

COVID-19 Workplace Risk Assessment

Employers can use this tool to identify where, how, and how often workers may be exposed to COVID-19 in the workplace. This is a tool for employers. The Workplace Risk Assessment is part of the workplace's health and safety program, and must be shared with workers. Each work site will need its own Workplace Risk Assessment. Everyone must follow Public Health Orders for the work site location.

There are three parts to a risk assessment:

1. Identify the different ways (hazards) that workers could be exposed to COVID-19 at the work site.
2. Assesses how likely it is that workers would be exposed to the hazards identified in step 1.
3. Identify how to prevent a worker's exposure to COVID-19 by removing the hazard, or lowering the risk by using barriers, developing and implementing safe work procedures, and/or using personal protective equipment (PPE).

Both the Joint Occupational Safety and Health (JOSH) Committee (or work site safety representative) and workers should help with the risk assessment, review safe work procedures, and provide feedback before they are implemented.

Employers should consider the following when assessing the work site for COVID-19 hazards:

- The physical layout of the work space, including areas that the public access, such as elevators, lobbies, aisles, and common entryways.
- Work site facilities, including washrooms, high touch areas, and where hand-sanitizing stations are located.
- The jobs and tasks performed at the work site. For example, is social distancing possible when doing the job?
- Who workers will come into contact with during the work day, including other workers, suppliers, clients and customers, or the general public.
- The results of the health screening for individuals in the work place (Vaccine status, presence of symptoms, etc.).

Employers must review and update the risk assessment as circumstances change in their region/community or as new hazards and risks are identified.

The following resources are available to help you assess the level of risk at the work site:

- Government of the Northwest Territory's
 - Guidance for Residents (see *Making informed decisions based on level of risk*) at <https://www.gov.nt.ca/covid-19/en/services/guidance-residents>.
 - Guidance for Business at <https://www.gov.nt.ca/covid-19/en/services/guidance-businesses>.
- Government of Nunavut's Path: Living with COVID-19 at <https://www.gov.nu.ca/health/information/nunavuts-path>.
- Workers' Safety and Compensation Commission's COVID-19 Resources at <https://www.wscc.nt.ca/health-safety/covid-19/forms>.
- Canadian Centre for Occupational Health and Safety's COVID-19 Health and Safety Resources at <https://www.ccohs.ca/products/publications/covid19-tool-kit/>.

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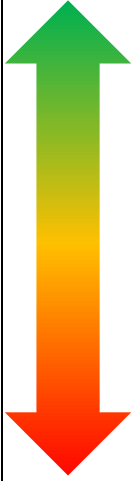
Occupational Risk Levels for COVID-19

Close contact means living with or being within 2 meters of a person who has COVID-19 for a period of at least 15 minutes, even when wearing a mask.

Exposure Risk Level	Sample occupations
<input type="checkbox"/> Very High	Jobs that have significant exposure to the virus through direct contact: healthcare workers, and laboratory personnel who work with COVID-19 specimens.
<input type="checkbox"/> High	Jobs that do not have direct exposure, but do require that workers be in the same room as infected people: healthcare delivery, clinical support workers, and medical transport workers.
<input type="checkbox"/> Medium	Jobs that require close contact with people who may be infected: taxi drivers, group home and daycare workers, hairdressers, grocery workers, receptionists, etc.
<input type="checkbox"/> Lower Risk	Jobs that do not require close contact with others where workers can always maintain a 2-meter distance from coworkers, clients, and the general public: Office workers, land surveyors, dispatch operators, etc.

Hazard Control Measures

Use one or a combination of these control measures to reduce the risk of exposure to COVID-19.

 <p>Most Effective</p> <p>Least Effective</p>	<p>Eliminate the hazard: This removes the task, equipment, chemical, or act that is causing the hazard. For COVID-19, this means eliminating any chance for person to person or surface to person contact. For example, working from home.</p>
	<p>Substitution: Replace the work process, person, substance, tool, or equipment with a less hazardous one. For example, change how workers interact with customers and clients.</p>
	<p>Engineer: Design the work site, equipment, or process to minimize exposure to the hazard. For example, install a barrier between people, install no-touch hand sanitizing stations, and increase air flow in the workspace.</p>
	<p>Administrative: Use safe work practices to limit workers' exposure to the hazard. For example, limit number of people at the site, begin or increase disinfecting schedules, screen workers and clients before the work starts.</p>
	<p>Personal Protective Equipment: The last resort to protect a worker from exposure to a hazard. For example, surgical masks and fitted respirators, gloves, Tyvek suits.</p>

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Identify the COVID-19 Exposure Hazards and Safety Controls

Assessment completed (date):	
How can workers be exposed to COVID-19?	Safety Control(s)
People workers come into contact with (coworkers, customers, contractors, suppliers, etc.)	
1.	
2.	
3.	
4.	
Equipment (tools, devices, and machines shared between workers or customers, etc.)	
5.	
6.	
7.	
8.	
Other materials at the work site (papers/forms passed back and forth, shared bottles of cleaners, etc.)	
9.	
10.	
11.	
12.	
Environment (workplace layout, is it indoors or outdoors, high touch surfaces, ventilation system, washrooms available, etc.)	
13.	
14.	
15.	
16.	
17.	

For each hazard and control, you should be able to answer yes to these questions:

- Have you discussed the hazards and controls with the workers?
- Are the control measures in place?
- Have you trained workers for these control measures?
- Have you provided training to workers for how to correctly use and take care of PPE?
- Have you trained workers on sanitizing and disinfecting processes?
- Have you discussed with the workers the reporting procedure for exposure at work?
- Is this document readily available for reference and review?

Review and Reassess:

- Check that the controls are in place.
- Check how well the control measures work. Use your workplace inspections and get input from workers during safety meetings.
- If the control does not work, review and revise the control.
- Make sure you discuss all options with workers.