

## 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. Everyone must follow Public Health directives.

The COVID-19 virus spreads from **person to person** and from **contaminated surface to person**.

- The higher the chance for exposure, the higher the risk to the workers.
- To determine risk, look at how likely it is that workers could come into contact with people who have the virus, or with the surfaces and items that infected people may have touched.

Review your work processes with the Joint Occupational Health and Safety (OHS) Committee, Safety Representative, and workers. Consider the following to see how workers could be exposed during work:

- The layout of your workspaces, including publicly accessible areas such as elevators, lobbies, aisles, and common entryways.
- The facilities available at the worksite, including washrooms, high touch areas, and hand-sanitizing stations.
- The type of business you have and the services you provide.
- How workers perform their work tasks.
- The people workers may come into contact with through their work, including other workers, suppliers, clients and customers, or the general public.
- Workers who may be more vulnerable to the effects of COVID-19.

This is a tool for employers. The Workplace Risk Assessment is part of your health and safety program and your Exposure Control Plan that you must share with workers.

Review and update as circumstances change or new hazards and risks are identified.

To have an OHS Inspector assist you with your risk assessment, please email [Covid-19@wsc.nt.ca](mailto:Covid-19@wsc.nt.ca) for the Northwest Territories, and [Covid-19@wsc.nu.ca](mailto:Covid-19@wsc.nu.ca) for Nunavut.

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## Occupational Risk Levels for COVID-19


Close contact means closer than 2 meters.

Exposure Risk Level	Sample occupations
<input type="checkbox"/> <b>Very High</b>	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"/> <b>High</b>	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"/> <b>Medium</b>	Jobs that require close contact with people who may be infected: taxi drivers, group home and daycare workers, hairdressers.
<input type="checkbox"/> <b>Lower Risk</b>	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.

## Hazard Control Measures

Use one or a combination of these control measures to reduce the risk of exposure to COVID-19. See WSCC web page [COVID-19 Resources](#) for information on:

- COVID-19 control measures
- general safety precautions
- what protection do you need
- where, when, and how to use a mask

<p><b>Most Effective</b></p>  <p><b>Least Effective</b></p>	<input type="checkbox"/> <b>Eliminate the hazard:</b> 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.
	<input type="checkbox"/> <b>Substitution:</b> Replace the work process, person, substance, tool or equipment with a less hazardous one. For example, change how workers interact with customers and clients.
	<input type="checkbox"/> <b>Engineering:</b> 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.
	<input type="checkbox"/> <b>Administration:</b> 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.
	<input type="checkbox"/> <b>Personal Protective Equipment:</b> The last resort to protect a worker from exposure to a hazard. For example, surgical masks and fitted respirators, gloves, Tyvek suits.

**You do not need to submit this to WSCC.** Keep at the worksite for reference and review.

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## Hazards and Control Methods

Assessment completed (date):	
Hazard that leads to exposure	Control Method
<b>People who workers come into contact with (coworkers, customers, contractors, suppliers)</b>	
1.	
2.	
3.	
4.	
<b>Equipment (tools, devices, and machines shared with workers or customers)</b>	
5.	
6.	
7.	
8.	
<b>Materials (supplies and products, including disinfectants)</b>	
9.	
10.	
11.	
12.	
<b>Environment (workplace layout-indoor and outdoor, high touch surfaces, ventilation system, washrooms available)</b>	
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.

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