## 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*** | **Physical Distancing**  **Elimination**  **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*** | **Elimination/Physical Distancing**  **Engineering**  **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) * 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**  **Engineering**  **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** |  |  | **Elimination/Physical Distancing**  **Engineering**  **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*** | **Elimination/Physical Distancing**  **Engineering**  **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 pathways  Make communal pathways one-directional to reduce personal interactions  No 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**  **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.)* |