



HAZARD ASSESSMENT AND CONTROL REPORT FORM

Work Type: Office/teaching during COVID 19	Location of Work: Facility Offices on Campus	Date: 16/03/2020
Assessment completed by:		Reviewed/Revised: May 21, 2020 (v11)

Activity/Task <small>(List all tasks and activities of the job/work)</small>	Description of Hazard <small>Note: There may be more than one hazard associated with an activity or task.</small>	Likelihood (L)	Severity (S)	Risk Total = (L*S)	Rating (High, Moderate, Low)	Hierarchy of Hazard Controls <small>(OHS Code 2009, Part 2 section 9)</small> Elimination/Substitution (E/S) if this not an option the following hierarchy of controls is to be followed: <ul style="list-style-type: none"> • Engineering Controls (EC) • Administrative Controls (AC) • Personal Protective Equipment (PPE) 	Severity																		
								Makes you uncomfortable 1	Send you to hospital 2	Kills/cause a permanent disability 3															
							<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td colspan="2"></td> <td style="background-color: #ff0000; color: white;">High Risk</td> <td style="background-color: #ffcc00;">Moderate Risk</td> <td style="background-color: #ffff00;">Low Risk</td> </tr> <tr> <td rowspan="3" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td style="text-align: center;">Unlikely 1</td> <td style="background-color: #ffff00; text-align: center;">1</td> <td style="background-color: #ffcc00; text-align: center;">2</td> <td style="background-color: #ff0000; text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">Might Happen 2</td> <td style="background-color: #ffff00; text-align: center;">2</td> <td style="background-color: #ffcc00; text-align: center;">4</td> <td style="background-color: #ff0000; text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Highly likely 3</td> <td style="background-color: #ffcc00; text-align: center;">3</td> <td style="background-color: #ff0000; text-align: center;">6</td> <td style="background-color: #ff0000; text-align: center;">9</td> </tr> </table>			High Risk	Moderate Risk	Low Risk	Likelihood	Unlikely 1	1	2	3	Might Happen 2	2	4	6	Highly likely 3	3	6	9
		High Risk	Moderate Risk	Low Risk																					
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Working Alone	-Isolation -Lack of communication in the event of emergency	3	3	9	H	EC: telephone, cell phone, radio, web camera AC: training, organizing and planning work, rotation of workers, list of emergency contact phone numbers, U of L working alone procedure and login system, Working on Campus Registry https://uleth.qualtrics.com/jfe/form/SV_25pgyMPThLwWGBT ; check in/out procedure																			
Working under unusual or unfamiliar circumstances	-Psychological hazards -Stress/fatigue -Anxiety	2	2	4	M	EC: key/card control, restricted access AC: restricted access approval and procedures, training, organizing and planning work, rotation of workers, take regular breaks, rotating/modified work schedules (if applicable), Employee Family Assistance Program (EFAP); list of emergency contact phone numbers																			
Campus awareness	-Hazards associated property damage or maintenance required	2	2	4	M	AC: report property damage and/or maintenance, report to Security and Facilities Services.																			
Working at a computer workstation	-Awkward posture -Improperly adjusted equipment -Static body positioning	3	1	3	M	EC: ensure workstations are designed appropriately to ease stress on physical health. Use adjustable chair, monitors and keyboard trays, ergonomic keyboard if necessary, footstools, document holders, ergonomic mice. Use headset if using phone frequently. AC: report all concerns to supervisor, individual ergonomic assessments (contact Wellness), shift positioning or take short breaks on a regular basis (e.g. standing, sitting,																			

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	<ul style="list-style-type: none"> -Prolonged sitting -Eye strain - repetitive strain injuries (RSI) -Fatigue 					<p>walking, and stretching) keep frequently-used items nearest to you, avoid reaching, avoid excessive bending, twisting, and leaning while seated, use blinds on windows to prevent glare from natural lighting, task lamps on desks allow more lighting, contact Facilities when lighting is not adequate or not working.</p> <p>PPE: Task and weather appropriate footwear</p>
General office tasks	<ul style="list-style-type: none"> -Bruising, pinching, squeezing, cuts, crushing -Cuts/contusions -Burns -Electrical shock -Repetitive strain injuries (RSI) -Awkward postures -Hazardous materials (e.g. toner, fire extinguisher) 	2	1	3	M	<p>EC: ensure safety guards are properly in place and used (paper cutter/shredder guard, interlocks) ensure that all equipment and furniture is installed properly, secure cabinets and bookshelves.</p> <p>AC: use appropriately installed storage units (shelves, cabinet), ensure that office materials are stored properly (heavy items on the bottom), be familiar with of equipment operation (shredder), report defective equipment to supervisor, identify broken equipment with signage, ensure tools are stored and used properly, maintain awareness of surroundings when walking, use caution when approaching doors without windows, use approved step ladders for access heights, maintain good housekeeping, avoid cluttering work area (file papers, books; remove extra furniture). Request assistance when lifting heavy, awkward objects.</p>
Getting around campus, indoors and outdoors	<ul style="list-style-type: none"> -Slips, trips and falls -Wildlife encounters 	2	2	4	M	<p>EC: secure electrical cords and wires away from walkways, use cable ties to tie cables up under or behind desk, use carts or dollies for carrying larger loads (boxes, binders)</p> <p>AC: Close desk and file cabinet drawers when not in use, clean up spills immediately and keep floors dry, report loose carpeting and damaged floors, use a stepladder, not a chair if high access is required – have a buddy “spot” you, ensure your vision is not obscured when carrying objects, use cleared outdoor pathways and walkways, check for ice under freshly fallen snow before walking on it, use elevators rather than stairs when carrying heavy items or items, use hand rails on stairs and escalators, watch the placement of your feet on the step, avoid rushing, plan your route with enough time to get there, report any hazards to Campus Safety via on-line reporting system. Do not approach wildlife, observe all wildlife signage.</p> <p>PPE: Wear adequate footwear: stable shoes with non-slip soles.</p>
Teaching / meetings	<ul style="list-style-type: none"> -Ergonomic hazards: extended periods of standing/sitting, lifting/bending 	2	2	4	M	<p>EC: use carts/trolley moving equipment and heavy materials, stress mats</p> <p>AC: scheduling of classes, shift positions, stretch.</p>

