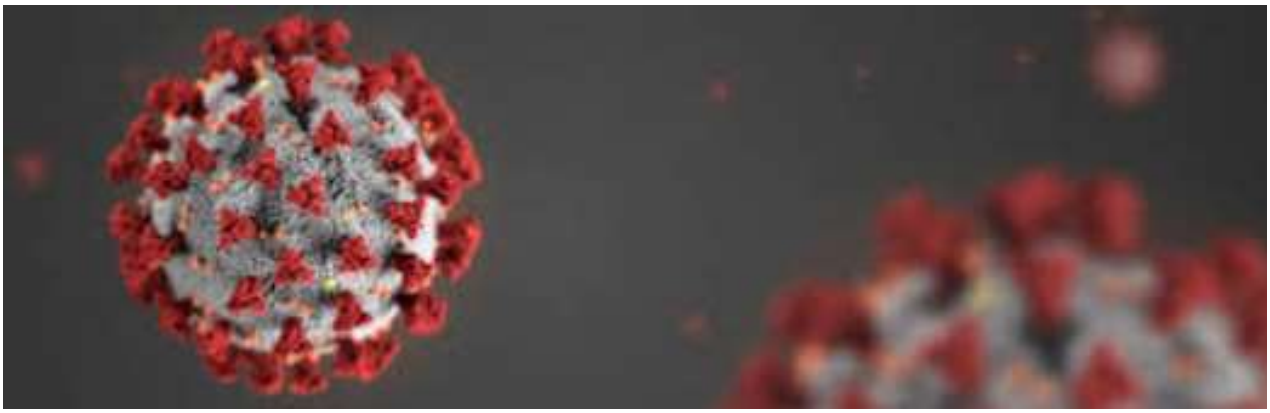


COVID-19 Risk Assessment

Guidance Document

Revision April 29th, 2020

CM&E CANADIAN MANUFACTURERS & EXPORTERS

Introduction

This guidance document is used to provide instructions on how to complete the accompanying COVID-19 risk assessment tool included in an excel spreadsheet format.

This risk assessment has been created to support companies in determining the need for additional comtrols that may not be in place to address COVID-19.This risk assessment should be considered a supplementary tool in addition to the organizations current risk assessment tools and procedures they currently use to measure all other risks within their organization.

As completing risk assessments takes a good level of knowledge and experience to complete effectively, it is advised that employer use their safety professionals, JOHS Committee or external safety associations, professionals and NS Department of Labour to address concerns or questions they may not be able to answer.

Risk Controls

To address the risks associated with COVID-19, the organization will have to identify control(s) that will eliminate/reduce the risks to employees. As with any safety controls, the most effective controls to consider are engineered controls, followed by adminstrative and PPE.

When determining the best steps to take in reducing the risk of COVID-19, the following chart shows the various controls the ogranization should consider. These controls can be found listed on the “**Recommended Control**” tab in the Risk assessment spreadsheet.

These are commonly recommended controls, however if the organization identifies other controls, they may update the spreadsheet with the new control and control number. Examples on how to determine controls and document them in the risk assessment will be noted lated in this document.

List of Controls

Control Number	Engineering controls	Control Number	Administrative controls	Control Number	PPE
	Engineering controls either remove a hazard or provide a barrier between the worker and the hazard. Examples of engineering controls to reduce the risk of catching or spread viruses include:		Administrative controls may be used in combination to protect and reduce workplace exposures. Administrative controls can include training, hand hygiene, respiratory hygiene, social distancing, alternate work arrangements, workplace cleaning, restricting workplace entry, and promotion of a vaccine when available. Additional considerations for reducing risk of exposure include:		The company has determined the appropriate PPE and is available for employee usage. Key PPE used for control of COVID-19 are N95 masks, dust masks, face coverings, face coverings, face shields, gloves, protective garments.
E1	physical barriers to isolate, such as installing Plexiglas or other form of enclosure	A1	revising work schedules to reduce the number of employees assigned to a given shift	P1	Usage of N95 mask
E2	facility, room, and workstation design, focusing on increased spatial separation	A2	reducing close contact with customers or co-workers through the increased use of fax, telephone, and e-mail communication	P2	Usage of Dust mask or face covering
E3	human traffic patterns (limiting areas where people gather or frequent)	A3	postponing business activities that require personal interaction with customers	P3	Usage of face shield

