

COVID-19 HAZARD ASSESSMENT AND CONTROL MEASURES

This checklist is designed to assist with the assessment of potential COVID-19 risks and hazards within a specific work area, and the identification of controls required to reduce those hazards. This checklist does not assess an employee's individual risk factors, such as: age, underlying medical conditions or treatments, or working/volunteering at another workplace that is considered high-risk. Employees requesting accommodation due to individual risk factors must speak with their Supervisor and/or Human Resources.

Department:		Building/Room#:	
Completed by:		Date Completed:	

Section A: Identify Potential Risks and Hazards in the Workplace

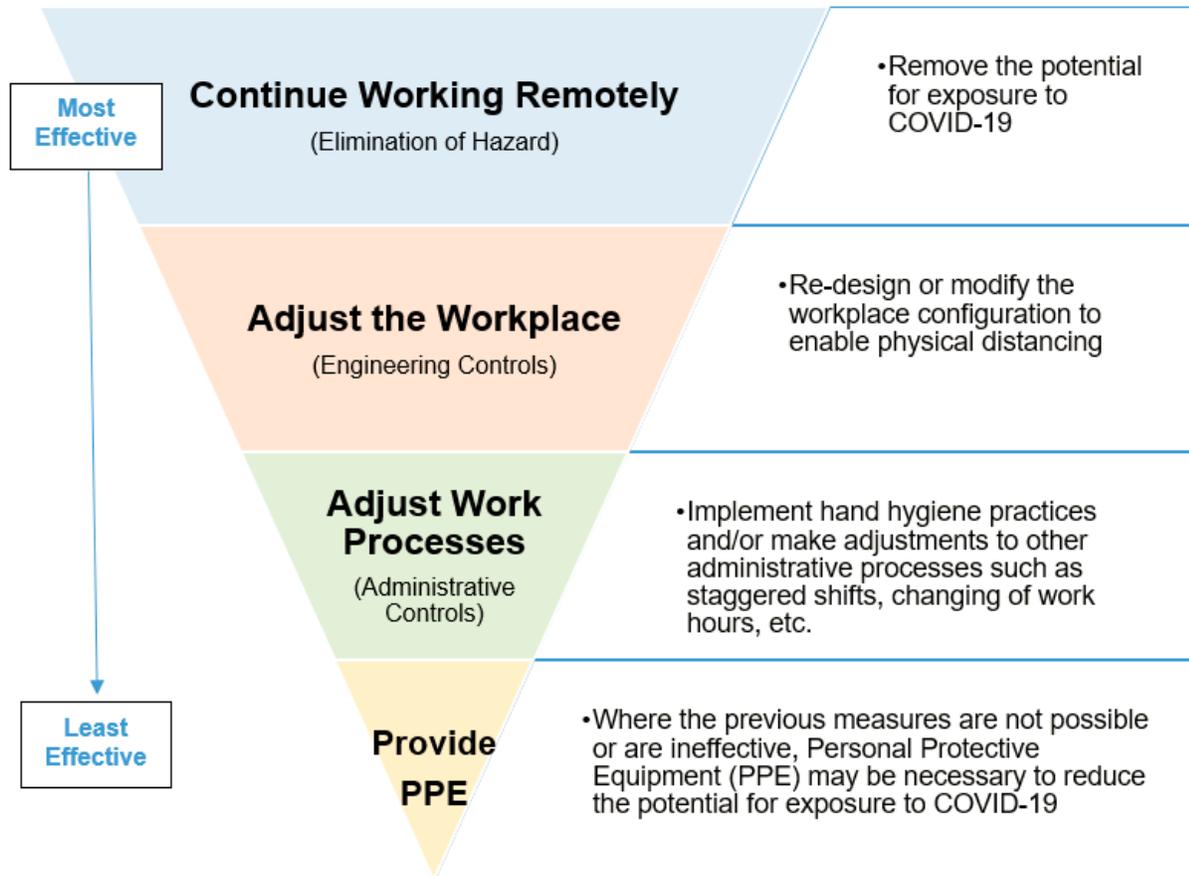
Assess the potential COVID-19 risks and hazards in work areas, tasks, and activities.