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Interactions with staff, faculty, students or stakeholders	-Physical or verbal abuse from others -Confrontations, harassment	2	2	4	M	EC: communication system AC: Harassment and Discrimination Policy, Workplace Violence Policy, Security to be called should a confrontation develop in an unplanned situation, staff training on recognizing potential abusive behavior, staff resources available Employee Family Assistance Program (EFAP)
Lifting, carrying, and transporting items	-Strains, sprains, other injuries from improper lifting -Items can fall and injure -Collision with objects and people	2	1	2	L	EC: Use lifting aids such as carts, dollies, and hand trucks as much as possible. AC: Avoid lifting heavy objects alone, request assistance from a second person, if lifting ensure proper lifting technique, minimize lifting from the floor and from heights, do not carry anything that blocks vision, use spotters, use caution on slopes especially when using carts.
Working in office environment	-Comfort issues: temperature, humidity, odors, airborne contaminants (e.g., dust, VOC's) -Contagious illnesses	2	1	2	L	EC: facilities/HVAC systems AC: report all environmental issues to Facilities Service Desk, good housekeeping, clean phones/keyboards/mice/ copier buttons, to avoid the spread of illness wash hands properly and regularly,
Use of electrical devices	-Electrical incidents such as electric shock, smoke or fire can occur as a result of faulty or defective equipment, inappropriate installation, misuse of equipment. -Tripping hazard from electrical cords	2	1	2	L	EC: Ground electrical equipment AC: do not overload outlets, space heaters should not be used, report all heating issues to Facilities Service Desk, minimize the use of extension cords, do not use power strips and extension cords in multiple combinations, i.e. plugging one power strip into another or into an extension cord, inspect cords regularly for fraying, cuts, or breakage, do not attach cords to walls, pipes, or windows, do not twist cords or push tightly against outlets. • Use only approved electrical appliances (CSA, ULC etc.), do not run cords across hallways, walkways or under carpets, disconnect before cleaning, adjusting, or maintaining, be cautious when using liquids around electrical equipment, do not block electrical equipment or panels.
Use of chemicals (disinfectants, copier chemicals)	-Skin/eye irritant -Inhalation irritant	2	1	2	L	AC: WHMIS Training, read SDS on all chemicals prior to using them, store chemicals appropriately, do not store any unneeded chemicals in your area, contact Security Services desk if there is a chemical spill. PPE: Use appropriate PPE as per SDS (e.g., gloves with cleaners and toner)

Work activities able to maintain physical distancing of 2m	-Potential contact with droplets, expelled either by a cough/sneeze or on a contaminated surface	2	2	4	M	AC: self-isolation of symptomatic workers from workplace, practice good hand hygiene, practice respiratory etiquette, safety training, frequent cleaning of touched surfaces, cleaning SOP. PPE: Face masking as per University guidelines
Work activities not able to maintain physical distancing of 2m	-Probable contact with droplets, expelled either by a cough/sneeze or on a contaminated surface	3	2	6	H	EC: physical barriers/Plexiglas windows AC: self-isolation of symptomatic workers from workplace, practice good hand hygiene, practice respiratory etiquette, safety training, frequent cleaning of touched surfaces, cleaning SOP. PPE: Face masking as per University guidelines, safety glasses/face shield
Use of shared office equipment (such as printers or scanners)	-Possible exposure to viral airborne particles -Possible exposure to viral particles on surfaces	2	2	4	M	AC: cleaning/disinfecting before and after each computer/it/equipment use. Review of facilities cleaning schedule and disinfection protocol. Add personal cleaning and disinfecting for key issues. Reminders or Signage to user to clean before and after computer/equipment or use of shared equipment.

(When describing the controls to reduce the risk associated with each hazard the above hierarchy must be followed, with personal protective equipment as the last means of control)

Probable exposure: *is likely or most likely*

Potential exposure: *is existing in possibility, not in actuality.*

If you haven't yet completed the COVID-19 training, please make sure you complete this course at your earliest convenience.


If you haven't yet read the RTW plan, please make sure to review the document since you are responsible for adhering to the procedures outlined in the document.

By signing this form, you acknowledge that you understand the hazards and associated controls as outlined in this document:



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Supervisor's Name Shannon Spenceley

Supervisor Signature 

Worker Name	Signature	Date