

Formal hazard assessment and control



Instructions: Hazard Assessment Team Lead as well as the worker or some affected workers and the supervisor of the worker or affected workers completes the report. The supervisor reviews the completed report with the manager and retains it, together with completed Occupation and Task Inventories, accessible to employees at the workplace. Retain a paper or electronic copy at workplace.

Job title/position/work type: from Occupation Inventory Performing a work activity having potential expose to COVID-19 hazard					Date of completion: (2020-03-31)		
Assessment performed by: Worker(s) name(s) (Print)					Reviewed/revised: (yyyy-mm-dd)		
Tasks from Task Inventory List all tasks/activities of the job/position	Hazards List all existing and potential health safety and psychological hazards	Risk Analysis (Rating of 1 to 3)			Risk Classification High, Medium, Low	Controls List all the controls for each hazard: Elimination/Engineering first, then Administrative, then Personal Protective Equipment	Date implemented: (yyyy-mm-dd)
		Incident Probability	Probable Consequence	Degree of Risk			
Working at reception area, front desk	Exposure to COVID-19 carrying surfaces and/or individuals				<ul style="list-style-type: none"> Use enhanced cleaning protocols involving disinfectants for frequently touched surfaces (e.g. door handles, table/counter tops) Have the COVID-19 government issued advisory signage on the door/front desk for the public to see Practice physical distancing (two meters of physical distance from the individual) - mark two meter spaces on the floor with tape so individuals know where to stand Observe individuals to see if they have signs of illness Ask individuals questions (see Physical Distancing Guidelines document) regarding if they are feeling ill and to confirm that they have not recently returned 		

						<p>from travelling out of the country or have attended a gathering of greater than 15 people</p> <ul style="list-style-type: none"> • Advise any individual(s) showing or indicating they have flu-like symptoms to go home, take self-assessment tool or call 811 for advice • If individual(s) showing or indicating they have flu-like symptoms do not leave, remove yourself from area and contact your supervisor • Practice good hand hygiene; wash hands often, cover coughs and sneezes, avoid touching your face • Use appropriate PPE and safety procedures for exposure to COVID-19 (protective mask/shield, eye protection, gloves, and clothing) in addition to any other equipment required for the task 	
Staff working in general office space, including using lunch, meeting rooms and using building elevators	Exposure to COVID-19 carrying surfaces and/or individuals					<ul style="list-style-type: none"> • Review all tasks/functions to identify if the work can be done from home and, if possible, provide options to connect virtually (phone, Skype) • Set up a team rotation, if appropriate in space, use enhanced cleaning protocols involving disinfectants for surfaces in offices and common areas, including frequent contact (touch) points (e.g. keyboards, mouse, desktops, boardroom tables & chairs, etc.) before and after use • Have hand sanitizer available and use hand sanitizing 	

						<ul style="list-style-type: none"> stations in buildings Practice physical distancing Follow physical distancing requirements for teams and mass gathering requirements in the workplace Practice good hand hygiene; wash hands often, cover coughs and sneezes, avoid touching your face Practice elevator etiquette - avoid crowded elevators (limit to 2-3 people), otherwise, use stairs or wait for the next elevator Use appropriate PPE and safety procedures for exposure to COVID-19 (protective mask/shield, eye protection, gloves, and clothing) in addition to any other equipment required for the task 	
Vehicles Use (fleet and personal) – GoA staff occupants	Exposure to COVID-19 carrying surfaces and/or individuals					<ul style="list-style-type: none"> Review Vehicle Safety Tip Sheet Use enhanced cleaning protocols for vehicle surfaces and high- touch areas (e.g. door handles, steering wheel, all controls, touch screens, levers, and switches) before getting into car or sharing a vehicle Confirm occupants are not feeling ill Limit occupancy to maintain distancing - one in the front seat, another in the back seat If suitable weather conditions exist, open windows slightly to allow for fresh air circulation Practice good hand hygiene; wash hands after using vehicle Use appropriate PPE and 	

						<p>safety procedures for exposure to COVID-19 (protective mask/shield, eye protection, gloves, and clothing) in addition to any other equipment required for the task</p>	
<p>In-person meetings at GoA facility or outside location – with public or GoA staff</p>	<p>Exposure to COVID-19 carrying surfaces and/or individuals</p>					<ul style="list-style-type: none"> • Provide options to connect virtually (phone, Skype) • If in-person meeting is necessary, before scheduling and having meeting, ask questions (see Physical Distancing Guidelines document) to confirm individual(s) have not recently returned from travelling out of the country or attended a gathering of greater than 15 people and are not feeling ill • Prior to meeting, ensure the meeting location is big enough to keep two meters apart for all attendees • At start of meeting, observe if individual(s) have any signs of illness • If individual(s) have engaged in higher risk activities and/or shows signs of illness, discontinue meeting, advise them to go home take self-assessment tool or call 811 for advice and reschedule the meeting • If meeting proceeds, practice enhanced cleaning protocols involving disinfectants for surfaces • At meeting, practice physical distancing (two meters of physical distance between attendees), provide hand-sanitizers to all attendees, 	