Control Number	Engineering controls	Control Number	Administrative controls	Control Number	PPE
E4	positioning of alcohol-based hand sanitizer dispensers	A4	creating a buffer zone of at least 2 metres between an employee and a customer when customer service must be done in person and keeping meetings as short as possible. Floor markings are a best practice to show 6 foot zone areas and provide employees a visible way of ensuring they are complying	P4	Usage of gloves
E5	positioning of dedicated hand washing sinks	A5	making accommodations for staff to work from home wherever possible	P5	Usage of protective garments
E6	process automation to reduce contact with surfaces (like automated hand-washing dispensers, automated hand drying, automatic doors, etc.)	A6	assigning high-risk workers (like people who are immuno-compromised, over 60 years of age or pregnant) to job tasks with lower risk of exposure		
	Ventilation	A7	avoiding locations or activities that may represent a high risk of exposure. Office areas such as meeting rooms, boardrooms and other common areas should be limited to employees or closed.		
E7	make sure ventilation systems are working properly	A8	increasing workplace cleaning, providing the necessary supplies, and reinforcing personal hygiene measures		
E8	increase ventilation rates for makeup air, supply air, and exhaust systems	A9	providing clean hand washing facilities		
E9	increase the percentage of fresh clean air that circulates into the system	A10	offering alcohol-based hand sanitizers when regular facilities are not available (or to workers working on the road, on construction sites, etc.)		
E10	change filters in ventilation systems more frequently	A11	regularly cleaning objects that are touched frequently, such as workstations, doorknobs, handles, railings, kettles, tools, etc. with disinfectants or soap and		
E11	develop operations and maintenance procedures to clean, maintain, and operate ventilation systems including protection for maintenance staff	A12	providing boxes of tissues and ensuring safe and sanitary disposal of used tissues		
		A13	removing magazines and papers from waiting areas or common rooms (like staff break rooms)		
		A14	washing work clothing more frequently, including hard hat liners, gloves, and coveralls		
		A15	Implement a cleaning process for material or equipment that is brought into the organization from external sources		
			Employee training		
			Workers may be asked to do unfamiliar job tasks which may require job specific training. All employees with potential occupational exposure should be		
		A16	the hazards associated with exposure, the potential ways of contracting the virus, and control measures to break the chain of infection		
		A17	the protocols in place to isolate and report cases or reduce exposure		
		A18	awareness of social distancing strategies-keeping a distance of 2 metres		
		A19	appropriate control measures, such as cough etiquette (covering the nose and mouth while coughing or sneezing, coughing or sneezing into the bend of the elbow or into a tissue), and hand hygiene (washing hands or using alcohol-based hand rub if soap and water are not available) to prevent transmission		
		A20	use and care of personal protective equipment		

Process/Activity Description

To ensure organizations are performing the required risks assessments for their operation, they will need to ensure they break down all their activites/processes in such a way that makes a risk assessment easy to complete. With those organizations that already have a risk assessment in place, they can just update their existing risk assessments with COVID-19 specific assessments.

For those that may not have a risk assessment broken down by process, they should look at their operation and define all the processes/activities they currently have.

Examples of Process/Activites could include the following:

General Manufacturing – Shipping/Receiving, Office Areas, Paint Shop, Machining Line 1, Common Areas, Assembly, Processing Line 1, Maintenance/Repair Actvitities, Storage Cribs, Emergency Response/First Aid responders, etc.

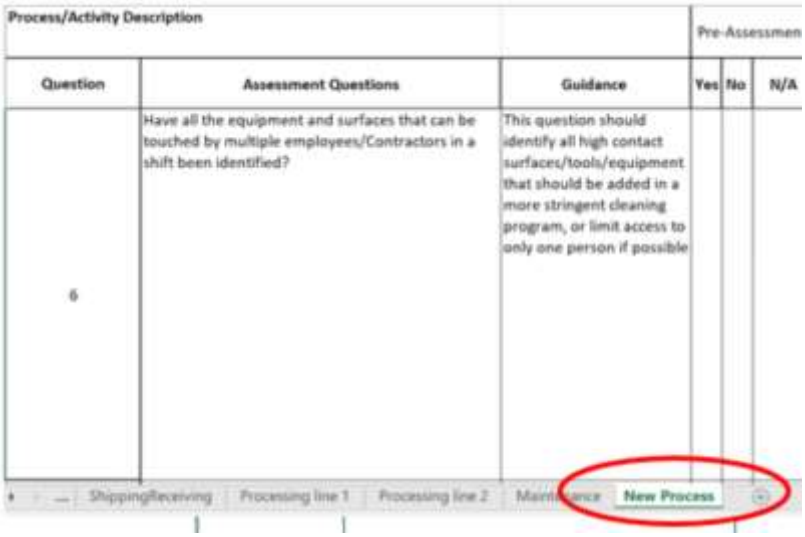
Agriculture/Food/Seafood Processing - Shipping/Receiving, Office Areas, Sorting Area, Common Areas, Packaging, Processing Line 1, Maintenance/Repair Actvitities, Storage Cribs, Emergency Response/First Aid responders, etc, Cooking Line, Trucking, Housing, carpooling, Field Planting, etc.

