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| **Risk Identification and Assessment and Control** |
| **Dept./Faculty:****All** | **Job/Work: Office** | **Date:** Click here to enter a date. |
| **1. Identify Critical tasks** | **2. Risk Assessment** | **3. Hazard Control Mitigation (see table above for ideas)** | **4. Controls Available****Please select ALL controls that will be used in your work area** | **5. Steps you need to take** |
| Critical Task(s)/Work  | Risk(s) exposure | Risk Rating (L, M, H) | Type(s) of Controls (Hierarchy)Select one or more options | Description of Control(s)  |  |
| **Building Access** | ***Exposure to COVID-19*** | ***L*** | [x]  **Physical Distancing**[ ]  **Elimination**[x]  **Administrative**[ ]  **PPE** | [ ]  Staggered start and end times will be used to prevent crowding at entrances and exits [ ]  Hand sanitizer available to workers as they enter the building[ ]  SIGNS posted at all designated building entrances indicating that all employees, students, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the building.  | 1. ***Managers will create a schedule with employees for their specific area***
2. ***Managers ensure that Facilities Services has placed hand sanitizer stations at each designated building entrance***
3. ***Managers to ensure that Facilities Services has posted signs at each designated entrance***

***(***[***Entry Check workers***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)***)******(***[***Entry check visitors***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)***)*** |
| **OFFICE OPERATIONS** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ] C*ontinuing to Work Remotely* where possible where office attendance is not required to conduct work.[ ]  *Office lay-out*: 2m distancing between all workers in the office is required at all times[ ]  *Meetings*: 2m distancing between all workers is required[ ]  Create cohorts of workers who work together and who do not interact with other cohorts other than through virtual means.[ ]  One-way traffic within work areas to minimize worker contact  | 1. Managers to determine what work can continue to remain at home and what work needs to be done on campus.2. Managers to alternate workers in an areas and/or add additional worker shifts to maintain the 2m distancing3. 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.4. Managers to identify if this is feasible5. Managers (or delegate) to work with Facilities to determine traffic flow post arrows or signs to indicate direction within their work area. |
| **EMPLOYEE WORKSTATIONS** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  2m distancing between all workers in the office is required[ ]  If <2m not possible, install a [barrier](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) (e.g., plexiglass shields) between workstations[ ]  Avoid sharing workstations where possible | Arrange workstations at least 2 metres apart and away from communal pathways.Keep workstations away from communal pathwaysMake communal pathways one-directional to reduce personal interactionsNo in-person meetings at individual workstations. Hold meetings by teleconference, video conference, or email instead.Barrier requests: To Facilities indicating the number of barriers required in the office area.If shared workstations: add enhanced cleaning process and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone. |
| **COMMUNAL SPACES** | ***Exposure to COVID-19*** | ***L*** | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | * [ ]  Single-person access if entry into constricted area is required.
* [ ]  Determine Capacity of common areas.
* [ ]  Stagger break times to reduce large gatherings
* [ ]  Encourage workers to take breaks at their own desk or outside.
* [ ]  Restrict or limit or stagger workers entering change areas or rooms with assigned lockers.
* [ ]  Arrange tables in lunch rooms to ensure 2m distancing is maintained
* [ ]  Arrange chairs at a table to ensure 2m distance is maintained between workers (if not possible install plexiglass dividers at tables.
* [ ]  If breaching the physical distancing requirement is unavoidable, plan the work task to ensure that time spent in close proximity is minimized. Wear a non-medical face mask.
* [ ]  Eating is in a dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
* [ ]  Workers to bring their own dishes and utensils.
* [ ]  No providing and consuming communal foods.
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* [ ]  Communal doors to remain open throughout the workday to reduce contact with door handles.
* [ ]  Workers to use their own equipment, such as pens, staplers, headsets, and computers.
* [ ]  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 BY THE USER.
* [ ]  Post Hand Hygiene signs in common areas.
* [ ]  Workers wash hands on entry into and exit out of common area
 | * 1. Managers, communicate all changes related to using communal areas clearly to all workers.

2. Managers ensure that Facilities Services has determined capacity of communal areas.3. Facilities to post [Capacity Sign](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en) at entrance to each common area4. Managers, communicate all changes related to break and use of communal areas clearly to all workers.4. Manager – communicate to workers where this is.5. Manager – communicate this to workers6. Manager – communicate this to workers 7. Manager – communicate this to workers 8. Manager – communicate this to workers 9. Manager – communicate this to workers 10. Manager – communicate this to workers 11. Supplies to be available at all times12. WHMIS training required13. Manager to provide Personal Protective Equipment to use the disinfectant safely 14. Managers to ensure that Facilities Services has posted hand [Hygiene signs](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23first%3D10%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) in all Common Areas |
| **OUTSIDE VISITORS** |  |  | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  All visits to the workplace should be prearranged (by appointment), staggered, and safety protocols will be communicated before visitors enter the workplace area[ ]  Keep a record of visitors to the workplace.[ ]  Post signage at the workplace to inform everyone of the measures in place.[ ]  Remind all visitors to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.[ ]  Minimize non-essential in-person interaction between workers and visitors (e.g., use virtual meeting tools, email, or telephone instead).[ ]  Waiting areas will be arranged to maintain 2m physical distancing requirement. [ ]  Install [barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) between front counter staff/reception and visitors (e.g., plexiglass). [ ]  Place markings on the floor directing visitors where to stand when approaching front desk. [ ]  Provide visitor-facing staff with hand sanitizer for their use only.[ ]  Visitors will attend appointments alone and *minimize* time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).[ ]  Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.[ ]  Beverages (coffee, tea, water) will not be offered at this time. [ ]  Provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment. | * [***Entry check visitors***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) ***Sign Posted***

Managers please inform Facilities Services with all requests to install required barriersManagers to obtain VIU floor decals from Facilities Services for their work areas |