementation of COVID-19 controls; can they contribute to errors?**

- habit patterns
- assumptions
- complacency
- peer pressure to return
- anxiety / mental health issues
- other \_\_\_\_\_

**When working indoors,**

- contact FM&L for increased ventilation **or**
- open windows and/or doors, where possible, to increase air flow and ventilation?

**Discuss possible interferences / complications related to COVID-19 controls with planned work**

- added time to complete work (include PPE donning / doffing)
- additional physical stress from PPE use
- emotional stress form new working conditions ( conditions at home)
- task steps in THA most impacted by COVID-19 controls
  - added complexity
  - limited dexterity
  - obstructed vision

- limited assistance
- discuss how tasking can be adjusted to respond to interferences / complications
- avoid sharing work equipment and tools to the greatest extent possible
  - if you need to share tools/equipment – clean/disinfect before and after use and consider the use of gloves. Don't share personal items.
  - Clean/disinfect your work surfaces/area frequently, e.g. workstations, keyboards, telephones, door handles, routinely.
- Discuss whether a P95<sup>®</sup> or an N95<sup>®</sup> respirator is specifically required for this work and for which tasks if not all tasks
  - organize tasks to minimize the number of times you don / doff covering N95<sup>®</sup> respirator
  - focus on avoiding touching the inside of your face covering or N95<sup>®</sup> respirator
  - clean hands with soap and water or an alcohol-based hand sanitizer ( $\geq 60\%$  alcohol) before and after donning/doffing or adjusting your face covering or N95<sup>®</sup> respirator.
  - facial hair interferes with the ability to generate a good seal between your face and an N95<sup>®</sup> respirator which reduces the effectiveness of the protection provided by the N95<sup>®</sup> respirator - make sure you have a good seal between your face and your N95 respirator prior to starting work
  - inspect N95<sup>®</sup> respirator for physical damage each time prior to use
  - replace N95<sup>®</sup> respirator when it becomes damaged, soiled or if it becomes difficult to breathe through
  - store N95<sup>®</sup> respirator in a clean paper bag according to the JLab PPE Reuse Policy and discard paper bag after use
  - if N95<sup>®</sup> respirator causes labored breathing, discomfort or irritation, or thermal fatigue, rest and to allow your breathing to return to normal
- contact Occ. Med. and consult with IH on thermal stress during respirator use and for ways to adjust respirator to minimize discomfort or irritation

**Additional Notes** on issues that develop during the pre-job briefing:

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