Fishing/Harvesting – Casting/recovery of traps, Sleeping/eating areas, Maintenance/Repairs, Unloading catches, Wharf activites, carpooling, onboard processing, etc.

Updating the Risk Assessment Spreadsheet with Process/Activities

Once the operation identifies the breakdown of processes/activities, they can now start updating the Risk Assessment spreadsheet with their processes/activities. Each process/activity they identify can be added by copying the "**New Process**" tab, and naming appropriately.

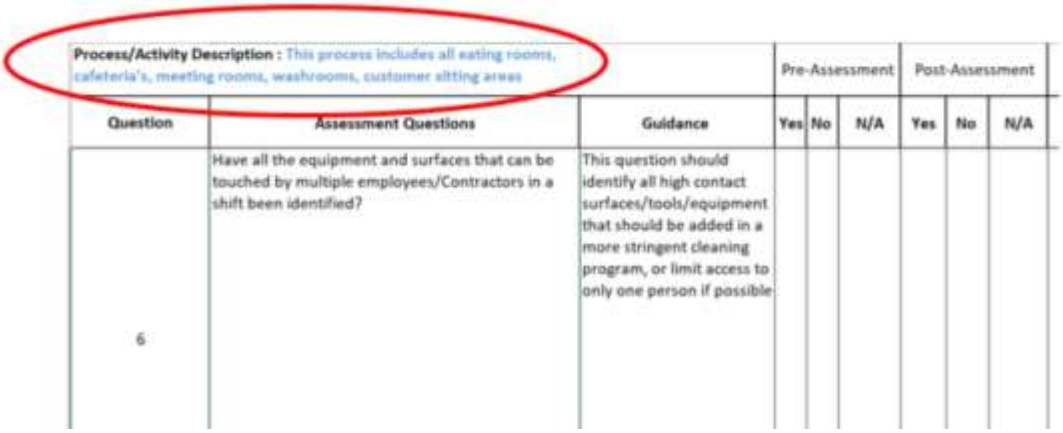
See image below.



After creating the new tab, the Process/Activity Description field in each tab needs to be updated to descibe what is included in that process.

As an example below, the tab named "**Common Areas**" identifes for this company that it covers eating rooms, cafeteria's, washrooms and customer sitting areas.

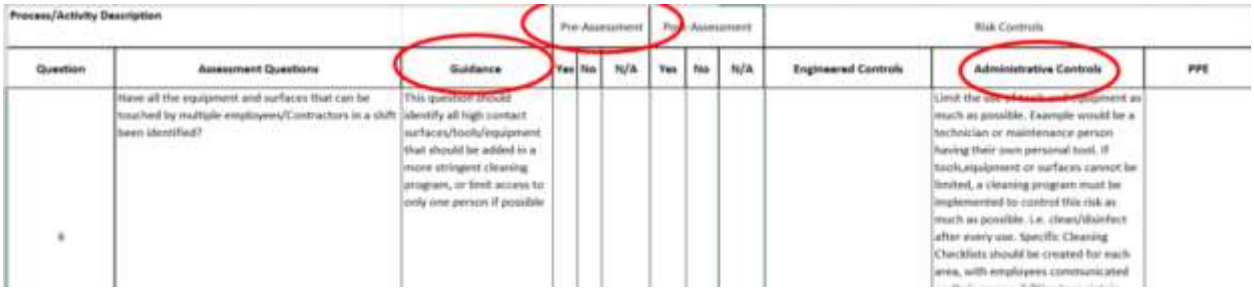
It is important to list enough details in the Process/Activity Description secton to ensure you have considered all areas for risk assessment and can clearly see controls that are implemented.



Conducting a Pre-Assessment

Once the company has identified all its process/activities and input them into the risk assessment spreadsheet, they will need to perform a **Pre-Assessment** of the processes/activities to determine if they have controls in place that address the risks associated with COVID-19. The controls that should be considered are those noted in the "Risk Controls" section of this document and the "Recommended Controls" tab in the Risk assessment spreadsheet.

Example: As per the below, the Pre-Assessment would consider answering questions in the "Guidance" column and the applicable recommendations under the "Administrative Controls" column. If the company determines they have implemented all the necessary controls required based on the guidance, they would check the Pre-Assessment "Yes" box for that question.



