Child Intervention Staff Safety Guidance and Pandemic Hazard Assessment

Child Intervention   May 2020

Staff Safety and OHS Guidance during Pandemic

- Outline
- What is a Formal Hazard Assessment and how it is used.
- What is a Field Level Hazard Assessment and how is it is used in practice.
- Staff Safety Guidance and checklist

What is a Formal Hazard Assessment (HA)?

- Formal Hazard Assessments are required at every work site.

- The Public Service Commission created a formal hazard assessment for the pandemic.

- The formal hazard assessment will inform staff of the day-in/day-out COVID-19 hazards at the work site and the controls needed to mitigate them.

- It needs to be completed immediately for all offices that have any staff working in the office.
    - For those offices with all staff working remotely, the HA will be required once staff start coming back.

- You can find the mandatory COVID-19 pandemic Formal HA and the CI Field Level Hazard Assessments online on the Staff Safety CoP Documents – Hazard Assessment page of the CI portal.

Formal Hazard Assessment Template

Formal hazard assessment and control

Instructions: Hazard Assessment Team Lead as well as the worker or some affected workers and the supervisor of the worker or affected w
The supervisor reviews the completed report with the manager and retains it, together with completed Occupation and Task Inventories, ac
Retain a paper or electronic copy at workplace.

Job title/position/work type: from Occupation Inventory

Performing a work activity having potential expose to COVID-19 hazard

Assessment performed by:

Worker(s) name(s) (Print)

Tasks from Task Inventory List **all** tasks/activities of the job/position	Hazards List **all** existing and potential health safety and psychological hazards	Risk Analysis (Rating of 1 to 3)			Risk Classification High, Medium, Low	Controls List all the controls fo Elimination/Engineeri then Personal Protec
		Incident Probability	Probable Consequence	Degree of Risk		
Working at reception area, front desk	Exposure to COVID-19 carrying surfaces and/or individuals					• Use enha protocols disinfecta touched handles

Who should complete the Formal Hazard Assessment

- First, managers need to put together a group of staff from the various roles to review the document and work together to complete the Risk Analysis on behalf of the workers at the work site.

- If the work site has a WHS Committee, then at least one bargaining unit Committee member has to participate.

- If the site has an appointed OHS Representative, then that person has to participate.

- If the work site does not have a WHS Committee or Representative, then the manager must include one bargaining unit work in the review and completion.

- This document is a template so if the work site has any specific COVID-19 measures to add, they can add to the document.

Doing the Risk Analysis

- Assign each hazard a number from 1 to 3 to describe likelihood/probability, where:
  - 3 - Highly likely
  - 2 - Might happen
  - 1 - Unlikely

- Assign each hazard a number from 1 to 3 to describe severity/probable consequence, where:
  - 3 – Death, serious injury, or illness requiring hospitalization, permanent disability
  - 2 - Medical aid injury, lost time injury or illness, temporary disability
  - 1 - First aid injury, minor illness

- Likelihood multiplied by Severity = Degree of Risk

Risk Classification

- After completing the risk analysis, classify the hazards as high, medium, or low risk according to the degree of risk.

- The hazards with the highest scores pose the greatest risk to workplace health and safety.

Score 6 and 9: High Risk

Take immediate action to eliminate the risk or implement appropriate controls to lower the degree of risk to a level as low as possible.

Score 3 and 4: Medium Risk

Take timely action to implement appropriate controls to lower or minimize the degree of risk.

Score 1 and 2: Low Risk

Continued operation is permissible with minimal controls. Monitor the hazard and take action if the degree of risk increases.

Effective use of Formal Hazard Assessment

- Implement the selected controls and note the date of implementation on the HA.

- Have a plan to implement the identified controls and to confirm they are effective.

- Communicate the hazards and controls to all workers on that work site. Effective methods may include:
  - Worker orientation/training sessions.
  - Worker mentorship.
  - Discussing both the hazards and the controls during safety meetings.

- The supervisor reviews the completed report with the manager, both sign it, and a paper or electronic copy is retained at the workplace because it must be accessible to employees.

What is a Field Level Hazard Assessment?

- Field Level Hazard Assessments (FHAs) are a tool used to assess hazards for individual workers.

- COVID-19 FHAs have been created for CI workers to learn about hazards and controls, complete the risk analysis, and then review it with their supervisor prior to resumption of field level casework.

- The Generic CI FHA has been created for tasks including completing urgent matters that require immediate attention and for commencing in person visits with clients off-site or on-site.

- If you work at Provincial CI Treatment Facilities such as the YAC and YYC and have not done a hazard assessment already during this pandemic, read and complete that specific FHA.

- These FHAs are a hybrid in comparison to traditional FHAs.

Completing the FHAs

- Managers/supervisors need to introduce the FHAs to their workers with the same Risk Analysis and Classification information as on the Formal HA for workers to correctly complete the forms.

- The FHA **need to be completed once by each worker** (NOT before each client/interaction).

- All workers need to complete the generic FHA prior to commencing field casework during pandemic.
  - There is an area on the generic FHA for NACIS and SACIS workers.

- For CYC staff at GoA CI facilities, you will need to also complete the FHA.

- After analyzing the risk, workers need to study the appropriate controls in order to use them at all times with the goal of remaining safe and healthy during the pandemic.

- Both FHAs include links to the CI Practice Guidance, and Staff Safety Guidance and the CI Facilities Practice Guide for Service Providers
  - You should review and understand the appropriate practice guidance and follow the detailed instructions.

Key Resources

- **CI Portal:**

- CI Staff Safety Guidance and Checklist
- PPE Infographic
- Practice Guidance

- **Additional Resources:**

- If you don't feel well, take the self assessment at https://www.albertahealthservices.ca/topics/Page17058.aspx

- Multiple resources noted in the FHAs are from AHS and myAPS such as the Respiratory Viruses in the Workplace Bulletin and Physical distancing guidelines

- If you're experiencing stress, you can find linked resources on the FHAs such as Employee Family Assistance Program (EFAP) and Children's Services Peer Support

Questions?

- Any questions arising from this webinar on hazard assessments should be forwarded to **cs-ci-covid-19@gov.ab.ca**

- If you need additional information or support, please reach out to the WHS Consultant who supports your region.