



## COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

<b>Assessment Date:</b>	17 June 2020	<b>Room(s):</b>	ATC 154 (Level 6 Shop)	<b>Class Type:</b>	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
<b>Assessor(s):</b>	Anthony Prakash, Dennis Butorac, Steve Mullis.			<b>Hand Washing Location(s):</b>	Outside the door in the hangar.
<b>Use Description:</b>	Aircraft Maintenance Engineer students returning for practical project (AVAM 3104-P1) – 18 hours total/3 hours a day/8 students at a time. Total of 6 days per group running continuously. Hours/days can be adjusted as required.				

### GENERAL TRANSMISSION PREVENTION GUIDELINES

<b>EDUCATION</b>	Post infection control practices and physical distancing posters. <i>Posters available on <a href="#">OHS ShareSpace</a>.</i>
	Identify the nearest handwashing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
	Advise staff and students to stay home if sick. Develop and communicate accommodations for students in isolation/quarantine.
	Promote no eating during classes/in class rooms.
<b>PHYSICAL DISTANCING</b>	Ensure all staff have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .
	Ensure that class rooms are set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement class/room capacities in order to maintain 2-metre physical distancing.
	Set up demonstration/instruction areas to allow for students and staff to maintain 2-metre physical distancing. <i>With tape, chalk, etc.</i>
<b>CONTROLLING COMMON TOUCH POINTS</b>	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.
	Do not provide students with physical handout papers/forms, pens, and other common writing/learning tools unless controls in place.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any class-provided tools/equipment – if possible ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared be all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.
<b>PERSONAL PROTECTIVE EQUIPEMENT (PPE)</b>	Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.
	Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.

Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain. Please contact [ssemohs@bcit.ca](mailto:ssemohs@bcit.ca) for further guidance regarding PPE.

## SECTION A: To be completed by assessors.

### Table 1 – Common Tasks/Situations

#### Directions for assessors:

1. List and assess common tasks/situations encountered in the instructional setting.
2. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
3. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With).
4. State possible control measures for the task/situation in the final column.
5. Controls must be implemented for such that the risk level with controls (With) is Low.
6. Use Appendix A to attach any relevant photos.

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls <i>See Table 2 for implemented control measures.</i>
			W/out	With	W/out	With	W/out	With	
1.	Students using shop space to complete project.	Maintaining physical distance while entering, participating and leaving the shop.	Likely	Rare	Moderate	Moderate	<b>High</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>-Post infection control practices and physical distancing posters.</li> <li>-Set up shop to allow 2m physical distancing.</li> <li>-Mark areas for walkways, and student work areas.</li> <li>-Arrange to have common touch points sanitized daily (e.g. Door handles/table tops).</li> <li>-Everyone required to wash hands before entering shop.</li> <li>-Remind students to wash hands after exiting the shop.</li> <li>-Students will complete online pandemic training when available.</li> <li>-Meet with students online prior to arrival so they are clear on the procedures to be followed.</li> </ul>
2..	Student use helicopter rotor head teaching aid.	Students disassemble/reassemble and inspect one half of the rotor head.	Likely	Rare	Moderate	Moderate	<b>High</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>-1 Rotor head per student for the complete duration of the project.</li> <li>-No swapping of rotor heads or work space, each student will be assigned their individual space.</li> <li>-Procedure for sanitizing rotor head when students are finished the project. (Disinfectant spray).</li> </ul>

3.	Students using special tools.	Students may share special tools that are limited in number.	Likely	Rare	Moderate	Moderate	High	Low	<ul style="list-style-type: none"> <li>-Designate special tools for each student when possible. (Not shared).</li> <li>-Identify shared tools and develop disinfecting procedures between uses.</li> <li>-Develop procedures to disinfect tools that have been loaned/borrowed at the end of the project. (Disinfectant spray).</li> <li>-Have students drop off used tools at the “sanitation station” located in the shop.</li> </ul>
4.	Students using checklists and manuals.	Students need checklists and manuals to properly complete the project.	Likely	Rare	Moderate	Moderate	High	Low	<ul style="list-style-type: none"> <li>-Print out all checklists required 72 hours prior to students’ arrival.</li> <li>-Multiple copies of instruction manuals are available, each student will be assigned their specific number.</li> <li>-Have students leave all checklists and manuals with the shop equipment when leaving for the day.</li> <li>-Upon completion of the project have students drop off manuals in the appropriate drop off location in the shop.</li> <li>-Manuals and checklists will not be touched for 72 hours after completion of each project.</li> </ul>
5.	Instructor checking student work.	Instructor touches student equipment when checking their work and is within 2m.	Likely	Rare	Moderate	Moderate	High	Low	<ul style="list-style-type: none"> <li>-Instructor verbally communicates to student to stand back 2m upon check.</li> <li>-Instructor washes hands before and after inspecting students work.</li> <li>-Develop procedure for student to stand 2m away for instructor inspection.</li> </ul>
6.	Same rotor head teaching aid used for different set of students.	Rotor head is touched by new group of students.							<ul style="list-style-type: none"> <li>-Rotor head to be sanitized after completion of previous students project.</li> <li>-Opposite half of rotor head to be disassembled and inspected (alternating sides between groups).</li> </ul>
7.	Students personal items	Students normally store items in lockers.	Likely	Rare	Moderate	Moderate	High	Low	<ul style="list-style-type: none"> <li>-Arrange an area where students can store items.</li> <li>-Space is available underneath students work bench.</li> <li>-Arrange sanitation below work bench after completion of student’s project.</li> </ul>



**SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/manager).**

**Table 2 – Implementing Control Measures**

**Directions:**

1. Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.
2. List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.
3. Indicate if a control requires the use of Personal Protective Equipment (PPE).
4. If applicable, state how any materials needed to implement the control will be procured.

**NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.**

Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Physical Distancing	Arrange shop environment to ensure 6 ft. separation of individuals during practical projects	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Number of work benches in shop reduce from 17 to 7. Extra workbenches currently stored in Hangar
Sanitize training aids	Students will sanitize training aids after projects are complete	2, 3, 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IPA available in Stores. Instructions available on ShareSpace. To be provide by instructor
Marking student work	Instructor will follow marking SOP when possible. Will wear gloves when handling student materials	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves procured by Stores
Sanitize workspaces	Students' personal items stored at their work station. Work station to be sanitized after completion of project	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor will submit a facilities request to have work benches sanitized after completion of student projects and prior to new student using the space
Education	Students will be familiar with control measures	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor will provide guidance for student regarding measures in place and how to complete online training.

**Upon Assessment Completion: Supervisor/Manager**

<ol style="list-style-type: none"> <li>1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.</li> <li>2. If you need any assistance to complete this assessment, contact BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>).</li> <li>3. Please submit a copy to BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>) for final approval.</li> </ol> <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p>	<b>Supervisor/Manager Name:</b>	Sanja Boskovic
	<b>Approval Date:</b>	July 27, 2020

Appendix A Photographs

