



HEALTH AND SAFETY MEMO

E-1 #20-01

TO: All E1 Staff
FROM: Health and Safety Management Coordination Office
DATE: April 14, 2020
RE: Guidelines for E1 workspace following DM Emergency Measures Executive Committee issued directives.

The purpose of this Health and Safety Memo is to provide guidance on the [COVID-19 Directive 3 – Health and Safety Measures - Issued by the Executive Committee pursuant to COVID-19 Directive 1](#)

It is important to note that the COVID-19 directives issued from the DM Emergency Measures Executive Committee are to be used in supplement with the GAM 3.48 Corporate Health and Safety policy.

How to report health and safety concerns in your workspace:

- All identified hazards in the workplace (e.g. inadequate COVID-19 working distances 6ft/2m) must be reported directly to your immediate supervisor/manager, as per *Yukon Occupational Health and Safety Act and Regulations, Employee's duties S.Y.2002, c.159, s9.*
- Employees are required to refer to the [COVID-19 Directive 3 –Health and Safety Measures - Issued by the Executive Committee pursuant to COVID-19 Directive 1](#) to help identify any potential hazards in their workplace.
 - Once a hazard has been identified, employees are required to report this hazard to their immediate supervisor to ensure it is addressed.
 - If the hazard identified cannot be resolved with the assistance of your supervisor, the identified hazard will then be reported by your supervisor to the E1 Health and Safety Management Coordinator for assessment.
 - Health and Safety Management Coordination Office will conduct a hazard assessment working in conjunction with the supervisor, employee and any relevant E1 internal subject matter experts/competent person(s) (e.g. red seal carpenters, electricians etc.) The hazard assessment will be carried out in accordance with:

Yukon Occupational Health and Safety Act and Regulations

GAM 3.48 Corporate Health and Safety Policy

COVID-19 Directive 3 –Health and Safety Measures - Issued by the Executive Committee pursuant to COVID-19 Directive 1. Ensuring the hazards from Covid-19 in the workplace is reduce to as low as reasonably possible.

And the based on direction from CMOH, and Yukon Center of Disease Control (YCDC)

- Supervisors/managers are required to be familiar with the issued directives and related Yukon Occupational Health and Safety Act and Regulations as they pertain to the management of your workers and the safety of their workspaces.
- Supervisors must ensure that hazards are correctly identified and reported to their director and the Health and Safety Management Coordinator's Office.

It is everyone's responsibility to identify health and safety hazards in our workplaces, and understand the means in place to reduce, mitigate and or eliminate those hazards.

Please take the time to familiarize yourselves with the following guidance materials:

- COVID-19 Directive 3 – Health and Safety Measures - Issued by the Executive Committee pursuant to COVID-19 Directive 1. Ensuring the hazards from Covid-19 in the workplace is reduce to as low as reasonably possible.
- [GAM 3.48 Corporate Health and Safety Policy](#)
- Yukon Occupational Health and Safety Act and Regulations
- And links, resources and updates with the current COVID-19 situation:
 - [COVID-19 information for Yukon government employees](#)
 - [COVID-19 information for Yukon public](#)

The situation surrounding Covid-19 is evolving rapidly everyday. It is important to stay up-to-date on the latest information issued by the Government of Yukon and Yukon's Chief Medical Officer of Health.

Thank you to everyone for your conscious efforts to ensure the health and safety of everyone in the workplace, and to limit the spread of COVID-19. If you have any questions, please connect directly with your supervisor.

Sincerely,

Chris Hanlin
Director, Operations