



# Auditor Biological Hazard Management Plan Travel Permitted Outside of One's Own Community

## Purpose

As part of our risk management program, \_\_\_\_\_ has conducted a company-wide risk assessment and created a risk registry that inventories the hazards the auditor will face. \_\_\_\_\_ has created procedures for the management of the identified hazards based on the risk assessment process.

## Scope

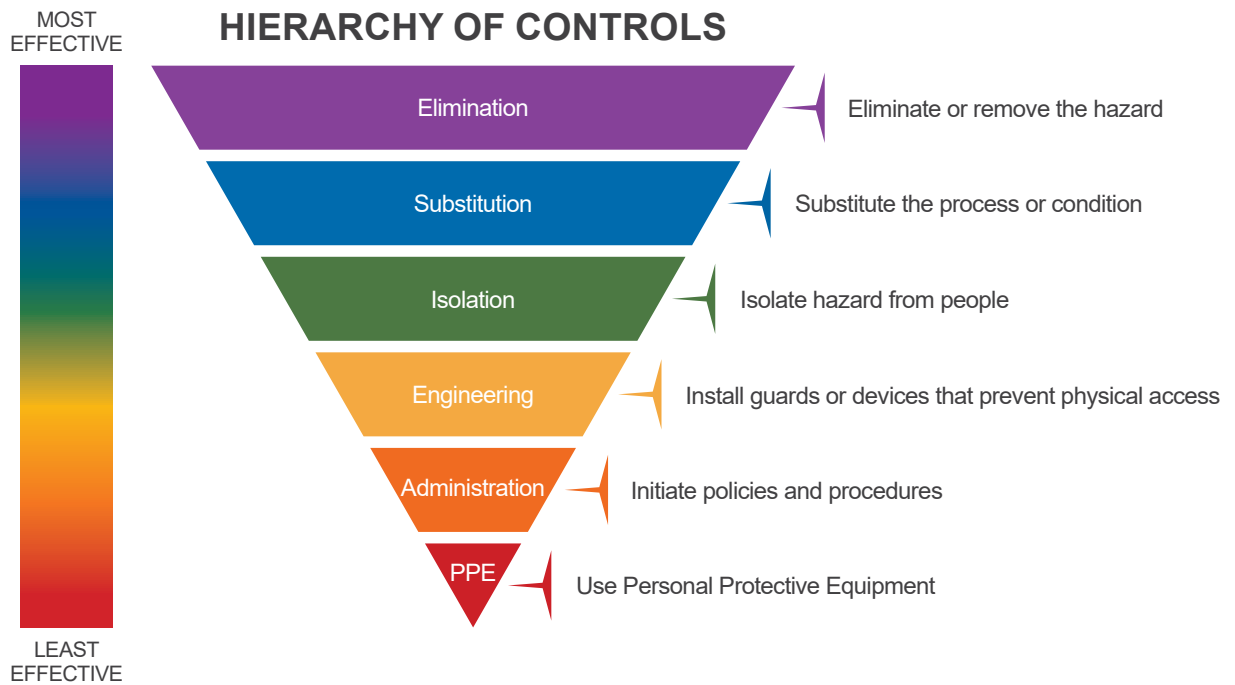
This procedure applies to the auditor activities associated with an audit of \_\_\_\_\_. The auditor may potentially be exposed to a biological hazard during audit activities. The information contained in this procedure will be used to minimize the risks associated with identified hazards and is meant to be used in conjunction with the field level risk assessment tool and guidelines established by the Government of British Columbia and BC's Provincial Health Services Authority. The management plan is for all external audit activities conducted on site.

## Procedure

\_\_\_\_\_ has identified the protective mechanisms in this procedure as the most effective way to mitigate the risk of exposure to biological hazards. Please refer to the risk assessment by Task in Appendix 1 for more information and detail. Please note that these risk assessments and recommendations are based on assuming the person or surface could potentially contact a biological hazard, such as the COVID-19 virus.

## Controls

The hierarchy of controls shows the order in which controls are to be applied, with the most effective and preferred method being elimination (top level) working down to the least preferred method of PPE. Please note that if a hazard cannot be eliminated, the appropriate control may be a combination of any or all other control mechanisms in the hierarchy. To be certain you have reduced the risk to the lowest possible level, complete a field level risk assessment using the Field Level Risk Assessment Form or equivalent.



## External Auditor Activities: Hierarchy of Controls

Prior to applying controls to the circumstance, first and foremost the external auditor must feel comfortable and safe attending a client's work sites.

Preference Level	Control Category	Control Application Details
<b>1</b>	Elimination	<ul style="list-style-type: none"> <li>Do not perform any work around any persons displaying flu-like symptoms</li> <li>Maintain 2 m/6 ft physical distance from other persons at all times</li> <li>Do not perform work outside of your home if you are sick or have COVID-19 symptoms</li> </ul>
<b>2</b>	Substitution	<ul style="list-style-type: none"> <li>Planning can be done using phone calls, webinars, or email</li> </ul>
<b>3</b>	Engineering	<ul style="list-style-type: none"> <li>Respect any physical barriers in work environments, including client site</li> </ul>

# COVID-19



Preference Level	Control Category	Control Application Details
<b>4</b>	Administration	<ul style="list-style-type: none"> <li>• Worker education is very important, especially with biological hazards; all auditors should be familiar with all COVID-19 procedures prior to arranging external audits</li> <li>• Follow the stronger of any client or site-specific rules or SafetyDriven standards</li> <li>• Complete client screening questionnaire prior to audit activity</li> <li>• Complete field level risk assessment before audit activity</li> <li>• <a href="#">Perform hand hygiene</a> frequently (at least each time gloves are removed and after PPE disposal) using soap and water or an alcohol-based hand rub. Either will clean your hands but use soap and water if hands are visibly dirty.</li> <li>• Carry hand sanitizer with you at all times</li> <li>• Avoid touching your eyes, nose, and mouth</li> <li>• Practise respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue</li> <li>• Routinely clean and disinfect handled material and other frequently touched surfaces</li> <li>• Use only your own office supplies (pens, pencils, etc.). Do not use client supplies or share your supplies.</li> <li>• When dealing with material such as equipment and paper, handle with gloves, disinfect, and place in storage for 24 hours prior to handling again (see specific risk assessment details in Appendix 1 per Task)</li> </ul>
<b>5</b>	PPE	<ul style="list-style-type: none"> <li>• A fitted respirator is preferred but in the event of supply shortage use a face shield, or face covering such as a cloth mask or bandana and safety goggles (in conjunction with safe donning and doffing procedures)</li> <li>• Gloves (proper use and disposal to be used during audit activities)</li> </ul>

## COVID-19

---



SafetyDriven recommends that each External Auditor travelling to perform work on a client site should carry a disinfecting kit. This kit can be used while travelling and during on-site audit activities. Supplies should be replenished as required. The kit should include:

1. Bottled water
2. Dry towels
3. Disinfecting wipes or spray
4. Masks
5. Latex gloves
6. Alcohol-based hand sanitizer
7. Large and small zip lock bags

**All auditors should be knowledgeable about the effective use of the sanitization products selected prior to field activities.**