Process/Activity Description			Pre-Assessment			Post-Assessment			Risk Controls		
Question	Assessment Questions	Guidance	Yes	No	N/A	Yes	No	N/A	Engineered Controls	Administrative Controls	PPE
6	Have all the equipment and surfaces that can be touched by multiple employees/Contractors in a shift been identified?	This question should identify all high contact surfaces/tools/equipment that should be added in a more stringent cleaning program, or limit access to only one person if possible								Limit the use of tools and equipment as much as possible. Example would be a technician or maintenance person having their own personal tool. If tools,equipment or surfaces cannot be limited, a cleaning program must be implemented to control this risk as much as possible. i.e. clean/disinfect after every use. Specific Cleaning Checklists should be created for each area, with employees communicated	

The next step would be to update the Administrative/Engineered Controls or PPE fields with the Controls Codes (i.e.E-4, A-16, P-3, etc.) and description they <u>currently have implemented</u> to address the COVID-19 Risk. The risks codes are found on the "Recommended Controls" tab of the spreadsheet. The organization may identify other controls not listed, therefore may add other control codes as they deem needed.

If all the implemented controls are correct and effective in reducing or eliminating COVID risks, the organization would update the Pre-Assessment Compliant Yes box with an X and the Action Required box with an N.

Process/Activity Description			Pre-Assessment Compliant?			Post-Assessment Compliant?			Risk Controls			
Question	Assessment Questions	Guidance	Yes	No	N/A	Yes	No	N/A	Engineered Controls	Administrative Controls	PPE	Actions Required (Y/N)
6	Have all the equipment and surfaces that can be touched by multiple employees/Contractors in a shift been identified?	This question should identify all high contact surfaces/tools/equipment that should be added in a more stringent cleaning program, or limit access to only one person if possible	X						**(E-4)** Hand Sanitizing stations are available in the area for employees to use	**(A-11)** A cleaning schedule and a checklist is in place for objects that are touched frequently such as workstations, doorknobs, handles, tools, etc. **(A-16, A-17, A-18, A-19, A-20)** Employees have been trained on the hazards associated with exposure, the potential ways of contracting the virus, and control measures to break the chain of infection.	Employees are required to wear **(P-3)** Face Shields and **(P-4)** Gloves when cleaning the surfaces	N

What if the Pre-Assessment finds controls not implemented?

Following the example noted above, if the person assessing this question were to have done the Pre-Assessment and found that there were no hand sanitizing stations in place (E-4) and no cleaning schedule and checklist implemented (A-11) and it was determined to be a requirement to protect employees from possible exposure, we would mark this question in the Pre-Assessment Compliant NO box with an X, and indicate the "Action Required" box with a Y.

Process/Activity Description			Pre-Assessment Compliant?			Post-Assessment Compliant?			Risk Controls			
Question	Assessment Questions	Guidance	Yes	No	N/A	Yes	No	N/A	Engineered Controls	Administrative Controls	PPE	Actions Required (Y/N)
6	Have all the equipment and surfaces that can be touched by multiple employees/Contractors in a shift been identified?	This question should identify all high contact surfaces/tools/equipment that should be added in a more stringent cleaning program, or limit access to only one person if possible		X						**(A-16, A-17, A-18, A-19, A-20)** Employees have been trained on the hazards associated with exposure, the potential ways of contracting the virus, and control measures to break the chain of infection.	Employees are required to wear **(P-3)** Face Shields and **(P-4)** Gloves when cleaning the surfaces	Y

How to track the identified Risk Assessment Gaps

In the cases where there has been an identified gap in the risk assessment, the organization will need to correct the gaps by implementing the required corrective actions. To track the items requiring corrective action, you can use the "Action Item Register" tab to document and track items.

This is an example of the gaps noted in the above example.

Process/Activity	Checklist Question	Recommended Control	Description of Action Required	Action Owner	Target Date for Completion	Status
Processing Line 1	6	E-4	A hand sanitizing station will be installed in Processing Line 1	John Smith	30-Apr-20	Open
Processing Line 1	6	A-11	A cleaning procedure and checklist will be implemented for Processing Line 1	Jane Smith	01-May-20	Open

Once all the action items have been resolved and implemented, the organization would update the risk assessment for that process to indicate all the controls that have been implemented (**Red text**). The Action Required box would be edited to be blank.

