

Coronavirus (COVID-19) Risk Assessment

Assessment date: 2020-June-08

Review date:

The risk assessment is to address the areas in the workplace where a hazard is present that could result in contracting COVID-19. Once a hazardous area is identified it is rated on the severity and is then multiplied by the probability of exposure. Once the risk level is identified if it is above acceptable levels controls are created to lower the risk of exposure, the severity of the illness in this case will not decrease. Residual risk (RR) is then calculated for an adjusted acceptable level.

Risk Assessment Matrix		Probability				
		Very Unlikely	Unlikely	Probable	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible 1	1	2	3	4	5
	Minor 2	2	4	6	8	10
	Moderate 3	3	6	9	12	15
	Major 4	4	8	12	16	20
	Extreme 5	5	10	15	20	25

Hazard	Risk	Control measures	RR	Persons at risk
Workers exposed outside of workplace	4 x 2 = 8	<ul style="list-style-type: none"> Workers who have been in close contact for a prolonged period must isolate for 14 days Work from home options may be available, speak with manager Following government guidance. Dialing 8-1-1 Follow good hygiene measures at all times 	4 x 1 = 4	Individual workers
Suspected case in the workplace	4 x 2 = 8	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> Return home immediately Avoid touching anything They must follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. The work area will receive deep cleaning <ul style="list-style-type: none"> Workers in close contact will be required to isolate Non close contact workers to self-monitor for symptoms 	4 x 1 = 4	Individual workers
Access / egress to workplace	4 x 3 = 12	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> Ensure all extremely clinically vulnerable persons do not come to the workplace Stop all non-essential visitors Keep track of all persons in the work place Construction sites to limit and monitor site access points Require all workers to wash or sanitize their hands before entering the work area Regularly clean common contact surfaces in travel areas; door handles, railings, etc. Construction delivery drivers should remain in their vehicles or maintain adequate distance whenever possible Construction sites with multiple stair wells to institute one-way travel (separate up and down stairwells) 	4 x 1 = 4	Individual workers

Hazard	Risk	Control measures	RR	Persons at risk
Poor hygiene	4 x 4 = 16	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available Avoid touching your face/eyes/nose/mouth with unwashed hands and cough into elbow Construction sites to install handwashing stations whenever possible. Increase availability to hand sanitizer Regularly clean the hand washing facilities and check soap and sanitizer levels Provide suitable and sufficient garbage bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitizer and paper towels and these should be securely stored. Construction sites to increase scheduled cleaning of portable toilets 	4 x 2 = 8	Individual workers
Exposure in kitchens and lunch rooms.	4 x 2 = 8	<ul style="list-style-type: none"> Workers to avoid congregation in lunch rooms Access to kitchens and appliance use in lunch areas must limit number of persons at one time to allow for 2-meter distancing When possible stagger break times Regular cleaning of all surfaces at least twice per day; Coffee machines, microwaves, tables, cabinet/door handles, etc. Limit catered and communal food. If meals are provided workers must still maintain 2-meter distancing when serving. Wash or sanitize hands before eating Everyone must clean up their own mess including washing of dishes 	4 x 1 = 4	Individual workers
First aid	4 x 4 = 16	<ul style="list-style-type: none"> Biological exposure plan in place Patients with minor injuries can be self treated with guidance from first aid attendant If first aid attendant will be within 2-meters they must wear a mask, gloves, and face shield All surfaces to be disinfected after each person No access permitted to first aid rooms unless it is for first aid or emergency 	4 x 1 = 4	Individual workers

Hazard	Risk	Control measures	RR	Persons at risk
Working with/around other people	4 x 2 = 8	<ul style="list-style-type: none"> Workers to maintain 2-meter distance from other persons Allow working from home whenever possible Stagger work shifts to limit amount of people in area at one time Any workers with a change in health must complete the BC health assessment and follow the instructions (https://bc.thrive.health/covid19/en) Individual office rooms at head office limited to max of 4 people Board rooms will have occupancy limit signs posted Construction site offices to limit amount of occupants to be able to maintain 2-meter distancing When possible, meetings should be conducted virtually Large in person meetings should be conducted out doors or in large open areas Field level hazard assessments will be used to address covid-19 concerns before performing tasks Shared tools, mobile equipment, and workspaces must be disinfected between persons 	4 x 1 = 4	Individual workers, contractors, clients
Working within 2 meters	4 x 3 = 12	<ul style="list-style-type: none"> Always consider if the task can be performed differently without having to breach the 2m social distancing rule Limit face to face contact Limit frequency and length to absolute minimum Workers to wear masks if possible Increased ventilation in smaller work areas Vulnerable workers not permitted to work within 2-meters Keep the same work crews together to limit amount of contacts 	4 x 2 = 8	Individual workers
Sales and marketing with public	4 x 4 = 16	<ul style="list-style-type: none"> Sales center open to only one family at a time Persons are questioned prior to arrival if they are ill, required to isolate, or have been out of country Brochures and other info will be available electronically Hand sanitizer to be used by all visitors upon arrival Staff to maintain 2-meter distance Show homes will be cleaned after every visitor 	4 x 2 = 8	Individual workers, public, clients

Hazard	Risk	Control measures	RR	Persons at risk
Homeowner walk throughs	4 X 4 = 16	<ul style="list-style-type: none"> Homeowners will be questioned prior to inspection, if they are ill, required to isolate, or have been out of country the inspection will be postponed. Customer service staff to maintain 2m distance when possible and wear a mask Customer service staff will wash or sanitize hands after every inspection 	4 X 2 = 8	Individual workers, clients

Training and Communication

- All Diverse staff will be trained on the COVID-19 response plan through safety meetings.
- Subcontractors will be trained through coordination meetings/emails and required to submit toolbox talks on the subject matter.
- Clients and visitors will be told about all requirements and procedures by their Diverse contact prior to arrival.
- Signage is posted thoroughly throughout construction project sites about maintaining physical distance, and covering coughs. Meeting minutes and correspondence is posted on safety bulletin boards.
- Offices have room occupancy limits posted
- Sales Centers have signage for the public posted at entrances
- All COVID-19 related documentation is available to Diverse staff via Dropbox