



Notes about this Risk Assessment

This risk assessment is to be completed to ensure that the risk has been identified and the required prevention measures have been implemented. The rigorous application of these measures is to limit the risks of contracting and/or spreading COVID-19 and to take action quickly when identifying non-conformities. The primary purpose of applying such measures is to protect the health of workers.

Business Name:		Date:	
Address:			
Assessor Name(S)		What is Your Role Within the Business?	

List Area(s) and/or Item(s) Where Workers Could be Exposed to COVID-19

Area and/or Item	Yes	No
Front door		
Office Doors		
Washrooms		
Microwave		
Coffee machine		
Printers		
Vehicles		
Forklifts		
Pallet walkies		
Face masks		
Chairs and stools		
Phones		
Saws		
Hand tools		
Spray guns		
Brooms and mops		

Area and/or Item	Yes	No

Consideration	Action/Response	By Who	Suggestion
<p>How many rooms/ departments and areas in your workplace that workers may assemble at?</p>			<p>Taking an inventory of the areas that you will need to consider putting controls in is helpful when you need to see the big picture.</p> <p>When assessing what controls you will need to put in place, please ensure you include all areas that workers assemble.</p>
<p>How many staff would you expect to be in your workplace on any given day?</p> <p>How many shifts do you run?</p>			<p>Helpful when considering how much PPE and sanitizing solutions you may need.</p>
<p>Have any of your workers or their direct families contracted COVID 19?</p> <p>Have business similar to yours have cases of workers or their families being infected?</p>			<p>This is important when considering what controls, you may need to have in place. Just because you have not had any incidents of infection doesn't mean you are not at risk; it may mean you have been lucky.</p>
<p>Do you have any customers or contractors that may be expected to enter your business?</p>			<p>Have reception or someone stop each worker, contractor or visitor before they come into the workplace and ask them questions from the screening sheet: record phone numbers, email or both.</p>



<p>If yes to the above, do you ask them if they may be infected or been around those who may be infected?</p>			<p>If yes, you should have them read the screening questionnaire. They need to sign in, indicating that they are not a risk to your staff. This should include a phone number in case you need to contact them. Workers may need to don PPE</p>
<p>Communications to workers explaining what social distancing is and its importance have been communicated. Is it posted?</p>			<p>Do a safety talk in small groups (1 to 3) about what it is and what your policy states.</p>
<p>Have workers been out of the country?</p>			<p>Ask during the screening of persons coming into the building. Any worker who has been out of the country may need to self-isolate.</p>
<p>Does everyone have to come to work? Can you have workers work from home?</p>			<p>Assess which jobs can be done off-site and if you can transition to this.</p>
<p>Can you add a shift to split the staff to keep as little people in the building as possible?</p>			<p>Ensure that if you are adding an additional shift that all the rules and procedures that would apply on days also applies to other shifts.</p>
<p>Can you organize the work that would separate workers?</p>			<p>This may see machines moved to separate workers. Also, consider if the workflow can be changed so that groups of workers are not working so close together.</p>

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<p>Do you have rules in place to have workers sanitize their work areas as often as needed? If yes, do you have enough supplies to allow workers to sanitize the work area?</p> <p>This would include sanitizing tools before work begins (beginning of the day and after each break, and end of the day)</p>			<p>If you have workers that will handle the same tools and equipment, sanitizing the tools and equipment should be considered between worker usage. For example, if multiple workers are using a forklift, pallet walkie etc.</p>
<p>If workers are required to work closely together, what kind of controls can you put in place?</p>			<p>This is a problem if workers are required to talk to each other as part of the work process. Is there a way of changing the way we communicate? Let's get creative!!</p> <p>Consider:</p> <ul style="list-style-type: none"> • Physical barriers between workers (plex glass, panels etc.) • Workers wear face shields, face masks and latex gloves • No talking to each other <p>Do not use fans to blow air away from workers!</p>
<p>Can workers eat their meals, coffee breaks and maintain the 2 M distance? (remove seats, have designated sitting areas?)</p> <p>Can scheduling breaks minimize worker contact with each other?</p>			<p>If workers are sharing things like microwaves, sinks, tables and chairs, disinfecting these must happen often. Who will be responsible for doing this?</p>
<p>Where social distancing of 2 metres between persons cannot be maintained, work process, meetings, offices, etc. are workers wearing PPE?</p>			<p>See above, "if workers are required to work closely."</p>

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<p>Do workers follow the social distancing rules- Handshaking and close greetings are not practiced</p>			<p>Some workplaces may have staff that do not see the seriousness of these controls and choose not to follow the rules. Workers should be encouraged to report workers not following the rules. Supervisors should take a strict adherence to the rules.</p> <p>Tell workers that if they do not follow the rules, they are putting mgmt. In an awkward position where they will be required to take action.</p>
<p>All personnel are practicing handwashing at the start of the shift, after washroom breaks, prior to and after breaks, and at the end of shift.</p> <p>Have workers been trained in the proper way of hand washing?</p>			<p>This may be a new rule that may need to be put in place. It will be different for most workplaces. It will be a challenge to ensure this is done.</p> <p>Posters can be downloaded on proper means of washing hands.</p>
<p>Are water stations available, are disposable cups available? Washing dishes at work is not recommended.</p>			<p>It is not recommended that workers are allowed to bring in their own coffee cups or water bottles as droplets could land on the area that they put their mouths on.</p>
<p>Soap dispensers with bacterial soap available in washrooms and clean-up facilities and maintained</p>			<p>Don't forget to sanitize the area of the soap dispenser that the bare hands touch.</p>
<p>Anti-viral Hand sanitizer (at least 60-99% alcohol and no alcohol substitute) distributed throughout the workplace and high use areas?</p>			<p>This may be a challenge to acquire hand sanitizer. Hand washing is the second option.</p>