Process/Activity Description			Pre-Assessment Compliant?			Post-Assessment Compliant?			Risk Controls			
Question	Assessment Questions	Guidance	Yes	No	N/A	Yes	No	N/A	Engineered Controls	Administrative Controls	PPE	Actions Required (Y/N)
6	Have all the equipment and surfaces that can be touched by multiple employees/Contractors in a shift been identified?	This question should identify all high contact surfaces/tools/equipment that should be added in a more stringent cleaning program, or limit access to only one person if possible		X					**(E-4) Hand Sanitizing stations are available in the area for employees to use**	**(A-11) A cleaning schedule and a checklist is in place for objects that are touched frequently such as workstations, doorknobs, handles, tools, etc.** **(A-16, A-17, A-18, A-19, A-20)** Employees have been trained on the hazards associated with exposure, the potential ways of contracting the virus, and control measures to break the chain of infection.	Employees are required to wear **(P-3)** Face Shields and **(P-4)** Gloves when cleaning the surfaces	

Completing the Post Assessment

The Pre-Assessment step was to determine if the required effective controls are identified and in place, and the next step is to complete a Post Assessment. The Post Assessment is critical to determine that the implemented controls are the right ones and effective in eliminating/reducing the risk of COVID-19 to acceptable levels. The Post Assessment will require the organization to review the area/process, activities being completed by employees, procedures in place and interview of employees to determine their understanding of the risks and the controls they need to complete to safeguard themselves and others.

If the Post Assessment is completed and found to have the correct controls and are deemed effectively implemented, the organization would update the Post Assessment field with a check in the Yes box and the Action Required box with a **No**.

Process/Activity Description			Pre-Assessment Compliant?			Post-Assessment Compliant?			Risk Controls			
Question	Assessment Questions	Guidance	Yes	No	N/A	Yes	No	N/A	Engineered Controls	Administrative Controls	PPE	Actions Required (Y/N)
6	Have all the equipment and surfaces that can be touched by multiple employees/Contractors in a shift been identified?	This question should identify all high contact surfaces/tools/equipment that should be added in a more stringent cleaning program, or limit access to only one person if possible		X		X			**(E-4) Hand Sanitizing stations are available in the area for employees to use**	**(A-11) A cleaning schedule and a checklist is in place for objects that are touched frequently such as workstations, doorknobs, handles, tools, etc. (A-16, A-17, A-18, A-19, A-20)** Employees have been trained on the hazards associated with exposure, the potential ways of contracting the virus, and control measures to break the chain of infection.	Employees are required to wear **(P-3)** Face Shields and **(P-4)** Gloves when cleaning the surfaces	N

Post Assessment not effective

If the Post Assessment identifies a lack of an effective risk control, the organization will be required to update the Post Assessment field with a check in the No box and the Action Required box with a Yes.

Process/Activity Description			Pre-Assessment Compliant?			Post-Assessment Compliant?			Risk Controls			
Question	Assessment Questions	Guidance	Yes	No	N/A	Yes	No	N/A	Engineered Controls	Administrative Controls	PPE	Actions Required (Y/N)
6	Have all the equipment and surfaces that can be touched by multiple employees/Contractors in a shift been identified?	This question should identify all high contact surfaces/tools/equipment that should be added in a more stringent cleaning program, or limit access to only one person if possible		X			X		**(E-4) Hand Sanitizing stations are available in the area for employees to use**	**(A-11) A cleaning schedule and a checklist is in place for objects that are touched frequently such as workstations, doorknobs, handles, tools, etc. (A-16, A-17, A-18, A-19, A-20)** Employees have been trained on the hazards associated with exposure, the potential ways of contracting the virus, and control measures to break the chain of infection.	Employees are required to wear **(P-3)** Face Shields and **(P-4)** Gloves when cleaning the surfaces	Y

The next steps would follow the steps as outlined in the Pre-Assessment process and update the Action Item Register tab with the required corrective action. Upon completing the actions, the Post Assessment would be completed again until controls are deemed effective.

Completing Risk Assessments for all the organizations processes

All defined processes identified by the organization will have to have a specific Pre-Assessment and Post Assessments completed for each.

How often to review a Risk Assessment?

Risk Assessments should be reviewed based on defined internal requirements, legal requirements within your jurisdiction or others defined requirements. The best rule of thumb for conducting a new risk assessment is if you have changed the process, added new equipment, added a new role, or any other change that could have changed the risk.

COVID-19 Reference Sites

To determine what actions are required to protect their employees, companies should be aware of the controls needed based on the guidance as outlined by some of the following organizations:

- NS Public Health (Refer to https://novascotia.ca/coronavirus/working-during-covid-19/)
- Public Health Agency of Canada (https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html)
- CDC (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

As new data and research information continues to be updated by health experts, it is important for organizations to review these sites for updated information that may change risk control requirements.

For more information on COVID-19 information and support, please refer to Canadian Manufacturers and Exporters COVID Webpage.

https://cme-mec.ca/coronavirus-covid-19-resources/