

# MHI – Safety Communication Bulletin

## Signing OHS documents during Covid-19

Think about how many times you have to use or shared a pen to sign forms or papers, in these times we must use caution.



Typically, we require individual signatures. Our process has changed during the Covid-19 pandemic. We ask that one person signs off for the entire crew to minimize exposure.

**Please note on the document during Covid-19.**

An email signature or the email from the person sending the electronic document will also work as proof of signature.

DOCUMENTATION FOR WORK ZONE PLANS		
DATE _____	CREW # _____	LOCATION _____
Workers attending the meeting		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MAJOR ACTIVITY _____	Hwy # _____	# of WORKERS _____
WORK ZONE PLAN # Being used _____	ADDITIONS TO THE PLAN _____	
Stockpile: _____	Material: _____	Traffic Control Plan: _____
MOVING OPERATION <input type="checkbox"/>	STATIONARY OPERATION <input type="checkbox"/>	Lanes 1 <input type="checkbox"/> 2 <input type="checkbox"/> Flag person 1 <input type="checkbox"/> 2 <input type="checkbox"/>
Pre task Hazard Assessment <input type="checkbox"/>	On Site hazard Assessment <input type="checkbox"/>	Secondary Assessment <input type="checkbox"/>
Secondary Activity _____	Hwy # _____	# Workers _____
WZ Plan _____	Additions to Plan _____	
TRAFFIC ACCOMODATION WORKER/SUPERVISOR SIGNATURE: _____		
<b>Toolbox Meeting</b>		
Items Discussed _____		
_____		
Safe Operating Procedures Reviewed: _____		
Safety manual Section Reviewed: _____		