✓	Potential Hazards / Risks
Activities / Tasks Include:	
<input type="checkbox"/>	Activities that contribute to potential spread of infection (e.g. face-to-face interaction, close contact/interaction with others <2 metres, speaking loudly, cheering, singing)
<input type="checkbox"/>	Contact with high-touch surfaces and objects (e.g. door knobs, handrails, work surfaces, elevator buttons, faucets, utensils, paperwork, shared equipment such as phones & printers, vehicles, tools)
<input type="checkbox"/>	Transactional activities (e.g. cash, sales, merchandise, goods)
<input type="checkbox"/>	Essential worker activities for which physical distancing may be difficult to maintain (emergency response, health care, critical infrastructure tasks)
<input type="checkbox"/>	Activities that service members of the public/community, as a regular part of workload/duties
<input type="checkbox"/>	Activities that include groups/gatherings >10 people (instruction, meetings, research, etc.)
<input type="checkbox"/>	Activities that include the handling of objects or materials, from an unknown source (e.g. mail, packages, etc.)
<input type="checkbox"/>	Activities that are conducted within a densely-populated workspace, where physical distancing of 2 metres may be difficult to maintain
<input type="checkbox"/>	Other:
Work Location	
<input type="checkbox"/>	Work location is considered high-risk (e.g. health care settings, work conducted within residences)
<input type="checkbox"/>	Workspace, or part thereof, is shared with other departments, is accessible to the public, or is located within a high-traffic area
<input type="checkbox"/>	Employee workstations are in close proximity to one another (<2 m), e.g. cubicles
<input type="checkbox"/>	Workspace does not allow for multi-directional movement within hallways, entrances and exits, while maintaining physical distance from others (>2 m).
<input type="checkbox"/>	Work location includes shared common areas such as meeting rooms, photocopier/mail rooms, lunch rooms/kitchenettes
<input type="checkbox"/>	Work location includes elevator access
<input type="checkbox"/>	Work location includes front-line/reception area, service counter, lobby/waiting area for clients
<input type="checkbox"/>	Handwashing facilities/resources not readily available within workspace (e.g. soap and water, hand sanitizer, paper towels, etc.)
<input type="checkbox"/>	Work location includes shared use of non-essential items (magazines, books, pamphlets, etc.)
<input type="checkbox"/>	Other:
Other Hazards/Risks Identified	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

*Adapted from the Government of Canada "Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic"

Section B: Control of Hazards

Based on the potential hazards identified above, use the Hierarchy of Controls model (below) to implement controls that will reduce the potential COVID-19 risks in the workplace. Hazard mitigation should begin with exploring control measures that can eliminate the risks, working through the hierarchy of controls to reduce the risks. A summary of this concept, which can be used to control any hazard in the workplace, is described below.



Based on the control model above, if elimination of the hazard isn't possible, Supervisors should first consider Engineering and Administrative controls before the use of PPE. PPE is the least effective control method, and should only be used as a last resort, as it is dependent on the user's proper utilization of the equipment and its availability.

A Note about PPE and Non-Medical Masks (CPE)

It is important to note that non-medical masks and face coverings are not considered effective personal protective equipment (PPE). Non-medical masks or face coverings are recommended to be worn in public spaces as source control, where physical distancing may be difficult to maintain. Face coverings and non-medical masks are intended to reduce the spread of infection in the community, therefore, the University refers to these masks as Community Protective Equipment (CPE). These types of masks are not regulated and differ from medical surgical masks or N95 masks (PPE). Wearing non-medical masks does not eliminate the need for physical distancing practices, hand hygiene, or proper respiratory etiquette.

Assessment and Control of Hazards	Yes	No	Comments
ELIMINATION OF HAZARD			
Can all workers continue to work remotely?			<i>*If no, complete remaining checklist for workers returning to campus.</i>
ENGINEERING CONTROLS (ADJUST THE WORKPLACE)			
Workplace layout and design is assessed to ensure physical distancing. Workstations are spaced or adjusted to ensure a minimum of 2 m apart.			
Barriers are in place between workstations that are less than 2 m apart.			
Front-line reception/service areas have been assessed for barriers. Instructional signage regarding screening and physical distancing is posted at the reception area, as well as the path leading to reception.			
Entrances, exits, paths of travel, aisles, and emergency egress have been identified to ensure physical distancing and directional flow. Directional signage is posted, floor markings in place.			
Where possible and within fire code regulations, interior doors within the workspace are propped open during use of workspace, to reduce high-touch contact points.			
<p>Considerations for common areas solely used by an individual department/unit (meeting rooms, kitchenettes, lunch rooms):</p> <ul style="list-style-type: none"> • closed for use (elimination of hazard) • modified to promote physical distancing (e.g. seating/furniture removed,) • cleaning /disinfecting procedures in place, including high-contact touch points/surfaces • protocols for use of the space are posted (e.g. limit the number of individuals, posted maximum capacity, staggered/scheduled break times, physical distancing, cleaning/disinfection procedures, including shared equipment such as microwaves, fridges, cutlery, water coolers, etc.) • Handwashing facilities/resources, paper towels/tissues, lined garbage bins, cleaning/disinfecting supplies readily available. <p>If common areas are shared among other units/areas, ensure that everyone agrees to follow the same protocols for use. Remove non-essential shared items where possible (magazines, pamphlets, etc.)</p>			

Assessment and Control of Hazards	Yes	No	Comments
Signage posted in the workplace to promote physical distancing, appropriate hand hygiene, respiratory etiquette, and screening protocols.			