## APPENDIX 1: Supporting Information for Biological Hazard – Viruses

<b>Task: External Auditor Consulting in Field</b> The associated hazard is COVID-19 biological hazard for the entire assessment.						
Activity	What Could Go Wrong	Severity	Control Measures	Severity	Likelihood (with controls)	Risk
<b>1.</b> EA travelling to site with vehicle	Vehicle was not cleaned and disinfected properly between clients; EA contacts contaminated surface inside vehicle	Serious	Prior to using vehicle, use disinfecting wipes on surfaces where direct contact occurs during vehicle use. Note: EA will travel in their own vehicle whenever possible. If the EA travels in a client vehicle, they will practise physical distancing and/or use a face shield, safety eyewear, and mask to limit transmission.	Serious	Unlikely	Low
<b>2.</b> EA travelling to site on plane.	Traveling through airport, EA will be around large number of people with no symptoms	Serious	Wash your hands often with soap and water or alcohol-based hand sanitizer; avoid touching your eyes, nose or mouth; maintain physical distance (2 m/6 ft from others); inside the plane, consider using a face covering (non-medical mask such as a cloth mask or bandana) to reduce the risk of transmission where physical distancing may be challenging, and disposable gloves	Serious	Unlikely	Low
<b>3.</b> EA staying in hotel and/or housing other than home	EA enters common areas with multiple people when it is unknown if any display flu-like symptoms	Serious	Avoid close contact with others and keep at least 2 m/6 ft from others. Wash hands regularly (or use alcohol-based hand sanitizer if soap and water are not available). Stay away from common areas like gym, breakfast rooms, pools, etc. Use sanitation kit to sanitize high-touch areas in hotel room (door handles, phones, desk, TV remote controls, taps and faucets, toilet surfaces, etc.) Consider asking the hotel for a copy of their room sanitization procedures.	Serious	Unlikely	Low
<b>4.</b> EA performs a Site Pre-Visit Assessment of clients' workforce and work site	EA fails to perform the pre-screening activities and the work site contains COVID-19 infected workers	Serious	EA performs the site pre-visit assessment one week prior to site visit and re-confirms with the work site that there have been no new COVID-19 infections one day before the site visit.	Serious	Unlikely	Low



<b>Task: External Auditor Consulting in Field</b> The associated hazard is COVID-19 biological hazard for the entire assessment.						
Activity	What Could Go Wrong	Severity	Control Measures	Severity	Likelihood (with controls)	Risk
<b>5.</b> EA arriving at work site	On arrival, EA performs a screening of the work site with company contact to confirm there are no infected workers. Discovery of a worker with COVID-19 symptoms (since pre-screening of a client provided to EA)	Serious	EA can refuse to complete the work if he or she feels not enough information was provided about the worker's infection location. EA can continue work by: avoiding the work area and worker who has COVID-19 symptoms; maintaining a physical distance of at least 2 m/6 ft from others within the facility and using the appropriate PPE such as face shield, gloves, mask and eye protection with safety glass. EA should be aware of early signs and symptoms of acute respiratory infection in case they are displayed by workers at the site.	Serious	Unlikely	Low
<b>6.</b> EA working at work site (Field Work)	EA working at the work site with potential virus carriers present (no symptoms)	Serious	Wash hands often with soap and water or alcohol-based hand sanitizer; avoid touching eyes, nose or mouth; maintain physical distancing (2 m/6 ft from others at all times); consider using a face covering (non-medical mask such as a cloth mask or bandana) to reduce the risk of transmission. If EA is using a cloth mask, client must be aware of that and workers must be informed and given the option to use one. Reduce group sizes to keep people 2 m/6 ft apart from each other and from EA.	Serious	Unlikely	Low
<b>7.</b> EA leaving work site with own vehicle	EA uses his or her own vehicle to travel. COVID-19 virus transfer can take place from boxes and bags placed in the vehicle from work site.	Serious	Equipment and boxes must be placed and stored in the trunk/bed/canopy of the vehicle where the potential for contact with the equipment or boxes by family members is minimal. All equipment or boxes must be disinfected on removal from vehicle and stored in area where there will be minimal contact with family members.	Serious	Unlikely	Low



<b>Task: External Auditor Consulting in Field</b> The associated hazard is COVID-19 biological hazard for the entire assessment.						
Activity	What Could Go Wrong	Severity	Control Measures	Severity	Likelihood (with controls)	Risk
<b>8.</b> Meeting between client and EA	Scheduled meeting with client at work site in one room with multiple people has the potential for COVID-19 virus transfer.	Serious	Indoor meetings should be avoided. EA maintains a physical distance of at least 2 m/6 ft from others at all times. If this distance cannot be maintained use appropriate PPE such as a face shield (non-medical mask, cloth mask or bandana), gloves, eye protection with safety glass. EA should be aware of early signs and symptoms of acute respiratory infection to recognize them should they be displayed by workers at the site. All on-site meetings should include only the essential participants. If possible, use alternative methods for site meetings (teleconference, online meetings). Note: if an EA becomes ill or develops symptoms while on-site, stop activities immediately, inform the host, and call SafetyDriven for further direction.	Serious	Unlikely	Low
<b>9.</b> Scheduling consulting/site visit	EA entering work sites with workers diagnosed or suspected of being diagnosed with COVID-19 virus.	Serious	All site visits must be assessed by EA prior to arriving on-site. Perform a site pre-visit assessment. This to be completed and sent with the NOA before the scheduled site visit, initial assessment two weeks prior to the site visit, confirmation of assessment the day before the site visit. EA is to request a copy of company COVID-19 policies/procedures at the initial site pre-visit assessment, including PPE requirements at site to comply with work site requirements.	Serious	Unlikely	Low
<b>10.</b> EA documentation review	Prolonging site visit or becoming infected through contact with documentation	Serious	EA to arrange for the documentation review to take place prior to the site visit. Arrange for the site to forward all relevant documentation one week prior to visit for review. Alternatively, if documentation is reviewed on-site, take pictures of documentation so the review can take place off-site. Use gloves when reviewing documentation on-site.	Serious	Unlikely	Low

# COVID-19



<b>Task: External Auditor Consulting in Field</b> The associated hazard is COVID-19 biological hazard for the entire assessment.						
Activity	What Could Go Wrong	Severity	Control Measures	Severity	Likelihood (with controls)	Risk
<b>11.</b> EA worker interviews	EA interviewing workers infected with COVID-19 virus	Serious	EA maintains a physical distance of at least 2 m/6 ft from others within the facility at all times. If this distance cannot be maintained, use appropriate PPE such as face shield (non-medical mask, cloth mask or bandana), gloves, eye protection with safety glass. EA should be aware of early signs and symptoms of acute respiratory infection in case they are displayed by workers at the site. Note: Before arriving on-site, EA should arrange a safe place to perform interviews that permits physical distancing of 2 m/6 ft.	Serious	Unlikely	Low
<b>12.</b> EA Health Monitoring Form	EA visits a work site while he or she is infected with COVID-19	Serious	Use the Health Monitoring Form to record morning and evening temperature, daily health, and any contact outside of your family bubble. For two weeks prior to site activity, the EA will monitor daily temperature, health, and interactions outside of the family bubble. Note: the completed health monitoring form does not need to be provided to the company or to SafetyDriven unless the auditor wants to provide this information.	Serious	Unlikely	Low
<b>13.</b> EA frequency of site visits	EA does not allow for a minimum of 14 days between employer site visits	Serious	Book employer site visits with a minimum of 14 days between site visits. This includes site visits for non-SafetyDriven activities, such as training, consulting, or auditing to other standards.	Serious	Unlikely	Low
<b>14.</b> EA meals	Public meals are not available when travelling	Serious	Carry any required meals, beverages or snacks when performing site visits to avoid having to eat at restaurants or at client facilities.	Serious	Unlikely	Low





## APPENDIX 2: Recommended PPE and Other Protective Means

Route of entry or transfer	PPE	Application	Note
Skin	Heavy-duty gloves, latex gloves, medical exam gloves	Perform hand hygiene frequently with an alcohol-based hand rub or with soap and water if hands are visibly dirty	Avoid touching your eyes, nose, and mouth; perform hand hygiene after disposing of the mask
Skin	Coverall/Tyvek coverall/long-sleeved shirt and long pants	Working in field	Available in orange with 2 in reflector tape. High-visibility vest must meet minimum company and regulatory requirements (preferably Type 2 or better)
Respiratory	Half-mask respirator with approved fit testing, mask, or face shield	Working in field in close contact with employees when 2 m/6 ft distancing is not met	Practise respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue
Eye protection	Face shield or goggles	Working in field in close contact with workers if the 2 m/6 ft distance is not kept	Mask or face shield is preferable, but EA will not conduct work when airborne mist or droplets are anticipated
Transporting	Safety boots appropriate for site	Standard PPE for industry	Viruses die very quickly on porous surfaces like sand, rock, etc. There is no risk of transmitting virus via boots.
Transporting/equipment	Sanitation kit	Equipment used in the field and vehicle before and after visit	High-touch areas are to be sanitized before and after field visits. Tools, equipment, vehicle, and office supplies used during field visit must also be cleaned.