

COVID-19 WORKPLACE RISK ASSESSMENT

Supervisors can use this information to identify where, how, and how often employees may be exposed to Covid-19 in the workplace. Everyone must follow Public Health directives.

The Covid-19 virus spreads from person to person and from contaminated surface to person.

- The higher the chance for exposure, the higher the risk to employees.
- To determine risk, look at how likely it is that the employee could come into contact with people who have the virus, or with the surfaces and items that infected people may have touched.

Consider the following to see how an employee could be exposed during work:

- The layout of workspaces, including publicly accessible areas such as entryways, offices and classrooms.
- The facilities available at the workplace include washrooms, high touch areas and hand sanitizing areas.
- How employees perform their work tasks.
- The people employees may come into contact with throughout the day, including other workers, children and parents.
- Employees who may be more vulnerable to the effects of Covid-19.

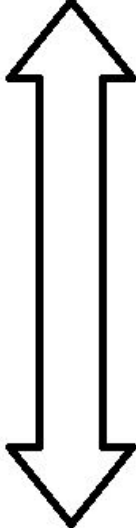
Occupational Risk Levels for COVID-19

Close contact means closer than 2 meters.

Exposure Risk Level	Sample occupations
■ Very High	Jobs that have significant exposure to the virus through direct contact: healthcare workers, and laboratory personnel who work with COVID-19 specimens.
■ High	Jobs that do not have direct exposure, but do require that workers be in the same room as infected people: healthcare delivery, clinical support workers, and medical transport workers.
■ Medium	Jobs that require close contact with people who may be infected: taxi drivers, group home and daycare workers, hairdressers.
■ Lower Risk	Jobs that do not require close contact with others where workers can always maintain a 2-meter distance from coworkers, clients, and the general public: Office workers, land surveyors, dispatch operators.

Hazard Control Measures

Use one or a combination of these control measures to reduce the risk of exposure to COVID-19.

 <p>Most Effective</p>	<ul style="list-style-type: none">■ Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For COVID-19, this means eliminating any chance for person to person or surface to person contact
	<ul style="list-style-type: none">■ Substitution: Replace the work process, person, substance, tool or equipment with a less hazardous one. For example, change how workers interact with customers and clients.
	<ul style="list-style-type: none">■ Engineering: Design the work site, equipment, or process to minimize exposure to the hazard. For example, install a barrier between people, install no-touch hand sanitizing stations, and increase air flow in the workspace.
	<ul style="list-style-type: none">■ Administration: Use safe work practices to limit workers' exposure to the hazard. For example, limit the number of people at the site, begin or increase disinfecting schedules, screen workers and clients before the work starts.
	<ul style="list-style-type: none">■ Personal Protective Equipment: The last resort to protect a worker from exposure to a hazard. For example, surgical masks and fitted respirators, gloves, Tyvek suits.
<p>Least Effective</p>	

Hazards and Control Methods

Assessment completed (date):	
Hazard that leads to exposure	Control Method
People who workers come into contact with (coworkers, customers, contractors, suppliers)	
1.	
2.	
3.	
4.	
Equipment (tools, devices, and machines shared with workers or customers)	
5.	
6.	
7.	
8.	
Materials (supplies and products, including disinfectants)	
9.	
10.	
11.	
12.	
Environment (workplace layout - indoor and outdoor, high touch surfaces, ventilation system, washrooms available)	
13.	
14.	
15.	
16.	
17.	

For each hazard and control, you should be able to answer these questions:

- Have you discussed the hazards and controls with the workers?
- Are the control measures in place?
- Have you trained workers for these control measures?
- Have you provided training to workers for how to correctly use and take care of PPE?
- Have you trained workers on sanitizing and disinfecting processes?
- Have you discussed with the workers the reporting procedure for exposure at work?
- Is this document readily available for reference and review?

Review and Reassess:

- Check that the controls are in place.
- Check how well the control measures work. Use your workplace inspections and get input from
 - workers during safety meetings.
 - If the control does not work, review and revise the control.
 - Make sure you discuss all options with workers.