## Appendix X: Library ARea: Completed Risk Assessment

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| **Risk Identification and Assessment and Control** |
| **Dept./Faculty:****Library** | **Job/Work: Library** | **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** | [ ]  Hand sanitizer available to people 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. [ ]  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. | *Managers to ensure that Facilities Services has placed hand sanitizer stations at each designated building entrance* *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)*)**Managers to ensure that Facilities Services has posted signs at each designated entrance**Managers to ensure that Facilities Services has posted signs at each designated entrance* |
| **STAFF COMMON 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.
* [ ]  Arrange chairs at a table to ensure 2m distance is maintained between workers (if not possible install plexiglass dividers at tables)
* [ ]  signage stating no food consumption (unless it is a lunch room)
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* [ ]  Shared equipment should be cleaned and disinfected after each use BY THE USER.
* [ ]  Post Hand Hygiene signs in common areas.
* [ ]  Wash hands on entry into and exit out of common area
 | * *Managers to develop process and communicate all changes related to using communal areas clearly to all employees.*

*Managers ensure that Facilities Services has determined capacity of communal areas.**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 area**Managers to contact Facilities with barrier needs**Managers to post signage and to communicate this change to employees**Managers to ensure that* *disinfectant is available for use. (task)**Managers to ensure that all employees are trained on the safe use of the disinfectant (create a Safe Work Procedure).**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 (task)**Managers to develop entry/exit process and communicate entry/exit expectations to all employees* |
| **LIBRARY COMMONS** | ***Exposure to COVID-19*** | ***L*** | [ ]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | * [ ]  Establish an occupancy limit for the library commons.
* [ ]  Establish an occupancy limit for the 4th floor and 5th floor. (if expanding)
* [ ]  Establish cleaning procedure for computer stations

[ ]  Encourage the use of other services, such as digital libraries and services like virtual ebooks, digital audiobooks, eLending, and eLearning to reduce the number of people in the library.* [ ]  Disinfect all materials and equipment and countertops (and touch points such as doorbells) after book exchange process, equipment loans, etc.

[ ]  Reconfigure interiors on each floor and design public areas to maintain the physical distancing requirement for workers and visitors. This may include:* Reducing the number of computer terminals (physically take out PC units, monitors, keyboards, etc.)
* Reducing access to spaces
* Removing chairs and tables

[ ]  Manage the flow of people by implementing one-way walkways or marking off designated walking areas.[ ]  Provide physical [barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en), such as plexiglass, at visitor information desks, loan out counters, and other locations where workers cannot maintain the physical distancing requirement.[ ]  Wash your hands using good hygiene practices after touching common items. | * *Implement measures to restrict the number of people in the library at one time*

*Communicate this to users using capacity posters at designated entrances, near stairwells**Establish process to verify capacity limits regularly for 4th floor**Managers to develop cleaning safe work procedure for computer stations in library commons using Health Canada Approved disinfectant. Train employees. Post instructions at each workstation for users.**Managers to develop alternate process and communicate with all employees.**Managers to develop process and communicate with all employees.**Managers to reconfigure space in collaboration with employees**Managers to contact Facilities about decals/tape for marking traffic patterns**Managers to contact Facilities about ordering and installation**Managers to communicate this to workers, signage posted for users* |
| **SERVICE DESK**  |  |  | [x]  **Elimination/Physical Distancing**[x]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Mark spaces on the floor where people can stand at the front desk with intervals of 2 metres for customers to line up.[ ]  If physical distance cannot be maintained, [barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en) such as plexiglass or polymer barriers, may be used.[ ]  Use of contactless payment methods and require hand hygiene after handling cash, passes, membership cards, and other shared items.[ ]  Sanitize desk after each customer transaction at the desk | *Manager to communicate to Facility Services that floor decals are required to be installed**Manager to communicate to Facility Services that a barrier needs to be installed at the front desk**Manager to ensure hand sanitizer is available for front desk employees* *Manager to ensure disinfectant is available for front desk employees and employees have received training how to use the disinfectant safely* |
| **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.* |
| **HAND HYGIENE** |  |  | [ ]  **Elimination/Physical Distancing**[ ]  **Engineering**[x]  **Administrative**[ ]  **PPE** | [ ]  Hand Hygiene posters are posted throughout the facility[ ]  Provide hand hygiene supplies throughout library if washroom facilities are not available.  | [***Hygiene***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-cover-coughs-sneezes?lang=en) ***Measures Poster***[***Hand Hygiene Poster***](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-handwashing?lang=en) |
| **LOANED EQUIPMENT CLEANING AND DISINFECTING** |  |  |  | [ ]  Establish and post clear policies requiring clients to wipe down equipment after every use. [ ]  Provide adequate supplies and garbage bins for disposing used materials.[ ]  At end of the day, clean and disinfect all loaned equipment  | *Manager to communicate to library patrons of the change in procedure (post signs, email members) with clear expectations of all persons using library facilities**Managers will develop training and ensure that employees are trained how to use cleaning products safely and, when required, provide personal protective equipment (gloves, goggles, etc.)* |