ECU COVID-19 RISK ASSESSMENT TOOL

EMILY CARR UNIVERSITY OF ART + DESIGN

RISK ASSESSMENT

The purpose of the Emily Carr COVID-19 risk assessment tool is to pre-identify critical tasks/work activities occurring in each area and assess risks relating to those tasks while planning hazard controls in order to protect workers and students from COVID-19 as part of return to campus planning. Identifying tasks will also assist in determining what safe work procedures need to be amended or developed. Any additional equipment or resources required to implement a new safe work procedure will be acquired by ECU's centralized procurement process. **One risk assessment should be completed for each job classification in the Department/Area by the area manager, in collaboration with Department/Area staff.**

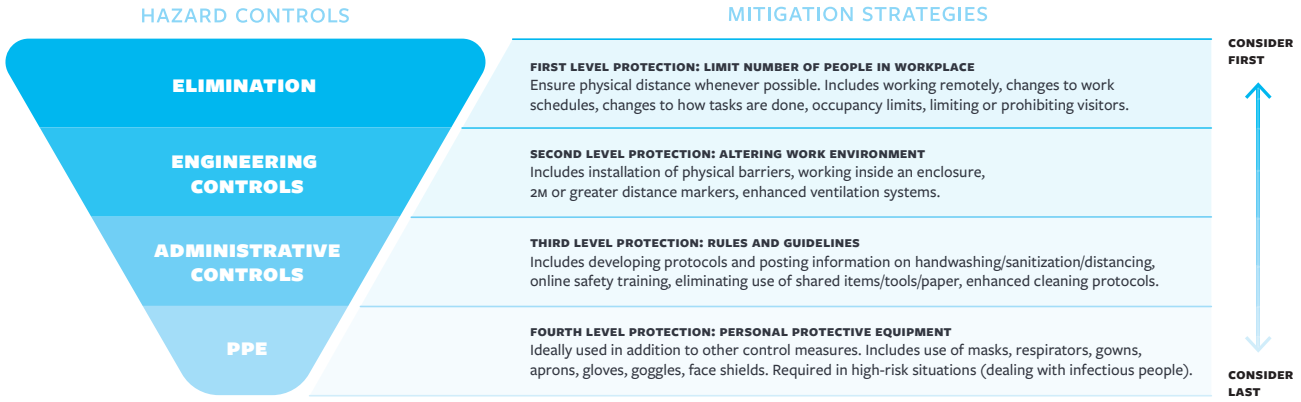
As example, a risk assessment for wood shops critical tasks would include: delivering technical instruction, supervising and observing student work, performing routine maintenance, providing process demonstrations, and providing one-on-one support. Other employee tasks should also be included if applicable: overseeing student staff, office work etc.

For more information on safety planning processes, please visit WorkSafeBC COVID-19 Information and Resources.

RISK ASSESSMENT TOOL DIRECTIONS

1. List critical tasks/situations encountered in the work setting.
   a. Critical tasks/work are those tasks that must be completed – E.g. Students enter studio, staff deliver technical demonstration, reception responds to question, library staff deliver research methods tutorial
2. Indicate possible methods of exposure to COVID-19 for each task/situation:
   a. Respiratory droplets: from coughing or sneezing
   b. Direct contact: working closely with infected individuals, person-to-person contact i.e. handshakes
   c. Indirect contact: contact with contaminated surfaces
3. Assess the risk of exposure to COVID-19 (low risk, medium risk, or high risk).
   a. E.g. Low – deliver a demonstration with physical distancing intact
   b. E.g. Medium – task requires breaching the 2m physical distance to conduct work
   c. E.g. High – task requires prolonged contact with individuals
4. Select the appropriate control strategy(ies) for the task/situation:
   a. Elimination: Postpone in-class or onsite instruction, offer online option
   b. Engineering: Install Plexiglas barrier
   c. Administrative: Minimize class sizes, arrange class to promote physical distancing, stagger teaching times, enhance cleaning protocols, etc.
   d. Personal Protective Equipment: Only considered after carefully considering previous control measures
5. Re-evaluate the risk of exposure to COVID-19 with control measures in place (low risk, medium risk, or high risk).
6. Describe the mitigation strategy chosen.
   a. E.g. Physical distancing - cordon off the waiting area
   b. E.g. Administrative - sanitizing tools/equipment

   (At a minimum, administrative and/or PPE controls will require a new safe work procedure)



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DEPARTMENT/AREA:	JOB CLASSIFICATION:	EMAIL:	DATE:

DESCRIPTION OF JOB FUNCTION *Describe key area activities/services/functions. Consider frequency (high and low) of activities that unfold.*

CRITICAL TASKS *List critical tasks (those that must be completed) that unfold in the work area.*	METHOD OF EXPOSURE *Indicate how COVID-19 could be transmitted. Multiple may be selected.*	RISK OF EXPOSURE *Assess the risk of exposure to COVID-19. Examples in directions.*	HAZARD CONTROL *Select the appropriate hazard control measure. Multiple may be selected.*	RE-EVALUATE RISK OF EXPOSURE *Re-evaluate the risk of exposure with control measures in place.*
1.	☐ RESPIRATORY DROPLETS ☐ DIRECT CONTACT ☐ INDIRECT CONTACT	☐ HIGH ☐ MEDIUM ☐ LOW	☐ ELIMINATION ☐ ENGINEERING ☐ ADMINISTRATIVE ☐ PPE	☐ HIGH ☐ MEDIUM ☐ LOW
Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls: *Is a new safe work procedure required?* ☐ YES ☐ NO			*List new equipment needed to implement the mitigation strategy. (i.e. PPE, new laptop for flexible work)*	
2.	☐ RESPIRATORY DROPLETS ☐ DIRECT CONTACT ☐ INDIRECT CONTACT	☐ HIGH ☐ MEDIUM ☐ LOW	☐ ELIMINATION ☐ ENGINEERING ☐ ADMINISTRATIVE ☐ PPE	☐ HIGH ☐ MEDIUM ☐ LOW
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OH&S COMMENTS:		
OH&S REVIEWER:	**DEPARTMENT APPROVER:**	**DATE:**

COVID-19 SAFE WORK PROCEDURE

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SAFE WORK PROCEDURES

As a part of safe return to campus operational planning, new safe work procedures that minimize the risk of exposure to COVID-19 will be developed and adopted as standard practice for the foreseeable future. Tasks that are simple (i.e. single step) can be briefly outlined. Tasks that are more complex will require a more detailed breakdown.

CRITICAL TASK:		UNIT NAME:
METHOD OF EXPOSURE TO COVID-19 HAZARD: ❑ RESPIRATORY DROPLETS ❑ DIRECT CONTACT ❑ INDIRECT CONTACT	**HAZARD CONTROL MEASURE:** ❑ ADMINISTRATIVE ❑ PPE	**REQUIRED PPE:** ❑ FACE MASK: N95+ ❑ FACE MASK: NON-MEDICAL / CLOTH ❑ FACE SHIELD ❑ GLOVES ❑ OTHER: _____

PROVIDE A STEP-BY-STEP DESCRIPTION OF THE NEW PROCEDURE:

OH&S COMMENTS:

UNIT APPROVER:	OH&S REVIEWER:	DATE: