**Protect yourself mentally and physically during COVID-19 pandemic**

*A summary guide to staying safe*

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### Ensure proper hygiene

- **Wash your hands or use hand sanitizer:**
  - after contact with others
  - after removing gloves or masks, and
  - before eating

- **Avoid touching your nose, mouth and eyes.**
  - Cover your mouth and nose when coughing or sneezing, and throw used tissues away

- **Sanitize tools or equipment**

- **Live a healthy lifestyle to keep your immune system strong**

- **Practice social distancing and avoid shaking hands**

**If you feel unwell...**

- Inform your supervisor and stay away from others.

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### Before work...keep your mind on task!

- **Discuss high-risk hazards and ensure everyone is prepared and trained for the job.**

  - *Step 1: Identify hazards, i.e. anything that may cause harm*
  - *Step 2: Identify who may be harmed, and how*
  - *Step 3: Assess the risks and take action*
  - *Step 4: Ensure the controls are in place*
  - *Step 5: Review the risk assessment*

- **Be aware of changes and their effect on Health and Safety.**

  - **PERMIT**
    - Keep your mind on task. Take breaks to rehydrate and re-focus when needed.
    - Have permits approved by a competent person for any high-risk job.
    - Maintain good housekeeping.

  - **STOP**
    - Control lone working and maintain regular communication.
    - Don’t take shortcuts; inform supervisors of any unforeseen changes or hazards.
    - Stop unsafe work and report unsafe situations to supervisors.

- *Monitor your health (e.g. fatigue)*
- *Wear additional PPE when needed*

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