



COVID-19 EXPOSURE PREVENTION IN-SHOP INSTRUCTION RISK ASSESSMENT

Assessment Date:	June 18 2020	Room(s):	AIC Railyard	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assessor(s):	Bruce Thompson (HEG Department Head) and Vince Jones (Rail faculty)		Hand Washing Location(s):	Located inside building, South East corner. Sanitizing station is outside at primary entrance to railyard.	
Use Description:	Railway practical assessments for up to 12 students at a time. Typically there are only 6 in each set performing practical tasks, at any given time				

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Post infection control practices and physical distancing posters. <i>Posters available on OHS ShareSpace.</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.
	Ensure all staff have completed the online BCIT Pandemic Exposure Control Plan Training .
PHYSICAL DISTANCING	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>
	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.
CONTROLLING COMMON TOUCH POINTS	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.
Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.	
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	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 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		Consequence		Risk Level		Possible Controls <i>See Table 2 for implemented control measures.</i>
			W/out	With	W/out	With	W/out	With	
1.	Student work stations/work areas in railyard.	Students/instructors working within 2m; use of shared equipment/items.	Li	R	Ma	Mo	High	Low	Students will perform practical railway tasks one at a time. Maintain physical distancing at all times. All student work areas should have a garbage container lined with a bag for waste.
2.	Radios	Use of common radios.	Li	R	Ma	Mo	High	Low	Assign students two way radios for their individual use for the duration of their on-campus activities. Radios to be disinfected at the end of each day.
3.	Students PPE	No sharing of PPE	Li	R	Ma	Mo	High	Low	Students will supply their own PPE for performing practical tasks. Safety vests, Safety glasses, leather gloves and boots as per railway regulation.
4.	Instructor demonstrations and assisting students	Staff/student interactions within 2m.	Li	R	Ma	Mo	High	Low	Set up demonstration areas to allow 2m distancing between all parties.
			Li	U	Ma	Mo	High	Low	PPE (respiratory protection) may be used if distancing is absolutely impossible. <ul style="list-style-type: none"> All parties within 2m wear a disposable mask.
5.	Set up of railway yard	Students/staff within 2m when moving around outside space, shared equipment, etc.	Li	R	Ma	Mo	High	Low	Identify 2m distancing in railyard areas for movement of students.



6.	Hand washing	Ensure students have easy access to stocked hand washing stations	Li	R	Ma	Mo	High	Low	Hand washing stations should be stocked with soap and paper towel. Hand sanitizing table will be available outside. Hand sanitizer may be used so long as hands are not soiled.
7.	Public space/lunch area use.	Students within 2m, common touch points/shared areas	Li	R	Ma	Mo	High	Low	Set up rest areas to allow 2m distancing at all times (including moving through the space). We will arrange cleaning of used spaces (cafeteria) and common touch points with Facility Request.
8.	Disinfecting railway equipment	Ensuring that disinfecting is performed correctly.	Li	R	Ma	Mo	High	Low	Provide procedure on correct use of disinfectant.



SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

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>
Student work stations/work areas in railyard.	Clearly identify any shared work areas and develop procedures to maintain infection control (disinfect touch points before/after use; wash hands before/after use).	Task #1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disinfectant and spray bottles, paper towel. Supplied by BCIT tool room
Radios	Follow procedure for disinfecting assigned radios at the end of each day.	Task #2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disinfectant and spray bottles, paper towels. Supplied by BCIT tool room
Student PPE	Students are required to supply their own PPE for railway activity. Safety vests, Safety glasses, leather gloves, Steel toed boots as per railway regulation.	Task #3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A – students must bring their own PPE
Instructor demonstrations and assisting students	Maintain physical distance of more than 2m. PPE (respiratory protection) may be used if distancing is absolutely impossible. All parties within 2m wear a disposable mask.	Task #4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor will ensure distancing is always in place as this occurs outside at our railway tracks. Face Mask and Face Shield will be supplied by BCIT tool room.
Set up of railway yard	Mark locations for students to stand safely to maintain physical distancing. Position locomotive and railcars to maintain the 2m distancing.	Task #5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Hand washing	1 st fl. bathrooms available with soap and water. Capacity is marked on the door. Alternate hand washing station is available between the Run up and Overhaul shops.	Task #6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bathrooms are maintained and cleaned by BEST Cleaning staff. Table, sanitizer, and paper towels will be supplied by Tool room support staff.



	Sanitizing station will be set up outside.				
Public space/lunch area use	Set up separate area for student's coffee and lunch breaks to maintain 2m physical distancing. Set up washrooms to have a capacity to allow 2m distancing while in use.	Task #7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Capacity signage has been posted for all areas of campus including the cafeteria (for breaks) and first floor washrooms.
Disinfecting railway equipment	Follow procedure for disinfecting rail equipment. Students will follow the 'disinfectant procedures for students' document supplied by department.	Task #8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Disinfectant and spray pump supplied by BCIT tool room.

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 final approval. 	Supervisor/Manager Name:	Steve Perry
	Approval Date:	June 22, 2020



Appendix A Photographs
