

COVID-19 EXPOSURE PREVENTION SERVICE PROVIDING STAFF RISK ASSESSMENT

Assessment Date: 27 May 2020 Task
Assessor(s): AV Services: Michael I.

Task
Description: Descri

	GENERAL TRANSMISSION PREVENTION GUIDELINES					
	Ensure all staff complete the online <u>BCIT Pandemic Exposure Control Plan Training</u> .					
EDUCATION	Frequently remind staff to avoid face touching during class and to wash hands before and after a job/task. Download printable physical distancing poster <u>here</u> .					
	Advise staff to stay home if sick.					
	When possible, schedule/time work so that the work area is unoccupied and can be isolated for the work.					
PREPARATION	Identify potential job/task requirements to work within 2 meters or share tools/equipment.					
PREPARATION	Identify the nearest handwashing location for the job/task.					
	Make arrangements for work area cleaning/disinfecting after work completion (ex. arranging through facilities, disinfecting surfaces).					
PHYSICAL DISTANCING	When possible, ensure work areas are set up to allow 2 meters physical distancing.					
PHISICAL 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.					
	When possible, avoid sharing equipment and each worker use their own dedicated items.					
	Identify all tools/equipment that must be shared.					
CONTROLING COMMON	Review tool/equipment cleaning/disinfecting procedures at end of job/task.					
TOUCH POINTS	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. Work with facilities management to determine specific practices.					
	Use cleaning supplies as per the manufacturers instructions and is appropriate for the items being cleaned.					
	Ensure all staff in a work area used required PPE as per relevant safe operating procedures (SOPs).					
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	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 <u>BCIT Risk Assessment Matrix</u> for further instructions.
- 3. Assign Exposure Likelihood (Rare, Unlikely, Possible, Likely, Very Likely), Consequence (Extreme, Major, Moderate, Minor) and Risk Level (Very High, High, Moderate, Low, Very 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 <u>SOP- Facilities and Service Providing Staff Pandemic Procedures</u> 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	Likelihood		Consequence		Risk Level		Possible Controls
		job/task steps.	W/out	With	W/out	With	W/out	With	See above guideline for standard control measures.
1.	General AV Maintenance tasks where 2m distance can be maintained	General exposure to SARS- CoV-2 virus from contaminated surfaces and other co-workers in room who may be asymptomatic	Unlikely	Rare	Major	Major	Low	Low	No PPE required but available. Standard control measures including wearing cloth or surgical masks if preferred by technician. Frequent hand washing/sanitizing.
2.	AV maintenance and repairs where 2 staff are closer than 2m apart	General exposure to SARS- CoV-2 virus from contaminated surfaces and other co-workers in room who may be asymptomatic	Possible	Rare	Major	Major	High	Low	Standard control measures including wearing cloth or surgical masks. Face-shields if preferred by technician. Frequent hand washing/sanitizing.
3.									
4. 5.									
6.									
7. 8.									
9. 10.									



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	
State control measure title.	Provide a brief description of what is the control measure.	List applicable task #s.	Yes	No	State how each item will be procured and by whom.	
Staff to complete BCIT Pandemic Exposure Control Plan Training.	BCIT Pandemic Exposure Control Plan Training.	1, 2			Click link to go to <u>BCIT Pandemic Exposure Control Plan</u> <u>Training</u> .	
Touch surface cleaning such as computer mice/keyboards, AV controls, door handles	mputer mice/keyboards, AV throughout maintenance course in each room. Sanitize door				Lysol wipes or equivalent to be ordered by Walter M. in Services	
No Sharing of tools	Individual responsibility to sanitize own tools at the end of an installation. Use of disposable gloves recommended when using cleaning products.	1, 2			Lysol wipes or equivalent to be ordered by Walter M. in AV Services	
Keeping 2m apart	General COVID-19 prevention measures	1, 2		\boxtimes		
Wash hands / Sanitize gloves	General COVID-19 prevention measures Wash hands / sanitize gloves before entering job site after leaving job site	1, 2			Determine closest washroom to job site Determine closest hand sanitization station	
Surgical or cloth masks, disposable gloves and personal pump bottle of hand sanitizer	General COVID-19 prevention measures Wash hands before putting on PPE at own desk before going onto work site.	1, 2	\boxtimes		Gloves and masks (2 each, daily, disposable) and personal pump bottle of hand sanitizer to be ordered by Walter M. in AV Services	



	Bring hand sanitizer if job site is not close to washroom or hand sanitizing station			
Face shields (situation dependent)	Additional COVID-19 prevention measures when 2m social distancing is not possible (e.g. mounting a projector or TV)	3	\boxtimes	Face shields (1 each, re-usable) to be ordered by Walter M. in AV Services
	Wash hands before putting on PPE at own desk before going onto work site			
	Clean and disinfect face shields and store in clean bag before next use.			

Upon Assessment Completion: Supervisor/Manager

1.	Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types	Supervisor/Manager	
	name in the adjacent space.	Name:	
2.	If you need any assistance to complete this assessment, contact BCIT OHS		
	if you need any assistance to complete this assessment, contact BCH OHS	Approval Date	
	(ssemohs@bcit.ca).	Approval Date:	
3.	Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for record keeping.		
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Appendix A Photographs

