CRID

Making a difference...together

COVID-19
Hazard Identification
&
Risk Assessment

Contents

1   PURPOSE

To establish a cost-effective, workable, scalable, and flexible system to identify, assess and control workplace COVID-19 infection hazards at CRD workplaces in accordance with the requirements of the CRD Corporate OH&S Program, BC Workers' Compensation Act ("Act"), associated OHS Regulations ("Regulations"), orders and guidelines from the government and public health agency ("Guidelines") and other applicable requirements and standards.

2   POLICY

To ensure the effective identification, assessment, management and control of workplace hazards, the CRD will maintain a comprehensive Hazard Assessment & Control Program at all worksites and work areas within those worksites.

3   SCOPE

The intent of this Policy is to identify, assess, and control risks related to COVID-19 that endanger the health and safety of not only workers but also all persons present at CRD facilities and work sites, including but not limited to clients, customers, contract workers and visitors.

4   DEFINITIONS

For purposes of this Policy:

- **"Board"** means the BC Workers' Compensation Board dba WorkSafeBC;

- **"Competent"** means possessing knowledge, experience, and training to perform a specific duty safely and effectively;

- **"Engineering controls"** means the physical arrangement, design, or alteration of workstations, equipment, materials, production facilities, or other aspects of the physical work environment, for the purpose of controlling risk.

- **"Hazard" -** A hazard is an unavoidable danger or risk, even though often foreseeable, may expose a person to a risk of injury or occupational disease.

- **"Hazard identification"** – the process of finding, listing, and characterizing hazards.

- **"Risk" -** is the likelihood that the hazard will lead to injury or the probability of harm actually occurring. Risk represents the exposure to the chance of injury or loss.

- **"Risk Level" = Probability x Consequence.** Frequency of Exposure is also a factor to consider when establishing Risk Levels.

- **"Risk analysis"** – a process for comprehending the nature of hazards and determining the level of risk.

- **Risk Assessment -** is a term used to describe the overall process or method where you: Identify hazards and *risk* factors that have the potential to cause harm (*hazard* identification). ... Determine appropriate ways to eliminate the *hazard*, or control the *risk* when the *hazard* cannot be eliminated (*risk* control).

- **Risk evaluation** – the process of comparing an estimated risk against given risk criteria to determine the significance of the risk.

- **Risk control** – actions implementing risk evaluation decisions.
  Note: Risk control can involve monitoring, re-evaluation, and compliance with decisions.

- **Hierarchy of Controls -** Controlling exposures to occupational hazards is the fundamental method of protecting workers. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions.

  - **Elimination -** Elimination is the process of removing the hazard from the workplace. It is the most effective way to control a risk because the hazard is no longer present. It is the preferred way to control a hazard and should be used whenever possible.

  - **Substitution -** Substitution occurs when a new chemical or substance that is less hazardous is used instead of another chemical. It is sometimes grouped with elimination because, in effect, you are removing the first substance or hazard from the workplace. The goal, obviously, is to choose a new chemical that is less hazardous than the original.

  - **Administrative controls** means the provision, use, and scheduling of work activities and resources in the workplace, including planning, organizing, staffing, and coordinating, for the purpose of controlling COVID-19 risk;

  - **Personal protective equipment (PPE)** includes items such as respirators, protective clothing such as gloves, face shields, eye protection, and footwear that serve to provide a barrier between the wearer and the chemical or material.

5 WHAT IS A HAZARD CONTROL PROGRAM?

A hazard control program consists of all steps necessary to protect workers from exposure to a substance or system, the training and the procedures required to monitor worker exposure and their health to hazards such as chemicals, materials or substance, or other types of hazards such as noise and vibration. **NOTE:** Please see Element 2 of the CRD Corporate OH&S Program for additional information on our Corporate Hazard Identification, Risk Assessment and Control Program.

6 RAC SYSTEM

The CRD will use a 3-phase system to protect workers, visitors, and others from COVID-19 the hazards of the workplace based on the principles of RAC:

- **R**ecognition, i.e., identifying COVID-19 hazards;

- **A**ssessment, i.e., evaluating the urgency of and prioritizing hazards identified; and

- **C**ontrol, i.e., selecting appropriate measures to eliminate or control identified hazards.

7 PHASE 1 - COVID-19 HAZARD RECOGNITION

The CRD has adopted an Exposure Control Plan identifying general and common COVID-19 exposure mitigation.

The objective of the Recognition phase of the RAC system is to identify all COVID-19 hazards and potential hazards in the workplace in accordance with the Exposure Control Plan and the following principles:

- Hazard identification will be conducted before work begins at a work site;

- Hazard identification will be done by a manager who is familiar with the Act, Regulations and Guidelines;

- Where safe and reasonably practicable, workers at the work site will participate in hazard identification via the workplace Joint Health and Safety Committee ("JHSC") or Health and

Safety Representative ("Representative"), or if no JHSC or Representative exists, direct participation;

After completion of hazard identification, a written report will be prepared listing an inventory of COVID-19 hazards by job classification.

8   PHASE 2 - COVID-19 RISK ASSESSMENT

The objective of the Risk Assessment phase is to analyze the COVID-19 hazards identified during the Recognition phase and determine urgency.

9.1. Job Classification Exposure Assessment

Using the inventory of hazards created at the end of the Recognition phase, working with the support of Corporate Safety, a manager will assess the identified hazards by completing the CRD COVID-19 Hazard Assessment Form (a copy of which is attached to this Policy as Attachment B) rating each job classification by level of exposure as:

1)   High; 2) Medium; 3) or Low.

Such assessments will be based on COVID-19 risk factors, including:

➢ Physical distance of workers from co-workers, customers and other persons at the site between and/or employees and customers;

➢ Effectiveness of current ventilating, air circulation and HVAC systems;

➢ Operations requiring close contact, e.g., sharing of vehicles;

➢ Age, respiratory or immune disorders, or other chronic medical conditions or physical characteristics making persons at the site unusually susceptible to COVID-19 infection;

➢ Hygiene protocols

➢ Cleaning & disinfecting protocols

➢ Availability of necessary PPE.

9   PHASE 3 - COVID-19 HAZARD CONTROL

The CRD will ensure all reasonably practicable steps are taken to control COVID-19 hazards identified in Phase 1 on the basis of the assessment performed in Phase 2 in accordance with the following principles:

➢ If reasonably practicable, CRD will eliminate COVID-19 hazards. Where total elimination is not reasonably practicable:

➢ Reasonably practicable engineering controls will be used to control the hazard;

➢ Administrative controls will be used where engineering controls are not reasonably practicable or as a supplement to engineering controls to minimize the COVID-19 hazard;

➢ Personal protective equipment may be used as a last resort or as a supplement to engineering and administrative controls.

10   FIELD LEVEL RISK ASSESSMENT

Before work begins, the person directing the work of others at the site will perform a field level risk assessment by completing the Field Level Risk Assessment Form (a copy of which is attached to this Policy as Attachment A).

11   REVIEW, EVALUATION and SIGNOFF

- Manager must review the Risk Assessment with Corporate Safety to confirm appropriate controls are proposed to address the risk associate with the hazards identified.

- Manager and Corporate Safety reviews controls with Joint Health & Safety Committee or Worker Representative.

- Manager must present their findings to the General Manager for sign-off on all recommended corrective actions.

- General Manager reviews hazards, risks and proposed controls with CAO.

The following monitoring and review measures will be taken for as long as the COVID-19 pandemic lasts or until such time that COVID-19 infection no longer poses a significant risk:

11.1   *Review of Hazard Identification & Assessment*

COVID-19 hazard identification and assessment required by Phases 1 and 2 will be repeated:

- ➢ At reasonable intervals to prevent the development of unsafe and unhealthy work conditions;

- ➢ When a new work process is introduced;

- ➢ When a work process or operation changes;

- ➢ Before construction of significant additions or alterations to the work site; and/or

- ➢ In response to changes to Guidelines.

12.2.   *Review of Safety Controls*

The effectiveness of COVID-19 hazard controls will be reviewed:

- ➢ As part of monthly workplace inspections carried out;

- ➢ In response to circumstances suggesting that conditions have changed and that controls might no longer be effective, including but not limited to:

    - The occurrence of injuries, illnesses, incidents, accidents, or near-misses;

    - Complaints or concerns expressed by workers at the site, either directly or through their JHSC or Representative;

    - After significant changes to the affected job or process's location, procedures, required equipment, etc.; and
    - In response to changes to the Guidelines or regulatory requirements.

12   REFERENCES

WorkSafeBC - Assessing Risk - LINK
WorkSafeBC - COVID-19 and returning to safe operation - Phase 2 – LINK

13 APPENDIX 1 – COVID – 19 Field Level Risk Assessment

Building	Hartland		
Date	2020_06_24	**Specific Work Area**	Administrative area and Common Areas
Inspector(s)		Andrea, Ian, Rob Roy	

RISK ASSESSMENT FOR PANDEMIC COVID-19			
	Low Risk Workers who typically have no contact with people infected.	**Moderate risk** Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	**High risk** Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces
Hand Hygiene	**Yes** (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant**)**	**Yes** (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant**)**	**Yes** (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant**)**
Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	**Yes**, in some cases, such as when working directly with infected patients.
Aprons, gowns, or similar body protection	Not required	Not required	**Yes**, in some cases, such as when working directly with infected patients.
Eye protection – goggles or face shield	Not required	Not required	**Yes**, in some cases, such as when working directly infected patients.
Airway protection – respirators	Not required	Not required	**Yes** (minimum N95 respirator or equivalent).

RISK ASSESSMENT TASK SPECIFIC OFFICE AND WORKERS		
POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Front Counter Staff Positions - Municipal Hall	**Low to Moderate**	**Regular and effective hand hygiene**
Parks & Recreation facilities Front Counter Clerks, Program Leaders, Instructors	Low to Moderate	Regular and effective hand hygiene
First Aid Attendants	Moderate	Regular and effective hand hygiene and PPE (depending on injury)
Firefighter/First Responders	High	Hand hygiene, disposable gloves, turnout gear, goggles and/or face shield, N95 respirator
Lifeguard	Moderate	Regular and effective hand hygiene
Supervisors	Low	Regular and effective hand hygiene
General Staff	Low	Regular and effective hand hygiene

Field Level Risk Assessment *BEFORE* Controls		
Low Risk ☒	Moderate Risk ☐	High Risk ☐
Low Risk Workers who typically have no contact with people infected.	**Moderate risk** Workers who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	**High risk** Workers who may have contact with infected patients or with infected people in small, poorly ventilated workspaces

Description of area and operations: There is a blend of administration office work and field work.

WORKSAFEBC PROTOCOLS FOR OFFICES RETURNING TO OPERATIONS

BUILDING ACCESS
☒ Workplaces should stagger start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 meters cannot be maintained. Alternatively, consider designating doors for entry and exit to prevent workers and others from coming into proximity with one another.
Notes: Access for staff through the back entrance of the locker room and egress through the front door.
☒ Consider providing hand sanitizer available to workers as they enter the building.
Notes: Hand sanitizer is located at entry points.
☒ Post signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.
Notes: COVID Symptom notification must be posted at each entry location. **Action:** Place symptom notification signs at all access and egress locations.

WORKPLACE OPERATIONS
☒ Where possible, employers should consider remote work options for workers who do not require office attendance.
Notes: Not required at this time as 2 meter distance can be maintained.
☒ Consider alternating and/or adding additional shifts to reduce the risk of exposure and maintain the physical distancing requirement.
Notes: The group is staggering start and end times.
☒ Avoid meetings or gatherings where physical distances cannot be maintained. Consider using larger rooms, moving meetings outside, or having all or some attendees attend virtually
Notes: CRD has communicated the requirements for meeting virtually and the number of workers in each meeting room.

☒ Consider creating cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.

Notes: Work groups are defined by location and work process as part of our existing operational programs. We have enhanced this program by placing workers tool, PPE and personal items at or near their station and requested that they only come to the office for lunch.

☒ Consider establishing one-way staircases to minimize worker contact – post signage to indicate direction.

Notes: We considered that this would create a larger hazard (emergency response and evacuation) than the presence of COVID -19 presents and as such this is not doable.

WORKSTATIONS

☒ If office attendance is required, position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Arrange workstations at least 2M apart and away from communal pathways.

Notes: There has been a pinch point identified in the front reception. They have limited access to this area for now but are working on a permanent solution.

Action: Create a spacing plan for the front reception area.

☒ Consider making communal pathways one directional to reduce personal interactions.

Notes: We considered that this would create a larger hazard (emergency response and evacuation) than the presence of COVID -19 presents and as such this is not doable. We have and will communicate best practices on an ongoing basis to employees about maintain distance and will add further signage to promote this message.

