



## COVID-19 EXPOSURE PREVENTION SERVICE-PROVIDING STAFF RISK ASSESSMENT

<b>Assessment Date:</b>	July 9 2020	<b>Task</b>	Tool crib attendant attending campus and working in tool crib and around shop areas.
<b>Assessor(s):</b>	John Di Bella, OHS Coordinator	<b>Description:</b>	

### GENERAL TRANSMISSION PREVENTION GUIDELINES

<b>EDUCATION</b>	Ensure all staff complete the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .
	Frequently remind staff to avoid face touching during class and to wash hands before and after a job/task. <i>Download printable physical distancing poster <a href="#">here</a>.</i>
	Advise staff to stay home if sick.
<b>PREPARATION</b>	When possible, schedule/time work so that the work area is unoccupied and can be isolated for the work.
	Identify potential job/task requirements to work within 2 metres or share tools/equipment.
	Identify the nearest handwashing location for the job/task.
	Make arrangements for work area cleaning/disinfecting after work completion ( <i>ex. arranging through facilities, disinfecting surfaces</i> ).
<b>PHYSICAL DISTANCING</b>	When possible, ensure work areas are set up to allow 2 metres physical distancing.
	Only work within 2-metres when it is unsafe or impossible to perform a job task; such situation require a face mask at minimum.
<b>CONTROLLING COMMON TOUCH POINTS</b>	When possible, avoid sharing equipment and each worker use their own dedicated items.
	Identify all tools/equipment that must be shared.
	Review tool/equipment cleaning/disinfecting procedures at end of job/task.
	Assess whether the space needs to be cleaned/disinfect after the work.
	Notify space occupants of when work was completed and if any cleaning/disinfect measures were taken. <i>Work with facilities management to determine specific practices.</i>
	Use cleaning supplies as per the manufacturers instructions and is appropriate for the items being cleaned.
<b>PERSONAL PROTECTIVE EQUIPEMENT (PPE)</b>	Ensure all staff in a work area used required PPE as per relevant safe operating procedures (SOPs).
	Ensure all staff are aware of how to best and safely use PPE.
	Don PPE outside of the work area; for respiratory protection, do not adjust or touch the mask while on your face without first washing your hands.



**SECTION A: To be completed by job/task workers.**

**Table 1 – Common Tasks/Situations**

**Directions for assessors:**

1. List job/task steps, from start to finish, and identify potential hazards at each step.
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.
  - a. Please reference [SOP- Facilities and Service Providing Staff Pandemic Procedures](#) for specific work procedures.
5. Controls must be implemented for items where the risk level is moderate or higher without control measures.
6. Use Appendix A to attach any relevant photos.

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.	Working within tool crib – in the event that two or more people are present in the tool crib.	Work in close proximity.	Li	R	Ma	Ma	High	Low	If possible, arrange shifts such that attendants are not working within the space at the same time. Ensure work areas are 2m from each other and from any walking paths required within the tool crib. Ensure tasks are organized such that they do not work on same items/work in proximity.
2.	Tool crib access – staff accessing tool crib and taking items.	Close proximity, common touch points.	Li	R	Ma	Ma	High	Low	Restrict access to the staff area of tool crib to attendants and their supervisor only – all other staff must work with the attendants for access and taking items.
3.	Common work surfaces – attendants may use common work stations, computer, phones, etc.	Common touch points.	Li	R	Ma	Ma	High	Low	If possible, assign work stations to specific attendants – no sharing. If sharing required, attendants must disinfect before/after use, and should wash/sanitize hands at least after disinfecting and after use.
4.	Attendants may need to interact with staff/students at the tool crib counter.	Close proximity work. Common touch points	Li	R	Ma	Ma	High	Low	Install physical barrier at the tool crib window. Have procedure for disinfecting common touch surface (counter) between uses by staff/students. Set up area outside for staff/students to line/physically distance.
5.	Handing tools to and collecting tool from staff and students (at window)	Common touch points	Li	R	Ma	Ma	High	Low	Activity should be reduce/limited by providing students with tools in preparation for class – reducing need to attend tool crib window. Tool crib attendant to wash/sanitize hands immediate prior to handling clean items to give to students – ensuring items provided are clean.

									Attendant to wash/sanitize hands after handling dirty items that are returned.
6.	Tool crib attendants cleaning/disinfecting items.	Common touch points, cleaning products have some chemical hazards.	Li	R	Ma	Ma	High	Low	Dirty tools from the shop should be put in a staging area to be cleaned/disinfected prior to return to the tool racks. If applicable, items should sit for a minimum of 72 hours to naturally disinfect. If using disinfecting product, follow a procedure for the product and use appropriate PPE (usually gloves and safety glasses). See OHS sharespace for SOPs for using common cleaning products at BCIT.
7.	Lunches/Breaks	Common touch points, close proximity	Li	R	Ma	Ma	High	Low	Ideally, lunches and breaks should be taken at their desks or outside, limit use of common break areas. If using common items (microwaves, etc.) wipe down items after use or at least wash/sanitize hands immediately after use. Stagger breaks such that occupants are not within close proximity waiting to use break areas as applicable.
8.	Tool crib attendants working in shop or other areas.	Close proximity work, common touch points	Li	R	Ma	Ma	High	Low	Work must be done while maintaining 2m from other staff/students. Follow procedures for interacting with any common touch points/dirty items (ideally wash/sanitize hands before; at least wash/sanitize after use).
9.	Interacting with common areas within work spaces.	Common touch points	Li	R	Ma	Ma	High	Low	Wash/sanitize hands upon entering work space after interacting with common touch points (door handles, light switches, etc.). If retaining FCD cleaning services, ensure that major, non-specialised touch points (like door handles, etc.) are regularly disinfected throughout the day (usually twice).
10.	Some attendant activities may be identified as requiring work within 2m of another staff member.	Work in close proximity	Li	R	Ma	Ma	High	Low	Clearly identify and outline tasks requiring work within 2m – this must be because there is no other safe way to complete the work (i.e. distancing, barriers, working solo, or other control measures are not viable or make the work unsafe for other reasons; usually lifting heavy things). All parties must wear a disposable face mask and safety eyewear when working within 2m. Must be provided a procedure for working within 2m (generally donning PPE prior to being within 2m, not removing until complete, not reusing disposable masks, washing hands after handling PPE and completing work).



11	Shipping and Receiving duties – receiving packages/items	Common touch points	Li	R	Ma	Ma	High	Low	Arrange to have deliveries brought to a specific location. Treat packages like a common touch point – items should be disinfected once removed from packaging and hand washing after interacting with packaging. Standard disposal practices acceptable.
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**SECTION B: To be completed by job/task workers and supervisor/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>	<input type="checkbox"/>	<input type="checkbox"/>	<i>State how each item will be procured and by whom.</i>
Tool crib access	Restrict access to the staff area of tool crib to attendants and their supervisor only – all other staff must work with the attendants for access and taking items.	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructors send email to request tools and receive them on the cart outside tool room.
Attendant interaction with staff	Physical barrier at the tool crib window and tool pickup cart outside the tool room	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Communicate with staff through barrier. Distance lines are set.
Handing tools to and collecting tool from staff	Collection of tools happens at the end of the work day. Attendant disinfects all returned tools.	5,6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tool crib attendant to wash/sanitize hands immediate prior to handling clean items to give to students – ensuring items provided are clean.
Tool crib attendants working in shop or other areas.	Work must be done while maintaining 2m from other staff/students.	8, 9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Follow procedures for interacting with any common touch points/dirty items (ideally wash/sanitize hands before; at least wash/sanitize after use).
Shipping and Receiving duties – receiving packages/items	Use a specific drop location for receiving and shipping. Disinfect items.	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Arrange to have deliveries dropped or picked up outside tool crib. Treat packages like a common touch point – items should be disinfect once removed from packaging and hand washing after interacting with packaging.
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**Upon Assessment Completion: Supervisor/Manager**

<p>1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.</p>	<p><b>Supervisor/Manager Name:</b></p>	<p>John Purdy</p>
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2. *If you need any assistance to complete this assessment, contact BCIT OHS ([ssemohs@bcit.ca](mailto:ssemohs@bcit.ca)).*
3. *Please submit a copy to BCIT OHS ([ssemohs@bcit.ca](mailto:ssemohs@bcit.ca)) for record keeping.*

**Approval Date:**



**Appendix A Photographs**
