

RISK ASSESSMENT – COVID-19

Hazard Priority/Risk Assessment

LIKELIHOOD	5 ALMOST CERTAIN	5	10	15	20	25	Risk Priority	Risk Rating		
	4 LIKELY	4	8	12	16	20			20 to 25	Critical
	3 POSSIBLE	3	6	9	12	15			12 to 19	High
	2 UNLIKELY	2	4	6	8	10			5 to 10	Moderate
	1 RARE	1	2	3	4	5			1 to 4	Low
		1 LOW	2 MINOR	3 MODERATE	4 MAJOR	5 EXTREME				
	CONSEQUENCE									

Action Plan

ISSUE	RISK/PRIORITY	NEXT STEPS/UPDATE	RESPONSIBILITY	TARGET/STATUS
COVID-19: Fit for Duty	25	Draft a procedure to handle scenarios in which employee(s) become infected or are exposed to the virus	Joe	Completed
COVID-19: Restricted Access (Poster)	25	Draft a Restricted Access poster	Sally	Completed
COVID-19: Disinfecting/sanitizing	20	Set a plan/schedule to clean potential points of contact	Richard	Completed
COVID-19: Disinfecting/sanitizing	20	Clean the workplace with appropriate cleaners	Joe	Completed
COVID-19: Illness Reporting	20	Communicate illness reporting procedure	Sally	Completed
COVID-19: Restricted Access (Visitors)	20	Post Restricted Access poster to advise visitors of appropriate procedures	Richard	Completed
COVID-19: Restricted Access (Visitors)	20	Ensure visitors follow site procedures explained on Restricted Access poster	Joe	Completed
COVID-19: Restricted Access	20	Restrict access to all non-essential personnel	Sally	Completed
COVID-19: Physical distancing (Employees)	16	Suspend use of hand scanner and use alternative method to track employee hours	Richard	Completed
COVID-19: Physical distancing (Employees)	15	Ensure workers are maintaining a physical distance of 2m or 6 feet	Joe	Completed
COVID-19: Physical distancing (Employees)	15	Eliminate congregation of people together (e.g. timeclock)	Sally	Completed
COVID-19: Disinfecting/sanitizing	12	Ensure there is an adequate supply of cleaners	Richard	Completed
COVID-19: Fit for Duty	12	Post Restricted Access poster/screening tool so that employees can screen themselves to be fit for duty before each shift	Joe	Completed
COVID-19: Fit for Duty	12	Ensure all employees understand they can go home at any time and need to go home if they feel unwell at all	Sally	Completed

ISSUE	RISK/PRIORITY	NEXT STEPS/UPDATE	RESPONSIBILITY	TARGET/STATUS
COVID-19: Physical distancing (Employees)	12	Minimize maintenance work to only essential repairs	Richard	Completed
COVID-19: Physical distancing (Employees)	12	Rotate tasks of essential repairs to maintain as much personal spacing/physical distancing as possible	Joe	Completed
COVID-19: Physical distancing (Employees)	12	Minimize exposure during essential repairs by keeping the same small teams of people working together vs. cross-contaminating	Sally	Completed
COVID-19: Restricted Access (Delivery people)	10	Ensure delivery people report to site contact and follow site procedures explained on Restricted Access poster	Richard	Completed
COVID-19: Restricted Access (Delivery people)	10	Ensure physical distancing is always maintained with delivery people	Joe	Completed
COVID-19: Physical distancing (Employees)	10	Avoid more than one person travelling in a vehicle at a time	Sally	Completed
COVID-19: Disinfecting/sanitizing (Machinery-Vehicles)	8	Ask employees to keep their machines/vehicles clean and sanitized	Richard	Completed
COVID-19: Physical distancing (Employees)	8	Avoid slip-seating by dedicating a person to a specific machine/vehicle	Joe	Completed
COVID-19: Restricted Access (Delivery people)	6	Safely escort delivery people to designated area	Sally	Completed