☒ If necessary, install effective barrier (e.g., Plexiglas shields) between workstations.

Notes: The front reception area is being redesigned.

☒ Where possible, cancel in-person meetings and hold meetings by teleconference, video conference, or email instead.

Notes: COVID-19 Exposure Control Plan defines controls in Section 10. Controls and mitigation techniques have been communicated and implemented within CRD.

☒ Minimize sharing office space or workstations. If workers must share office space, integrate these locations into your cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone.

Notes: Front reception and desk at the learning center

Action: Ensure hand sanitizer and enhanced cleaning is in place for shared office spaces and meeting spaces. Place cleaning supplies on all shared office spaces with instructions to clean pre/post use.

COMMUNAL SPACES
☒ Ensure that whatever changes you make to the usage of communal areas is clearly communicated to workers.
Notes: Communications for occupancy have been developed and posted as well as cleaning responsibilities for users. There are common spaces such as lunch room and bathrooms. **Actions:** Ensure that cleaning products and communications explaining cleaning requirements are posted and available.
☒ Consider single-person access if entry into constricted area is required.
Notes: There is one admin area that is tight. **Action:** Place occupancy on tight admin area.
☒ Limit the number of workers allowed in common areas at any one time. Consider staggered break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside. Limit or stagger workers entering change areas or rooms with assigned lockers.
Notes: Workers have had all of their personal equipment, PPE and material located at their workstation. They are directed to go directly to their workstation.
☒ Encourage workers to eat outside or at their desk.
Notes: Workers eat outside regularly.
☒ Consider distancing the tables in lunch rooms, or installing Plexiglas dividers at the tables.
Notes: There is one lunch room with a limited occupancy set and posted. **Action:** Remove extra chairs and consider different table.

☒ If breaching the physical distancing requirement is unavoidable, plan the work task and provide instructions to workers to ensure that time spent in close proximity is minimized.

Notes: A standard operating procedure for field work has been developed and communicated to workers. PPE required to work in close proximity as transmission rates elevate.

☒ Restrict eating to a clearly identified and dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.

Notes: The lunch room has an occupancy limit set and posted. Tables are being changed and chairs removed.

☒ Require workers to bring their own dishes and utensils.

Notes: Workers have been encouraged to bring their own utensils. However, at this time this is not mandatory. If we see a spike we will revisit this decision.

☒ Refrain from providing and consuming communal foods.

Notes: This group does not provide food for their meetings at this time.

☒ Allow communal doors to remain open throughout the workday to reduce contact with door handles.

Notes: All doors other than fire doors are left open. Where practicable.

☒ Instruct workers to use their own equipment, such as pens, staplers, headsets, and computers.

Notes: Workers have been encouraged to use their own tools and equipment and not to share any pens, staplers, CPU's.

☒ Minimize the number of people using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.). Shared equipment should be cleaned and disinfected after each use.

Notes: There is a number of shared equipment items around the office and in lunch rooms. CRD has placed hand sanitizer at each and implemented an enhanced cleaning program that includes these items.

Action: Place handwashing poster on cupboard and encourage handwashing protocol before using shared equipment.

☒ Establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.
Notes: CRD has developed hygiene practices in a few different forms that include 10.9.1 of the exposure control plan as well as communications around handwashing that can be found posted around the building. We have identified all touchpoints with the public and reduced contact with the public as much as possible. An example is pay pin pads on a stick, cleaning paint cans as they are collected in the paint exchange program.

DELIVERIES
☒ Ensure that delivery zones are clearly identified and limited to receivers and deliverers only.
Notes: Deliveries should be as touch free as possible. Currently the delivery person comes inside the building. **Actions:** Place a table outside with instructions for the delivery person.
☒ Arrange for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.
Notes: As stated above.
☒ Request contactless delivery to maintain physical distancing requirement (e.g., delivery person leaves packages in a pre-arranged location). This option may be limited if signing or proof of receipt is required.
Notes: Same as above.

Risk Assessment AFTER Controls		
Low Risk ☒	Moderate Risk ☐	High Risk ☐
Exposure to employees, public or shared materials or workstations with NO infectious disease controls is rare.	Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per day.	Exposure to employees, public or shared materials or workstations with NO infectious disease controls occurs several times per hour.

Action Items
☐ **Building Access:** Place symptom notification signs at all access and egress locations.

