



COVID-19 EXPOSURE PREVENTION SERVICE-PROVIDING STAFF RISK ASSESSMENT

Assessment Date:	June 5 2020	Task	ITS staff servicing wiring closets (dozens throughout campuses). May also include ITS accessing spaces to work on wall ports or wireless access points related to the wiring closet work. Closets are accessible to ITS, FCD and possibly AV and SSEM, but overall are not frequently used day-to-day.
Assessor(s):	John Di Bella, OHS Coordinator; Michele Morrison, ITS Manager	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 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>).
PHYSICAL DISTANCING	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.
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 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.	Preparing for a job/accessing a closet.	Unknown if other groups have accessed the space prior to ITS. Due to equipment within, closets cannot be disinfected after use.	Li	R	Ma	Ma	High	Low	Ensure that space is blocked-off or not accessible by others during the times that ITS needs to access. Work with other groups (FCD, AV, SSEM) to develop system of logging access to the closets, specifying date, times, who, and brief summary of activity.
2.	ITS performing wiring task in the space.	Potential to be working on a shared touch point (base if previous activity is known, if unknown must assume dirty).	Li	R	Ma	Ma	High	Low	ITS staff to wash hands before entering space and after leaving space. Space to be considered clean if it has not been accessed within 5 business days. While working in space, particularly if treating as “dirty”, ITS to practice personal infection control best practices (not touching face, coughing into elbows, etc.).
3.	Access rooms/offices to interact with wall ports.	Access of an occupied, public, or shared space.	Li	R	Ma	Ma	High	Low	In planning, coordinate with space owners/occupants to ensure that ITS staff are only attending the space when occupied, or when they can keep 2m distancing from occupants. ITS staff to limit contact/interactions with items in spaces. For spaces that have occupants but are currently unoccupied due to pandemic, notify occupants of date and time of activity, what items were handled by ITS, and cleaning protocols.
4.	Arranging cleaning through FCD	Some access of spaces that will require cleaning after access (some washrooms, offices, workstations).	Li	R	Ma	Ma	High	Low	Any occupied spaces that could potentially be used within 5-business days of ITS access need to be cleaned.

									<p>FCD request for after work is completed to clean common touch points and any office contents that an occupant could later use (desks, chairs etc.)</p> <p>Work with occupants to determine cleaning needs when possible, if uncertain, assume cleaning is required.</p>
5.	Work within 2m	While not presently anticipated, any job requiring that one of the wiring shelves be removed requires work within 2m, as handling the shelves is a 2 person job (reduce risk of damaging equipment.	Li	U	Ma	Ma	High	Mod	<p>All work within 2m must be identified in the planning stages and all parties must wear, at a minimum:</p> <ul style="list-style-type: none"> • A surgical mask; • Safety glasses. <p>For the duration of time they are within 2m. Procedures and training for the safe and correct use of required PPE is needed for involved staff.</p> <ul style="list-style-type: none"> • PPE donned before working within 2m. • Ensuring not to touch face/adjust PPE when working, if needed must leave, wash hands, adjust, wash hands, return. • All PPE must be supplied by the department for these specific tasks. <p>After the work, both workers must separate, remove and dispose/sanitize PPE (masks are not reusable), and wash hands.</p> <p>Department PPE supplies should be available for these tasks, if the necessary PPE cannot be provided then the task cannot be performed until it can be provided. At this time (June 6), home made/cloth masks are not approved for work activities requiring a face covering.</p>
6.	Worker office spaces	When not doing closet works, staff will be situated out of an office space – potential for common touch points and close proximity.	Li	R	Ma	Ma	High	Low	<p>Ensure that all workers attending campus are only present due to needing to do in-person tasks.</p> <p>All workstations for those present must be distanced (2m apart, including allowing space to move in the office).</p> <p>If increased numbers of staff start to regularly return, an assessment of the office space may be required.</p>
7.	Tools and equipment.	ITS Staff may use common tools or equipment.	Li	R	Ma	Ma	High	Low	<p>If possible, have any needed tool/equipment be assigned to a single staff member.</p> <p>If staff must use common equipment, they must be cleaned/disinfected between uses by different people.</p> <p>Staff must be provided with an approved disinfectant, use procedures, and any necessary PPE to safely use.</p> <p>If the disinfectant is not on the BCIT list, please contact OHS for further guidance.</p>



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>
Employee Training	ITS will provide training to team members performing wiring closet maintenance work including: <ul style="list-style-type: none"> • Requirement for all team members to take the BCIT Pandemic Exposure Control Plan training • Requirement for frequent handwashing • Safe distancing from other team members • Use of PPE (when to use and how) • Safe use of cleaning supplies • Requirement to follow work plans(SOPs) 	Before wiring closet work starts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manager and project lead will ensure that training has been provided and completed for each team member (including PPE use)
Wiring Closet SOP (Standard Operation Procedures)	ITS will create an SOP for wiring closet work which will include: <ul style="list-style-type: none"> • Identification of closest hand wash station (i.e. washrooms) • Filling out the sign-in sheet for the Closet identifying date and time, Employee name and equipment worked on • Notification to department stakeholder if the work will also involve troubleshooting wall jacks in classroom or office spaces (rare) • Securing wiring closets during ITS work to prevent unauthorized access or coordination with stakeholder (SSEM and Facilities) groups to vacate the area during ITS work • Pre-planning equipment transportation routes including elevators 	Task #1, #2,#3,#4,#5, #6, #7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project lead (or designate) will create SOP checklist in advance of the work starting and ensure all listed activities are organized / completed for each room



	<ul style="list-style-type: none"> Individual task assignment to reduce or eliminate close working proximity and cross-contamination of equipment and work surfaces Coordination with Facilities to provide cleaning as necessary in classroom or office spaces after work is complete 				
Individually assigned tool caddies	<p>Tool caddies will be assigned to individuals</p> <p>Tool caddies will include:</p> <ul style="list-style-type: none"> Individual hand-tools such as screw-drivers and snipping tools and materials such as zap-straps, labels, etc. Cleaning supplies appropriate for use on infrastructure equipment and for cleaning other surfaces (e.g. IPA and Lysol wipes, spray bottles, cleaning clothes, Hand sanitizer PPE (protective goggles, masks and gloves when needed) <p>All items in tool caddy to be cleaned/disinfected and restocked at the end of each shift and/or prior to moving tool caddy to a new location</p>	Task #11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project lead will acquire items for the tool caddies and will create procedures for cleaning, disinfecting and restocking (including PPE supplies)
Use of Shared equipment	<p>ITS will create usage procedures for equipment such as pallet jacks, trollies and other items that cannot be individual assigned and will include:</p> <ul style="list-style-type: none"> Cleaning and disinfecting protocols before use by another team member Instructions for operating equipment when required in close proximity 	Task #7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project lead will create procedures for use of shared equipment including operation, cleaning and disinfecting
			<input type="checkbox"/>	<input type="checkbox"/>	

Upon Assessment Completion: Supervisor/Manager

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





Appendix A Photographs
