

RISK ASSESSMENT

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OVERVIEW

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

Purpose

To provide guidance on how employers and organizations can identify, rate, and control the risks that come from a viral outbreak or pandemic.

Scope

Applies to any employer or organization that conducts events that will involve gatherings that have an audience or are open to the general public.

RESPONSIBILITIES

For the Employer

Employers are responsible for ensuring that risk assessments are completed along with the Joint Health and Safety Committee or worker representative.

Training

All orientations, information, instruction, and training are the responsibility of the employer.

Review

Risk assessments are reviewed annually by the Employer with the workers to ensure that they continue to protect the workers.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

Pandemic Operating Procedure

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

For the Worker

Participating

Workers can (and should) be asked to participate in the identification of risks and potential controls as it impacts their work.

Reporting

The Worker will report any hazards or concerns to their supervisor immediately.

RISK ASSESSMENT

Identification

First, identify the hazards. For demonstration purposes, we are identifying risks associated with the hazard of working remotely.

Some examples:

Rating Matrix

Impact:

Minor = Scrapes, bumps, trips. Able to return to work.

Moderate = Cuts, sprains. On-site first aid required.

Major = Breaks, open wounds, concussions. Medical attention required.

Extreme = Loss of limb or permanent injury. Hospitalization.

		Impact			
		Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Medium	Medium
	Unlikely	Low	Medium	Medium	Medium
	Moderate	Medium	Medium	Medium	High
	Likely	Medium	Medium	High	High
	Very likely	Medium	High	High	High

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

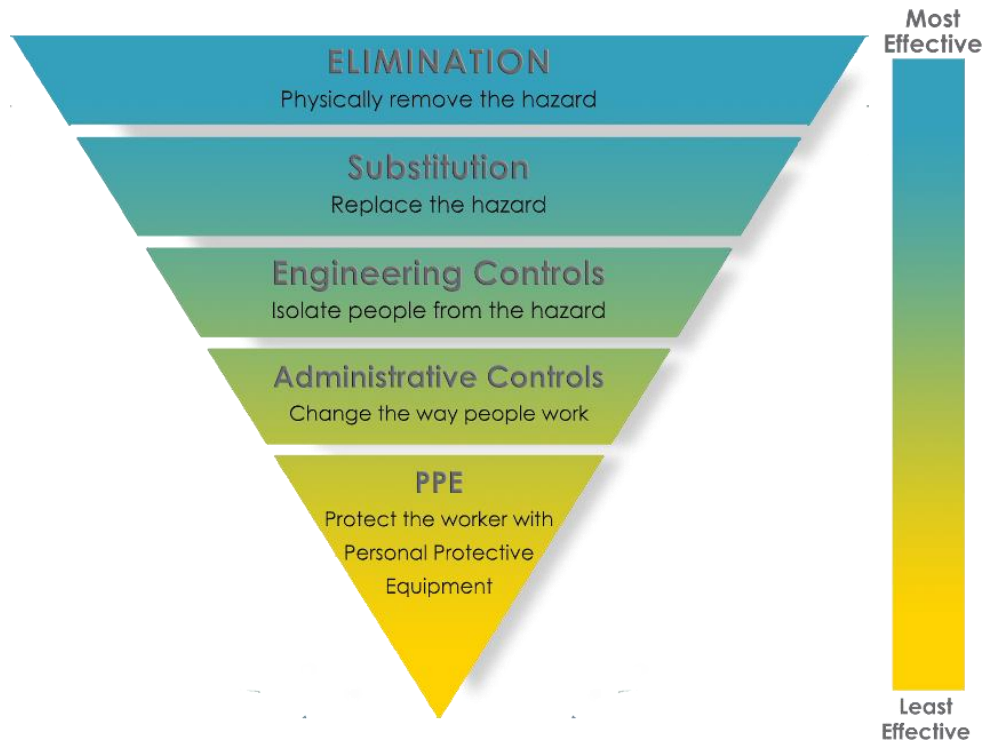
Here are some common hazards to consider when working remotely:

Risks associated with the hazard: Working from Home / Remotely	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating
Ergonomics	Unlikely	Moderate	Low
Working in Isolation	Unlikely	Minor	Low
Physical Safety (first aid response)	Rare	Minor	Low
Biological (virus exposure)	Rare	Moderate	Low
Mental Health	Moderate	Moderate	Medium
Electrical	Rare	Minor	Low

Controls

Now that you have identified the hazards and rated the risk, it's time to come up with controls to mitigate the risks to your workers, patrons, and the public.

A common tool for sourcing controls is the **Hierarchy of Controls**:



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Pandemic Operating Procedure

The hierarchy of controls will help you look at all the possible controls available to you.

List the controls for each hazard in the **risk registry** table below.

Now that you have applied the hierarchy of controls to your hazards, you can add them to this handy table as a record or registry. The regulators love these as a quick way to show the work you have done to address the hazards in your workplace.

We have included examples throughout this document that will likely be relevant to most organizations, so feel free to use them. **However, you need to ensure you are adding the hazards that are unique to your venue, event, or organization.**

This is a **risk registry**:

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (from Risk Assessment)	Controls (summary from Risk Assessment)
Working from Home / Remotely	Ergonomics, Working in Isolation, Physical Safety, Biological	Low	Elimination: Skeleton crew working from home, only those critical Substitution: Web conferencing Engineering: Ergonomic keyboards, computer mouse, chairs, and monitors Administrative: Safe Work Procedure (WFM COVID-19) Personal Protective Equipment: Face masks, face shields, gloves
Working from Home / Remotely	Mental Health	Medium	Elimination: Substitution: Engineering: Administrative: Personal Protective Equipment:
			Elimination: Substitution: Engineering: Administrative: Personal Protective Equipment:

Remember: Risk assessments need to be reviewed annually or any time there is a change in the working conditions.

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SAFE WORK PROCEDURE

Now that you have done your risk assessments and documented them in your risk registry, you can include them in your safe work procedure.

Working Remotely (*Sample*)

Employers will give access to this procedure to the workers and post it where appropriate.

Workers will:

- check-in when they start work.
- notify the employer if they are stepping away for an extended period of time e.g. one hour.
- notify when they have finished their day.
- notify their supervisor or employer of any concerns or workplace incidents.

SUGGESTIONS

- Contact Actsafe if you need help navigating you own risk assessments.
- You will likely need to review COVID specific risk assessments and procedures more frequently as the information evolves.
- Remember to put N/A for controls that didn't apply to your organization to demonstrate that you have considered them.
- Move higher risk hazards to the top of the table to demonstrate they were addressed first.