Athabasca University

General Hazard Assessment

Date: **16-Feb-22**

Department: All Departments

Persons Involved: COVID-19 Committee

Location: All Campuses

Hazard Assessment for COVID-19 hazards.

Instructions:

1. Identify the hazard.

2. Identify the risk level. Use the Risk Analysis Guideline on the back)

3. identify Controls on how to reduce the risk associated with the hazard.

4. Identify the risk level after the controls are implemented.

5. Have all parties involved sign and date.

	Risk Analysis (Prior to controls)						Risk Analysis (After Controls)				
Hazard	Frequency of Exposure	Incident Probability	Potential Consequence	Total	Risk Measurement 3-6 (Minor) 7-9 (Moderate) 10-12 (Major)	Controls	Frequency of Exposure	Incident Probability	Potential Consequence	Total	Risk Measurement 3-6 (Minor) 7-9 (Moderate) 10-12 (Major)

Hazard/Risk						Controls					
Place-Based Work - Working place-based puts the employee in proximity to other employees with multiple contact points throughout the day. Row 1	4	4	2	**10**	Major	**Elimination/Substitution** - If community threat of COVID-19 is severe enough. The threat has become severe. Close campus to human occupancy. Those that can work from home should do so. Only those who must be on campus should be. **Engineering** - AU will require all those working place-based to be vaccinated or provide a negative COVID-19 test. **Administrative** - Provide daily cleaning of entrance handles. Currently being provided by cleaning contractor through Facilities and Services. - Use hand sanitizer stations which are stationed throughout the building. - Wash hands often - Avoid close contact. Social distancing of 6' between persons. - Process established to determine whether an employee should be place-based or work from home. - Protocols established and training provided to place-based workers. - Building access limited to place-based workers. Employees requiring building access must request approval and take the protocols training.	2	2	2	**6**	Minor

Hazard/Task						Controls					
Place-Based Work - Working place-based puts the employee in proximity to other employees with multiple contact points throughout the day. Continued Row 2	4	4	2	**10**	Major	- Do not come to work if you are feeling ill. - Follow Alberta Health guidelines in regard to isolation/quarantine. Contact Coordinator, Employee Health if unsure. - Sign In and health screening process in place. - Washrooms limited to one user at a time. - Meeting rooms are closed. - Kitchens and lunch rooms are closed. - Directional markings on the floor identify direction of travel where 6' social distancing cannot be maintained. - Gym and shower facilities closed. - Advise against the use of kettles and coffee stations. **PPE:** Masking when in common areas or when social distancing cannot be maintained. - Due to the implementation of AU's COVID-19 Policy and Procedure (Engineering Control) the only employees at a place based location will be those that are vaccinated or have provided a Negative COVID-19 test. The Committee believes that this would allow for the cancellation of masking and reinstituting the use of kettles and coffee pots while working place-based. Employees still have the right to wear a mask if they want without fear of harassment.	2	2	2	**6**	Minor
Emergency Response - What should an employee do if they display signs or symptoms of COVID-19?	4	3	3	**10**	Major	**Eliminations/Substitution** - No controls identified **Engineering -** Get Vaccinated **Administrative** - Stay at home - Notify your supervisor, HRCP. Coordinator, Employee Health immediately should you experience any signs/symptoms of COVID-19. They can counsel you on supports available and how your leave will be handled. - Communicate to other employees that you may have been in contact with. HR will contact any related parties. - Stay at home and review Alberta Health's protocols on how you should react. i.e. Isolate/Quarantine	0	0	0	**0**	No Risk

Hazard						Controls					
Travel	1	4	3	**8**	Moderate	**Elimination/Substitution** - If international/domestic travel is threatened by COVID-19 restrict/review travel. **Engineering** - No controls identified **Administrative** - Identify where employees should not be travelling to. Level 3 and 4 countries. - Employees should watch for provincial and federal updates regarding travel restrictions. - AU will communicate as required. - AU has established a procedure for employees and supervisors to assess travel plans and request approval for travel. **PPE**:	3	2	2	**7**	Moderate
Emergency Response - Business Continuity Planning has erected the COVID-19 response committee to meet regularly, discuss and implement appropriate control measures	4	3	2	**9**	Moderate	**Elimination/Substitution** - No controls identified. **Engineering** - No controls identified **Administrative** - Identifiy controls applicable to the existing threat of COVID-19 and adjust controls as needed. - Employee communication/FAQ system established **PPE**:	4	1	1	**6**	Minor
Mental Health - Being away from co-workers, not knowing where the pandemic is heading and general uncertainty can cause feelings of loneliness and detachment.	3	4	3	**10**	Major	**Elimination/Substitution** - No controls identified **Engineering** - No controls identified **Administrative** - Provide resources. EFAP, Alberta Mental Health Resources, Answer supervisor concerns, handbook - Communication to employees. Work with employees who are dealing with COVID-19 to understand the supports available to them. - Communicate to all employees the supports available to them. **PPE**:	2	2	3	**7**	Moderate

| Working From Home | 4 | 2 | 2 | 8 | Moderate | **Elimination/Substitutio**n - No controls identified
Engineering - No controls identified
Administrative - Employees who can work from home should do so.
- Take home or return to office to obtain keyboards, mice, chairs to help with working from home.
- Provided working from home employees with $25/bi-weekly support for internet usage.
- Process established to determine who is working from home and who can/cannot work from home.
- Supplied employees with ergonomic fact sheets and economic supports for home office fixtures.
PPE: | 4 | 1 | 1 | 6 | Minor |

Vaccination - Preliminary reports are suggesting that vaccine will be ready for distribution in early 2021.	4	3	3	**10**	Major	**Elimination/Substitution** - No controls identified **Engineering** - Vaccination for COVID-19 will provide an engineered control to protecting all humans **Administrative** - Ensure that all those who want the vaccine are able to obtain it. - Provide time away from work to get vaccinated. - Watch for Health Canada Approval. Health Canada approval obtained in Dec, 2020 with the first immunizations occurring in early 2021. All employees are allowed to take time away from work to get their shot. - Provincial health restrictions were lifted for the summer but had to be put back in please early as COVID-19 cases increased due to a lower than expected percentage of Albertans being vaccinated. AU plans to remain cautious and not lift any restrictions at this time. - AU working on a COVID-19 vaccination policy and procedure as directed by government in order to battle increase COVID-19 cases. - The increased vaccination rate in the province of Alberta seems to have helped control the spread of COVID-19 **PPE**:	4	1	1	**6**	Minor

Signatures of Persons Involved (Indicates Awareness)

3. Risk Analysis: Frequency + Probability + Severity

Frequency How often is the work process/task done or hazard encountered?		Probability How likely is an incident to occur?		Severity How severe could an incident be? What would be the most likely outcome?	
Frequently (i.e. daily)	4	Probable: Likely to occur immediately or soon	4	Catastrophic: Death, widespread occupational illness or injury, or loss of facilities	4
Often (i.e. weekly)	3	Reasonably Probable: Likely to occur eventually	3	Critical: Serious illness or injury resulting in lost time or restricted work, or damage>$25,000	3
Occasionally (i.e. monthly)	2	Probable: Could occur at some point	2	Marginal: Moderate illness or injury requiring medical aid, or damage>=$1,001-$24,999	2
Rarely (i.e. annually)	1	Remote: Unlikely to occur	1	Negligible: Minor illness or injury requiring first aid, or damage<$1,000	1

Risk Ranking (total of checked values): **3-6:Minor   7-9:Moderate   10-12:Major**