

2020–01 Safe@Work, Work Environment Policy (Corona / COVID-19)

Purpose:

We at Safe@Work have a responsibility to ensure a safe environment, both for our own staff and for our course participants. This policy aims to clarify the guidelines and working methods for how Safe@Works' preventive work linked to COVID-19 is to be carried out.

We closely monitor the development of the virus spread in the society and we follow the Public Health Agency's guidelines and directives. This policy is therefore revised on an ongoing basis as new information is disclosed. Additional measures may be taken at short notice based on the authorities' directives.

Risk inventory

The identification work has been carried out with the aim of creating a risk analysis which in turn forms the basis for an action plan. In the risk inventory, two main factors have emerged that form the basis for risk analysis and action plan.

1. Risk Groups

- a. The groups of persons to whom we assess, our business risk to spread the Coronavirus if correct measures are not taken.

2. Work Tasks

- a. The tasks that without preventive measures risk causing the spread of the Coronavirus.

Risk analysis COVID-19:

Based on the risk inventory, experienced personnel have carried out a risk analysis. The analysis has been carried out with the aim of forming a decision basis for the following action plan. In the analysis, the identified risk groups and work tasks are divided into 4 categories each.

Risk groups

We have in the risk inventory identified 4 groups of persons as "risk groups" of receiving the virus from our business if correct measures are not taken.

1. Course participants & contact persons at the customer

- a. The persons who in direct connection with a course delivery come into contact with our instructor or another person from Safe@Work.

2. Instructors

- a. A person from Safe@Work who, in direct connection with a course delivery, encounters course participants and/or course material. Also, assistants or administrative staff who handle physical course material before or after a course participant or instructor.

3. Administrative personnel "Back office"

- a. The staff at Safe@Work who work administratively and do not come into direct contact with course participants or course material. Persons in this category may also be in the category "Instructors" depending on the task. The risk preventing measures are then based on the task where the risk assessment shows the greatest risk.

4. Others in society

- a. The people Safe@Work personnel encounter when working, but who are not included in the above 3 categories. For example, reception staff, restaurant staff, people at the street, etc.

Work tasks

In the inventory, we have identified 4 different work steps where there is a risk of the spread of infection.

A. Course deliveries

- a. All activities with a direct connection to the implementation of a course delivery. For example, Transport of the instructor, course material or a course participant, contact with staff at the training facility etc.

B. External meetings

- a. Meeting with persons outside of the Safe@Work organization. For example meetings with suppliers & customers.

C. Meetings within the organization

- a. Meetings or cooperative work between persons within Safe@Work. For example, planning meetings, board meetings etc.

D. Office work

- a. The daily office activities where the employee carries out independent work with his or hers personal work equipment.

Action plan:

The action plan presented below will address the risks of spreading virus & disease outbreaks as result of our operation. In this way, we at Safe@Work can minimize the risk that our business causes the spread of infection among our staff, course participants or the general public. The action plan also contains routines & action plans for effective consequence minimization in case the spread of infection should nevertheless occur.

The measures in the action plan are divided into 2 categories, A & B:

A. Risk prevention

- a. The measures taken by Safe@Work in order to prevent the spread of infection.

B. Impact minimization

- a. The action plan and measures that are prepared in case of suspected disease or spread of infection is detected.

Work task: Course delivery

Affected groups: All

Before:

1. If possible, plan for digital course delivery. If not possible, see points 2-4.
2. Prepare course delivery so that all unnecessary personal contact is avoided.
3. Avoid “open courses” with course participants from multiple companies.
4. Ensure that neither employees from Safe@Work nor any of the course participants have, or have had disease symptoms in the last 2 weeks before the course.

Course implementation (Not applicable if digital course delivery)

1. If Safe@Work arranges course facilities or training vehicles. - Ensure the possibility to keep a personal distance of at least 2 meters between course participants, as well as between course participants and the instructor.
2. Provide hand sanitizer & mouth protection (Optional to use) for participants and instructor.
3. Encourage participants to keep their distance and use hand sanitizer

4. Minimize the number of practical assignments where participants are forced to use the same training equipment. If it is not possible to avoid: - Provide hand sanitizer & antibacterial disinfectant.

After course delivery: (Not applicable if digital course delivery)

1. Ask all relevant external parties to immediately contact Safe@Work if a suspected illness is discovered at the company within 2 weeks of the course delivery.
2. Immediately contact all relevant external parties if a suspected illness is discovered within 2 weeks of the meeting.

Work task: External meetings

Affected groups: All

Before:

5. If possible, plan for digital meetings. If not possible, see points 2 & 3.
6. Prepare the meeting so that all unnecessary personal contact is avoided.
7. Ensure that neither employees from Safe@Work nor external part have, or have had disease symptoms in the last 2 weeks before the meeting

Implementation: (Not applicable if digital meeting)

1. As far as possible, meetings with external parties are conducted web based.
2. If the meeting needs to be carried out physically, the number of participants present must be kept to a minimum. All participants who have the possibility to attend by phone or web should do so.
3. Those who are physically present must keep a personal distance of min. 2 meters.
4. Transport to and from the meeting shall, if possible, take place in your own car and not by public transport.
5. The person attending from Safe@Work will bring face masks and hand sanitizer to all present. Use of face masks is optional.

After: (Not applicable if digital meeting)

3. Ask external party to immediately contact Safe@Work if a suspected illness is discovered at the company within 2 weeks of the course delivery.
4. Immediately contact external party if a suspected illness is discovered at Safe@Work within 2 weeks of the meeting.

Work task: Meetings within the organization

Affected groups: 2, 3 & 4

Before:

8. If possible, plan for digital meetings. If not possible, see points 2 & 3.
9. Prepare the meeting so that all unnecessary personal contact is avoided.
10. Ensure that no employees from Safe@Work have, or have had disease symptoms in the last 2 weeks before the meeting.

Implementation: (Not applicable if digital meeting)

6. As far as possible, meetings with external parties are conducted web based.
7. If the meeting needs to be carried out physically, the number of participants present must be kept to a minimum. All participants who have the possibility to attend by phone or web should do so.
8. Those who are physically present must keep a personal distance of min. 2 meters.
9. Transport to and from the meeting shall, if possible, take place in your own car and not by public transport.

10. There will be face masks and hand sanitizer to all present. Use of face masks is optional.

After:

5. If suspected cases of illness within the organization are detected within 2 weeks of the meeting, ensure that all staff isolate themselves and conduct a “COVID test”.

Work task: Office work

Affected groups: 3 & 4

Before:

1. Prepare so that unnecessary personal contact is avoided by: Ensure the possibility for the employees to work from home. If not possible: Minimize the number of people attending the office at the same time.
2. Ensure that no employee within Safe@Work has, or has had disease symptoms in the last 2 weeks.

During:

3. As far as possible, office work is carried out from home.
4. If the work needs to be carried out in the office, personal contact within 2 meters must be completely avoided.
5. Transport to and from work should, if possible, take place in your own car and not by public transport.
6. Face masks and hand sanitizer will be available to all present.

After:

6. If suspected cases of illness within the organization are detected within 2 weeks of the meeting, ensure that all staff isolate themselves and conduct a “COVID test”.

Info about Safe@Work management regarding the Coronavirus & COVID-19:

We at Safe@Work have a responsibility to ensure a safe environment, both for our own staff and for our course participants. We closely monitor the development of the virus spread in the society and we follow the Public Health Agency's guidelines and directives. This policy is therefore revised on an ongoing basis as new information is disclosed.

In the sections below you can read more about some of the measures already taken. Additional measures may be taken at short notice based on directives from authorities.

Safe@Works staff and daily office activities:

- **Safe@Work has:**
- Examined the risk of infection and carried out an associated risk analysis.
- Implemented necessary organizational measures to minimize the risks of infection & spread of disease.
- Ensured that our staff has the instructions and information needed to carry out their work in a safe way.
- Provided our staff with personal protective equipment
- Completed routines and action plans in case any staff member from Safe@Work gets ill. ´
- Created the conditions for daily work to be performed, as far as possible from home.
- Made sure that meetings with customers and suppliers can be carried out as telephone- or web meetings
- Made sure that the organization avoid unnecessary travel. When transport is required, it is completed by car or other individual mode of transport. Public transport is completely avoided. Created routines to keep us updated about the general spread of infection
- Created routines to keep us updated about the recommendations, directives & restrictions from authorities.

Measures implemented to minimize the risk of spreading the Coronavirus through our courses:

- **Safe@Work has & will continue to:**
- Implemented the above-mentioned measures (See section: Safe@Works staff and daily office activities)
- Created an increased possibility to carry out course deliveries digitally.
- Informs our customers on an ongoing basis that: Course participants who themselves have, or who for the past 2 weeks have had disease symptoms, who have relatives with disease symptoms, or who have colleagues in the same department with disease symptoms, should not attend the course.
- Ensured that the directives in the paragraph above also applies to staff from Safe@Work present at the course.
- Created routines for collecting participant lists in order to facilitate any infection tracking. (All information is saved according to GDPR)
- Ensured that hand sanitizer, face masks & antibacterial disinfectant are available for use.
- Inform all course participants about the importance of personal hygiene and personal distance.
- Have a complete action plan ready to implement in case a course participant or instructor should get sick during the training, or within 2 weeks after completing the training.
- Where possible, place chairs, training equipment, etc. at a minimum of 2-meter distance.
- Minimize the number of practical assignments where participants are forced to use the same training equipment. If it is not possible to avoid: - Provide hand sanitizer & antibacterial disinfectant.

We also urge all concerned to not forget their personal responsibility each individual have according to the Swedish Communicable Diseases Act: Each and every one must through attention and reasonable precautionary measures help to prevent the spread of infectious diseases.