
Safety Plans will need to be revised as Provincial Health Orders and WorkSafeBC requirements change and as a community, UBC learns from its practices and experience.

This document serves to provide guidance on which items to periodically review to maintain an up-to-date COVID-19 Safety Plan (CSP).

Items to Review

A) Operating Model. Identify if the operating model has changed (i.e. transitioning to new phases of the resumption of UBC activities including: increasing interaction with public: increasing the occupancy of spaces etc.) Consider whether workers or students have brought forward suggestions that have been implemented and now need to be reflected in the plan.

B) Risks Considerations. Identify if the risk considerations for the plan have changed. If the plan meets 3 or more of the risk considerations, the plan is considered high risk.

C) University wide changes. Identify if the University has implemented a new policy or stance with respect to COVID-19 since the last review of the plan. Has the plan been modified to align with these new changes?

D) Advice from Public Health: Has the advice from Public Health changed since the plan was last reviewed. For example, have the BCCDC posted any new or clarifying information? Are there any new, or updated Public Health Orders announced since the last review of the plan and do the orders affect the way the activities are carried out as outlined in the plan? Has the plan been modified to align with recent Orders?

E) WorkSafeBC. Has WorkSafeBC implemented new measures for employers to abide by? Has the plan been modified to align with these new changes?

Once the review is complete, document your changes and communicate these with the relevant staff, faculty or students impacted. You could even use this document to create your speaking points. If no changes are required, it is still good practice to document the date the review occurred.

Documentation

1. Update the safety plan
   • If you keep the “Revision Table” (aka Appendix [X] in the template) at the front of your plan, make it clear that the update supersedes the information in the body of the plan.
     OR
   • If you prefer to update individual sections of the plan, you can indicate a change with formatting if you wish, however, you still need to complete the Revision Table (Appendix [X]).

2. Check the footer or any headings that mention the “Version” or “Date Published” and keep these up to date.

3. Update relevant websites/physical copies posted in the workplace with the most up to date versions.

SRS Last Revision: January 28, 2021