



# Toolbox TALK

## PANDEMIC SAFETY OFFICER

Assigning a Pandemic Safety Officer (PSO), or Social Distancing Officer (SDO), is an effective method to ensure your workplace is practicing effective control measures. The PSO/SDO's primary responsibility is to implement and enforce previously established policies in the workplace such as:

- Ensuring workers are traveling to and from work separately.
- Ensure workers are always maintaining 6 feet of separation and wearing a face covering or respiratory protection.
- Ensuring required meetings have no more than ten people and maintain 6-foot distancing.
- Not allowing workers to share a pen or tablet device. If signing for attendance is required, the meeting leader can sign on the worker's behalf.
- Not allowing common water coolers or coffee pots.
- Ensuring all doors are propped open when safe to do so.
- Ensuring adequate hand wash stations are installed/maintained throughout the building or site.
- Encouraging and directing workers to wash hands frequently and at breaks.
- Ensuring gloves and safety glasses are always worn and PPE is not shared.
- Ensuring all shared tools and equipment are wiped down with sanitizing wipes or soap and water prior to the next worker using the tool or equipment.

Taking these precautions, combined with sound employee judgment, will help keep workers safe and defeat the pandemic.

Date:

### ATTENDANCE RECORD

SUPERVISOR:

CREW MEMBERS PRESENT:

COMMENTS/FEEDBACK:

