



COVID-19 EXPOSURE PREVENTION SERVICE PROVIDING STAFF RISK ASSESSMENT

Assessment Date:	29 May 2020	Task	Audio Visual Installations by AV Services at all campus locations
Assessor(s):	AV Services: Benson W., Joe N., Colin R., Pablo M. Gary E.	Description:	

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Ensure all staff complete the online BCIT Pandemic Exposure Control Plan Training .
	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 here.</i>
	Advise staff to stay home if sick.
PREPARATION	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 meters 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>).
PHYSICAL DISTANCING	When possible, ensure work areas are set up to allow 2 meters physical distancing.
	Only work within 2-meters when it is unsafe or impossible to perform a job task; such situation require a face mask at minimum.
CONTROLLING COMMON TOUCH POINTS	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.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	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 B: To be completed by job/task workers.

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>
Staff to complete BCIT Pandemic Exposure Control Plan Training .	BCIT Pandemic Exposure Control Plan Training .	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click link to go to BCIT Pandemic Exposure Control Plan Training .
Rooms are booked off for 3 days for AV Installations with “Do Not Enter” signs posted	Only AV Installers allowed in the room during installation Post “Do Not Enter, AV Installation” signs on door(s)	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	AV Project Coordinator to request room be booked off by relevant administrative/operations managers or project sponsor
Rooms with completed AV Installation/Upgrades are sanitized by Facilities	Facilities request for cleaning/sanitization of surfaces before room is release for normal use, post request on door which is taken down once room safe for use Post “Do Not Enter, Undergoing Sanitization” signs on door(s)	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make an Archibus request to sanitize room, then remove signs on door after.
No Sharing of AV Installer Tools	Individual responsibility to sanitize own tools at the end of an installation. Limit spread of germs in general.	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lysol wipes or equivalent to be ordered by Walter M. in AV Services
Keeping 2m apart	General COVID-19 prevention measures	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ensure adequate space in AV Office (SE12-104) and AV Workshop (SE14-144) and sanitize common space	Ensure space for staff movement Each person to sanitize own personal workspace and clean common surfaces after contact	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lysol wipes or equivalent to be ordered by Walter M. in AV Services



Wash hands / Sanitize gloves	<p>General COVID-19 prevention measures</p> <p>Wash hands / sanitize gloves</p> <ul style="list-style-type: none"> • before entering job site • after leaving job site <p>Assume all surfaces contaminated</p>	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Determine closest washroom to job site</p> <p>Determine closest hand sanitization station</p>
Surgical or cloth masks, disposable gloves available and personal pump bottle of hand sanitizer	<p>General COVID-19 prevention measures</p> <p>Wash hands before putting on PPE at own desk before going onto work site.</p> <p>Bring hand sanitizer if job site is not close to washroom or hand sanitizing station</p> <p>Disposable gloves available if hands are sensitive to repeated hand-washing and sanitization.</p>	1, 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves and masks available (2 each, daily, disposable) and personal pump bottle of hand sanitizer to be ordered by Walter M. in AV Services
Face shields	<p>Additional COVID-19 prevention measures when 2m social distancing is not possible (e.g. mounting a projector or TV) or working on a ladder with another person</p> <p>Wash/sanitize hands before putting on Face-shields</p> <p>Individual cleans and disinfects own face shields and store in clean bag before next use.</p>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Face shields (1 each, re-usable) to be ordered by Walter M. in AV Services</p> <p>Lysol wipes or equivalent to be ordered by Walter M. in AV Services</p>

Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none"> 1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space. 2. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca). 3. Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for record keeping. 	Supervisor/Manager Name:	John Tan
	Approval Date:	9 June 2020

Appendix A Photographs



https://www.amazon.ca/gp/product/B087ZR6LQR/ref=ppx_od_dt_b_asin_title_s00?ie=UTF8&psc=1



Signs on door

Do Not Enter
 Audio Visual Installation
 In-Progress
 Call for assistance:

 Date: _____ to _____

Do Not Enter
 Sanitization
 In-Progress
 See Facilities Request Posted
 Date: _____