						<ul style="list-style-type: none"> have tissue available Practice good hand hygiene; wash hands after meeting Use appropriate PPE and safety procedures for exposure to COVID-19 (protective mask/shield, eye protection, gloves, and clothing) in addition to any other equipment required for the task 	
In-person interactions with public involving potential or actual close proximity (less than two meters), physical contact and/or restraint	Exposure to COVID-19 carrying surfaces and/or individuals					<ul style="list-style-type: none"> Assess/explore options to practice physical distancing and limit or prevent physical contact, including hazard controls such as physical partitioning, defusing practices Observe whether individuals are displaying signs of illness, and, if possible, ask questions (see Physical Distancing Guidelines document) to identify if they have flu-like symptoms or have recently returned from travelling out of the country or attended a gathering of greater than 15 people Use appropriate PPE and safety procedures for exposure to COVID-19 (protective mask/shield, eye protection, gloves, and clothing) in addition to any other equipment required for the task Utilize any additional hazard controls that apply to the work being performed Practice good hand hygiene; wash hands after task 	

Hazard Assessment Lead

Employer process applied

Reviewing Supervisor

I approve the above content in collaboration with the worker

Reviewing Manager

Contents reviewed with workers assigned to job/position/work type

Signature of Hazard Assessment Lead

Date (yyyy-mm-dd)

Signature of Reviewing Supervisor

Date (yyyy-mm-dd)

Signature of Reviewing Manager

Date (yyyy-mm-dd)

Name Hazard Assessment Lead

Name of Reviewing Supervisor

Name of Reviewing Manager

Hazard assessment and control - Tip Sheet

Health and Safety Hazard Examples

- **Biological hazards (mold/fungi, viruses, bacteria) exposure including:**
 - bodily fluids, tissue, products
 - contaminated (e.g. damp, musty) environments
 - insect or animal bites
 - pest infestation
 - contaminated food/materials
- **Chemical hazards exposure (inhalation, skin absorption, injection) including:**
 - acids/corrosives
 - poisonous/toxic substances, fluids, gasses
 - drugs (legal, illegal)
 - poisonous/toxic plants (e.g. poison ivy, mushrooms)
- **Psychological hazards exposure including:**
 - impaired/distracted individual
 - psychological (mental/emotional) trauma (including vicarious trauma)
 - violence (verbal)
 - harassment
- **Physical hazards exposure including:**
 - ergonomic hazards (related to posture, repetition, force) exposure
 - electrical current (including static electricity) exposure
 - extreme temperature (hot, cold) exposure
 - falling (from height, at surface)
 - falling objects, materials
 - fire/explosion
 - hot/cold surface exposure
 - moving/flying objects (struck by/hitting)
 - noise
 - obstruction (on road, in facilities/field)
 - overexertion/straining, forceful motion (includes materials lifting, pushing/pulling)
 - oxygen deficiency
 - pinch/crunch (includes caught in/between equipment/materials/objects/vehicles)
 - reduced visibility
 - sharps/sharp objects/surfaces exposure, including:
 - materials/equipment/objects
 - needles, slivers
 - slippery, uneven surface (road/terrain)
 - ultraviolet (UV) radiation exposure
 - vibration
 - violence (physical, weapons)
 - weather
 - other _____

Risk Analysis

Incident Probability

How likely it is that exposure will result in loss, such as injury, illness or property damage.

3	Highly likely	May happen at least once a year
2	Might happen	May happen once every 1–5 years
1	Unlikely	Not likely to happen

Probable Consequences

How severe will be the loss at the workplace if the exposure is not controlled?

3	Severe	Death, serious injury or illness (admitted to hospital), permanent disability, replacement required for property damage
2	Substantial	Medical aid injury, Lost time injury or illness, temporary disability, repair required for property damage
1	Minor	First aid injury, Minor Illness, no repair required for property damage

Degree of Risk - Calculation

$$\text{Incident Probability} \times \text{Probable Consequence} = \text{Degree of Risk}$$

Risk Classification

After completing the risk analysis, classify the hazards as high, medium or low risk according to the degree of risk. Hazard classification establishes the priority for the implementation of control measures.

Score 6 and 9: High Risk

Take immediate action to eliminate the risk or implement appropriate controls to lower the degree of risk to a level as low as reasonably achievable.

Score 3 and 4: Medium Risk

Take timely action to implement appropriate controls to lower or minimize the degree of risk.

Score 1 and 2: Low Risk

Continued operation is permissible with minimal controls. Monitor the hazard and take action if the degree of risk increases.

Health and Safety Hazard Controls

Engineering Controls:

- Equipment guard
- Workstation design
- Carts, dollies
- Protective containers (chemicals, sharps)
- Restricted access (locks, partitions, security devices)
- Ventilation (supplemental)
- Computer voice software
- Other _____

Administrative Controls:

- Signage
- _____ training (e.g. defensive driving, ergonomics, First Aid, defusing, WHMIS, etc.)
- _____ safety procedure (e.g. loading, emergency/working alone, etc.)
- _____ safe work practice (lifting/materials handling, driving, etc.)
- Policies and guidelines
- Equipment specifications, instructions
- Work scheduling/job rotation
- Equipment speed limits
- Audiometric/hazardous noise program
- WHMIS/hazardous materials program
- Other _____

Personal Protective Equipment Controls:

- _____ protection (e.g. foot, head, hand, body, hearing, face/eye, respiratory, etc.)
- Other _____