Consideration	Action/Response	By Who	Suggestion
Disposable paper napkins and sanitizing wipes are available for use in eating areas			Self-explanatory
Trash cans are placed near toilet exit doors			Self-explanatory
Disinfectant wiping products are available and distributed widely around common areas			Self-explanatory
Increased cleaning of the toilet block (seats, levers, tanks, sink, counters)			How often does your business clean its washrooms in a day? How often do washrooms get cleaned in a restaurant? Washrooms should be cleaned often. Most businesses do not have someone assigned to do this. You may need to address how this will be done at your workplace.
Staff members performing cleaning and garbage collection are wearing disposable gloves for all tasks in the cleaning process			The policy must clearly state that when handling trash or cleaning areas that gloves are worn. This would include wearing gloves when you are sanitizing tools and equipment.
Hand sanitizers are available in washroom and clean-up areas			Self-Explanatory
Are supervisors watching workers ensure they are following safe work procedures?			Supervisors may be sympathizing with workers and may not want to be the heavy hand and enforce the rules, especially if they seem silly. They must be told it is their job to enforce.
Hand washing method posters displayed (Public Health Agency of Canada) in washrooms and clean-up facilities			Posters can be downloaded off the net.
Posters reinforcing COVID19 Signs and Symptoms and actions to be taken are posted			Self-Explanatory

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<p><u>Rate the following 1=low 5=high</u></p> <p>How seriously do you think your workers are taking this?</p> <p>How seriously do you think MGMT is taking this?</p>	<p>1 2 3 4 5</p> <p>1 2 3 4 5</p>		<p>If it is felt that workers and mgmt. will not take this seriously if so, you will need to figure how you will deal with this. You may also find that some may not think you are doing enough for their protection.</p>
<p>Will the business be laying workers off?</p>			<p>If job protection is a concern to workers, you may wish to pay attention to the mental health of workers. A distracted worker may not be paying attention to the task at hand.</p>
<p><u>Rate the following 1=low 5=high</u></p> <p>Do you think workers are worried, scared and emotional?</p>	<p>1 2 3 4 5</p>		<p>As stated above, if workers are worried, stressed or scared, they may be experiencing some strong emotional feelings. These may cause workers to become distracted by the job at hand. Distracted workers are at a higher risk of accidents & incidents.</p>
<p>Is the business keeping workers up to date as to how it is dealing with the COVID 19?</p>			<p>During these difficult times, none of us have experienced these kinds of things. Employers, managers and supervisors are struggling to keep up to the events going on.</p> <p>Workers are scared and confused, as well. Not communicating with them may cause more stress and worry to workers.</p> <p>There is nothing wrong with communicating to the staff that you are not sure how you are going to handle the situation at hand and that once we have developed a plan, they will be brought up to speed. Have discussions with front line supervisors what information can be communicated to workers and what is to be considered as confidential.</p>

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<p>Have you interviewed staff to find out what their feelings are about what is going on?</p> <p>What do they think the company should be doing?</p> <p>How would they feel if you were to put some of the controls in place?</p>			<p>Workers not knowing what is going on may not trust what the company is trying to do. Talking to workers during this assessment allows them to feel what they think matters.</p> <p>You may find that giving them a bit of a heads up as to some of the controls that may be implemented, may make implementing those controls easier/ smoother.</p> <p>If you ask the question, “what do you think if we were to do.....” And they answer in a positive manner; it may be a smoother transition for the company.</p>

Safety Action Plan

Based on the risk assessments conducted, the following procedures and safe work instructions will be implemented.

- Define how you will educate workers
 - Postings
 - Safety talks
 - Screening of persons coming into our workplace
- Define how our company will sanitize the workplace;
 - Washrooms,
 - Eating areas
 - Change rooms
 - Tools and equipment
 - Cars & vehicles
 - Offices and common areas
 - Stairways (handrails)
- Define how you will keep workers distant
 - For areas that workers cannot maintain distance, how will you protect those?
- Define what Personal Protective Equipment will be required to be worn
 - Latex gloves, N-95 masks, face shields, safety glasses, Tyvek suites etc.
- Define any specific safe work instructions that workers must follow;
 - Hand washing
 - Maintaining distance
 - Wearing PPE
- Define which jobs can be moved out of the workplace (working from home)
 - May need to include how those workers would come into the workplace if they need to.
- Define how workers are to report possible exposure to the disease both at work and during off-work hours, including out of city/ country travel. Define if they will be required to self-quarantine.
- Define who is responsible for enforcement of policy and consequences if the policy is not followed.
- Define any training requirements