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Date: November 16, 2020		FAX THIS SHEET IN TO THE OFFICE AFTER YOUR MEETING!!!	
Project Number#:	Job Name:	Person Conducting Meeting:	

OSHA / COVID-19

Olympic has been made aware that a couple of our General Contractors have had OSHA Compliance on their projects and **COVID-19** was their focus point. We are very familiar with **OSHA Consultation**, this side of OSHA was put into place to walk our projects and point out safety issues to contractors that they may have over looked.

OSHA Compliance is the side of OSHA that inspects projects, finds that contractors are not following the rules and ultimately issues citations and fines. **Olympic does not want to be one of those contractors.**

We have been doing a great job with the following: checking our crew members in the mornings to verify they are symptom free and ready for work, stocking masks and cleaning supplies for our crews members, keeping 6' away from each other in the lunchroom, and if we see someone that looks like they do not feel well, go to their Foreman and instruct them to **GO HOME** and call Sturg if they are not feeling well.

Here is a few items to review with our crew members:

- 01) Ensure COVID response plan is posted and we've documented our communication of the plan requirements to personnel.
- 02) Ensure employees are being screened prior to entering jobsite.
- 03) Ensure social distancing is being maintained in break areas **(This was a specific item OSHA looked at).**
- 04) Assess the jobsite and post appropriate signage for mask use in enclosed areas we're working in (unless GC has done so).

Last week's Bonus Question: Do we have exposure to carbon monoxide on this work site?
If so, what can we do to protect ourselves?

Answer: Answers varied by project. Most popular response was that the GC was not monitoring Carbon Monoxide from temp heaters.

For **inspection packets or repair tags** call **Dave Sangren @ (612) 644-3136** to have some delivered to your jobsite.

Please call Dave if your jobsite is in need of hand sanitizer, bleach cleaner, masks, etc.

Any questions give Sturg a call (612) 221-8603

PLEASE PRINT YOUR NAME!!!

_____	_____	_____
_____	_____	_____
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Comments:

As of November 12, 2020 we have worked 76 days without a Lost Time Injury.
We have safely worked 114,861 hours towards our ATV goal of 150,000 hours!

Toolbox Talks winner for last week: **Andy Wortman & Chad Fore @ Essentia & Rod McKenzie @ 240 Park**

This week's Bonus Question: **Are all employees informed of our COVID-19 Preparedness Plan?**
Are we following our plan?

Hint: **Ask your crew.**

"Building a Safer Place to Work" one week at a time.



Update for Coronavirus Disease (COVID-19)

Breaktime / Lunchroom Guidelines

As our wide-open projects gets more & more enclosed with exterior walls, bagging in scaffolds, erection of interior walls. Masks will now be required 100% of the day. To keep all workers safe on or project we have created this handout for us to reference.

Lunchroom furniture will be located so that employees can practice 6' of separation and that not more than 10 employees will be staged in one break area.

Enter and Exit the lunchroom area with your mask on. Once you are seated you can remove you mask. (Just like the rules at restaurants)

Wash your hands **before and after** break.

Maintain a **6' distance** from others.

NO sharing any food or drinks brought from home. If food is brought in from an outside vendor. Food will be individually wrapped (sandwiches) no self-serve food will be allowed (pizza/doughnuts)

Microwave, trash can covers and lunchroom furniture will be wiped down with disinfectant at the end of each break.

This virus is new to all of us and we may need to be reminded of these rules and other site rules. Be courteous when making someone aware of these rules and or if you are the one getting reminded of the information.

Thank you,

Safety Department