ADMINISTRATIVE CONTROLS – ADJUST WORK PROCESS			
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University procedures for screening protocols, hand hygiene, respiratory etiquette, and physical distancing have been communicated to workers.			
Adequate resources for hand hygiene (sink, soap and water, hand sanitizer) are available, and the process to replenish is communicated.			
Screening protocols are in place for workers and members of the University community, reporting procedures for employee illness/infection have been communicated.			
Alternative work schedules have been considered and implemented where possible, including staggered start/finish times. Protocols are in place for entry/exit, including time clocks.			
Protocols are in place for staggered breaks and lunches.			
Protocols are in place for limiting the number of workers involved in tasks, how to otherwise virtually perform the task, or if that is not possible, how physical distancing will be maintained if more than one worker is required.			
Protocols are in place for limiting the number of clients/guests admitted into the workspace at one time.			
Procedures are in place for the sanitization of high touch surfaces, shared work areas, and shared equipment and are communicated to workers. Elimination of the use of shared equipment has been explored/considered. If not possible, consider limiting/restricting use of shared equipment.			
Opportunities to use technology in place of in-person interactions have been identified (meetings, training, customer service, events, group activities, drop-offs and pick-ups, etc.)			

PERSONAL PROTECTIVE EQUIPMENT – CONTROL IS AT WORKER – LAST LINE OF DEFENCE			
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Required PPE has been assessed and distributed, only for tasks where physical distancing and appropriate hygiene practices are not possible (masks, gloves, etc.)			
Workers provided information and training on PPE requirements, as well as the use and care of required PPE (cleaning, storage, disposal, etc.) per manufacturer's specifications, if applicable.			

COMMUNITY PROTECTIVE EQUIPMENT – CONTROL THE SPREAD AT THE WORKPLACE			
Information and instruction provided to workers on the required use of non-medical masks or face coverings, which is required upon University building entry/exit, and in common spaces where physical distancing may be difficult to maintain, such as entrances and exits, staircases, corridors, lounges, elevators, and washrooms.			
CPE distributed to workers			

Section C: Communication and Training

Continue to assess hazards, evaluate the effectiveness of controls in place, and make adjustments as required. Supervisors should ensure there is ongoing communication with workers.

COMMUNICATION and TRAINING	YES	NO	COMMENTS
Workers have been provided information and instruction on potential hazards, prevention practices, and protocols in place.			
Communication/educational materials have been posted in the workplace (e.g. screening, hand and respiratory hygiene, physical distancing, etc.)			
Procedures include regular communication with workers (e.g. safety talks, meetings), and an opportunity for workers to bring forward concerns and issues of noncompliance.			

Section D: Evaluation

Once controls have been implemented, conduct regular inspections and assessments of the work area and work being performed. Evaluate the effectiveness of controls in place and document the inspection. Make adjustments and implement additional control measures as necessary.

Supervisor Evaluation: Best Practices
<p><u>Daily Inspection – Time Requirement: 5-10 minutes / day, depending on size of work area</u></p> <p>Perform daily rounds, walking the work area or in cases of large work areas, a different portion of the work area each day. Observe the degree to which protocols are being adhered to.</p>
<p><u>“Snapshot” Inspections – Time Requirement: Once per week, 10 - 15 minutes estimated</u></p> <p>Perform a “snapshot inspection”- ask staff to show their work particularly for new or updated protocols. This is critical to sustaining change, reminding employees how important the behaviours are and allowing for real-time opportunities to make adjustments and discuss what is working and what is not.</p>

Review and Research – Time Requirement: Once per week, 10 - 15 minutes estimated

Continue to check reliable sources of information for updates. Regularly assess/review the established procedures to ensure compliance, and the need for any additional control measures to be implemented. Research best practices.

University of Windsor Coronavirus website: www.uwindsor.ca/coronavirus

Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Government of Ontario: <https://covid-19.ontario.ca/>

Public Health Ontario: <https://www.publichealthontario.ca/>

Public Services Health and Safety Association (PSHSA): <https://www.pshsa.ca/covid-19>

For assistance with assessing hazards and evaluating control methods in the workplace, please contact a member of the Health and Safety team at safety@uwindsor.ca, or at ext. 4521.

* This checklist is for reference only, it does not need to be submitted *