☐ **Building Access:** Place symptom notification signs at all access and egress locations.

☐ **Workstations:** Create a spacing plan for the front reception area.

☐ **Workstations:** Ensure hand sanitizer and enhanced cleaning is in place for shared office spaces and meeting spaces. Place cleaning supplies on all shared office spaces with instructions to clean pre/post use.

☐ **Communal Spaces:** Ensure that cleaning products and communications explaining cleaning requirements are posted and available.

☐ **Communal Spaces:** Place occupancy on tight admin area.

☐ **Communal Spaces:** Place handwashing poster on cupboard and encourage handwashing protocol before using shared equipment.

☐ **Deliveries:** Place a table outside with instructions for the delivery person.

☐ **Exposure Control Plan:** Complete CRD Reopening Checklist

☐ **Business Continuity Plan:** Define rotation, working from home, staggered start plans and determine requirements for work force and space required.

General Manager	Sign	Date

COVID-19	Hazards	SERVICE INTERACTION			OFFICE SPACING			TOUCH POINTS			STAIRWELLS			ELEVATORS			WASHROOMS			COMMON SPACES			TRANSPORTATION			WORK TASKS			FIRST AID			TOTAL
	Risk Factors	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	
INITIAL RISK VALUE		3	1	3	2	1	3	3	1	3	3	1	3	3	1	3	3	1	3	3	1	3	2	1	3	2	1	3	2	1	3	66
		7			6			7			7			7			7			7			6			6			6			

TASKS	DESCRIPTION OF TASKS	DESCRIPTION OF CONTROL/MITIGATION TECHNIQUES
SERVICE INTERACTIONS	Service interactions are all CRD related interactions and they can be internal or external facing. Internal service interactions are interactions with other CRD employees and include meeting and discussions. External service interactions are interactions with those outside of the CRD and include contractor management, bill payment, consultation, services such as animal control. ***need to list all known services***	1) Meeting using technology 2) Limit number of people in meeting spaces 3) Provide notification and directions for guests 4) Monitor symptoms 5) SJP specific to area 6) Plexiglar guards 7) Hand sanitizer 8) Cleaning products 9) Payment process 10) Mitigate exposure for high risk employees 11) Communicate online payment options
OFFICE SPACING	Office spacing is an issue at some locations. Maintaining 6' or 2 meters is not possible in some areas.	1) Office space issues need to be identified 2) Solutions need to be determined for each specific deficiency. 3) Controls include - shields, rotating schedules, moving workers, telecommuting
TOUCH POINTS	COVID-19 is transmitted mainly by touching a contaminated surface and then touching your face.	1) Surfaces need to be identified and An enhanced cleaning plan developed 2) Shared equipment needs to be identified and plans need to be developed for them that will include either cleaning the equipment or cleaning hands after use.
STAIRWELLS	Stairwells are tight spaces. Social distancing is difficult in the stairwells.	1) Avoid trying to go up the stairs - use the elevator as much as possible when going up.
ELEVATORS	Social distancing can not be maintained in relation to the number of legal occupants.	1) Determine safe number of people per elevator trip 2) Communicate number of people allowed in the elevator at one time.
WASHROOMS	Social distancing can not be maintained in relation to the number of legal occupants. Body fluids.	1) Cleaning guidelines that include SWP/Risk Assessment 2) PPE depending on value of risk 3) Enhanced cleaning plan 4) Cleaning supplies 5) Lower exposure through teleworking and rotating schedules.
COMMON SPACES	Social distancing and touch points.	1) Enhanced cleaning plan 2) Lower exposure through teleworking and rotating schedules. 3) Hand sanitizer 4) Cleaning supplies 5) Wipes 6) Instructions on cleaning & social distancing
TRANSPORTATION	Social distancing and touch points.	1) Enhanced cleaning plan 2) Lower exposure through teleworking and rotating schedules. 3) Hand sanitizer 4) Cleaning supplies 5) Wipes 6) Instructions on cleaning & social distancing 7) Barriers 8) PPE
WORK TASKS	Social distancing, touch points, equipment and tools.	1) Enhanced cleaning plan 2) Lower exposure through teleworking and rotating schedules. 3) Hand sanitizer 4) Cleaning supplies 5) Wipes 6) Instructions on cleaning & social distancing 7) PPE
FIRST AID	Social distancing, touch points, body fluids	1) First aid response policy that suggests only critical intervention treatment. 2) PPE 3) Cleaning supplies 4) Hand sanitizer

	Hazards	SERVICE INTERACTION			OFFICE SPACING			TOUCH POINTS			STAIRWELLS			ELEVATORS			WASHROOMS			COMMON SPACES			TRANSPORTATION			WORK TASKS			FIRST AID			TOTAL
	Risk Factors	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	F	L	C	
RESIDUAL RISK VALUE		2	1	3	2	1	3	2	1	3	2	1	3	2	1	3	2	1	3	2	1	3	2	1	3	2	1	3	2	1	3	60
		6			6			6			6			6			6			6			6			6			6			

FREQUENCY = How frequently are you around the hazard or, conducting the task?
1) Infrequently - limited exposure
2) Occasionally - moderate exposure
3) Frequently - high exposure

LIKELIHOOD= Likelihood of a loss when a hazardous event occurs?
1) Not likely to happen
2) Likely to happen
3) Almost certain to happen

Consequences = Outcome or result of the hazardous event if a loss occurs.
1) First Aid or less
2) Medical Aid - no time loss
3) Medical Aid - Time loss
4) Medical Aid - Permanent disability
5) Fatality

1-4 Minimal Risk
No Risk - Very Low Risk of COVID - 19 exposure

5-8 Moderate Risk
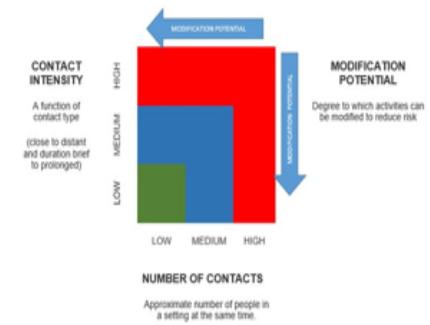Low - moderate risk of COVID - 19 exposure

6-11 High Risk
Moderate - high risk of COVID - 19 exposure

Safety Management System Components
1) COVID Organizational Risk Registry
2) COVID Exposure Control Plan
3) Enhanced Cleaning Plan
4) First Aid Response Plan
5) COVID Guidelines
6) COVID Field Level Risk Assessment
7) Social Distancing SWP
8) Equipment Cleaning SWP
9) Working in Close Proximity SWP
10) Driving Together During COVID-19 SWP
11) COVID-19 Re-Orientation
12) COVID-19 Re-Opening Guidelines
13) OHS COVID-19 Risk Guidelines
14) Working from Home
15) Working Alone
16) Bathroom Cleaning SWP/Risk Assessment
17) Vehicle use policy
18) First aid response policy

ENGINEERED CONTROLS/PPE
1) Shields
2) Hand sanitizer
3) Wipes
4) Cleaner and rags

COMMUNICATIONS/Corporate Policy's
1) Elevators
2) Washrooms
3) Meeting Space
4) Payment Instructions
5) Line up Information
6) Do Business Online Instructions
7) Social Distance Logos
8) Rotating schedule policy
9) Working from home policy

NOTE: This assessment is based on the current likelihood of comming into contact with a COVID-19 positive person in the typical CRD work environments, conducting specific tasks. This hazard assessment MUST be revised as operations, procedures, number of COVID-19 posotive cases increase on Vancouver Island and in BC, and as Ministry of Health BC and WorkSafeBC advise.

This is CRD's Organizational Risk Assessment for COVID-19 and was developed on 2020_05_20. To support this risk assessment CRD has developed a COVID-19 Exposure Control Plan and Return to Work Plan (RTW). Part of the RTW Plan is the requirement to conduct Field Level COVID-19 Risk Assessments for each work location. Work locations include: Offices, Recreation Facilities, Vehicles, Field Work, Fire Halls and Remote Work.

CONTACT INTENSITY
A function of contact type
(close to distant and duration brief to prolonged)

MODIFICATION POTENTIAL
Degree to which activities can be modified to reduce risk

NUMBER OF CONTACTS
Approximate number of people in a setting at the same time.

	PRINT NAME	SIGN NAME	
Developed by:	_____	_____	Date: _____
Management Review by:	_____	_____	Date: _____
CRSP Review by:	_____	_____	Date: _____
Joint Committee Member:	_____	_____	Date: _____
	_____	_____	Date: _____