

COVID-19 Walk-through Risk Assessment

This document has been prepared based on the Department of Health guideline.

Purpose

This tool is to be used by Occupational Health and Safety professionals at workplaces to assess:

- the potential risk of exposure to SARS-CoV-2 virus.
- current control measures; and
- provides recommendations for their management.

Objectives

- To identify and assess the potential risk of exposure to SARS-CoV-2 virus at workplaces
- To identify control measures (or the absence of control measures) and assess their effectiveness to prevent exposure
- To inform the management of the risk of potential exposure to SARS-CoV-2 virus and additional controls that might be required.

Guidance

Anticipated high exposure areas that will need immediate assessment, then others that will require assessment, less urgently include the following areas:

1. Entry points to the workplace
2. Change house facilities
3. On-site canteen and similar dining areas
4. Waiting areas
5. Evacuation and gathering places
6. Etc.

COVID-19 Walk-through Risk Assessment			
Site:	Sector: Construction	Date:	
Department:	Risk Assessor:	Name & Surname	Signature
Work Area/s:	Area Supervisor:	Name & Surname	Signature
Occupations in Area:	Health & Safety Representative:	Name & Surname	Signature

COVID-19 Walk-through Risk Assessment summary of non-compliance				
Requirement	Finding	Recommendation	Responsible person	Due date

No	Requirement	Status			Comments
		Yes	No	NA	
1.	Basic education & awareness campaigns				
1.1	Staff COVID-19 education/communication programme				
1.2	Contractor staff COVID-19 education/communication programme				
1.3	PPE donning and doffing training programme				
1.4	Health status self-monitoring and reporting/or questionnaire for employees				
1.5	Information posters placed strategically on site				
2.	Hygiene / cleaning measures				
2.1	Work surfaces are decontaminated with appropriate disinfectants at appropriate intervals				
2.2	Shared equipment is decontaminated before and after use				
2.3	Common touch areas such as balustrades regularly cleaned				
2.4	Sufficient Hand washing basin/s are present				
2.5	Soap and paper towel available at handwashing basins				
2.6	Hands are washed or sanitized at the site entry				
2.7	Hand washing or sanitizing is done on a regular basis				
2.8	Additional sanitation facilities (e.g. hand sanitizers, etc.) at door entrances to site offices and eating and changing areas				

3.	Reduce physical contact (social distancing)				
3.1	Facility access and visitation is limited or restricted				
3.2	Limits for crowds or gatherings i.e. inductions, toolbox talks etc.				
3.3	Physical contact between persons is discouraged				
3.4	All communal areas have been closed				
3.5	Staggered dining with 1.5-meter spacing and no face-to-face seating provided. No sharing of utensils permitted and frequent disinfections of the space are conducted				
3.6	Eliminate frequent contact of surfaces				
3.7	Staggered tea and lunch breaks in place to limit employee groupings				
3.8	Working places rearranged to ensure maximum distance between employees				
3.9	Stairs kept clean with one-way traffic where possible				
3.10	Face shields provided where close contact work needs to take place as an added measure of protection				
3.10	Employees, contractors, and visitors entering the facility are screened for COVID-19 symptoms. Questionnaire and temperature screening. Records kept.				
3.11	Employees, contractors, and visitors entering the facility who screen positive for COVID-19 symptoms are immediately provided with a surgical mask				
3.12	Person presenting with symptoms is isolated and advised what steps to follow				
3.13	An isolation zone is provided for possible positive employees				
3.14	All contractors providing staff transport screen their own staff prior to entering the vehicle. Records are kept and available				
4.	Administrative controls				
4.1	Reliable and sustainable source for procurement of key components, including PPE				
4.1	Adequate supplies of PPE, sanitary materials, and cleaning products				
4.2	Procedures are in place for personnel to self-check and/or supervisors and colleagues to verify that all relevant PPE is used by personnel during all shifts				
4.3	Emergency communication plans are current and in place				
4.4	Records are kept of all persons entering the site for contact tracing				

5.	Personal Protective Equipment				
5.1	PPE is selected based on a documented risk assessment, and should meet the minimum recommendations without using excessive PPE for the setting/task				
5.2	PPE must be available in the appropriate sizes				
5.3	Disposable gloves available (where required)				
5.4	Eye protection worn where required i.e. face shield additional protection				
5.5	Respiratory protection provided where indicated by the risk assessment				
5.6	Each employee has been supplied with a minimum of two cloth masks				
5.7	PPE is consistently and properly worn when required				
5.8	PPE is regular inspected, maintained and replaced, as necessary				
5.9	PPE is safely removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment				
6.	Safe work practices				
6.1	No storage of food or drink or personal items in work area				
6.2	Common use areas such as kitchens, toilets etc. are regularly cleaned				
6.3	Working places have been rearranged to ensure maximum distance between employees				
7.	Emergency response				
7.1	Response plan in place in case someone becomes ill with symptoms of COVID-19 in the workplace				
7.2	Suspected COVID-19 case isolation areas and protocols are in place				
7.3	System to track and trace potential interactions in place				
7.4	Self-quarantine protocols available and current				
7.5	Employees trained on the steps to be followed should they need to self-isolate				
7.6	Employees trained on the procedures to follow when tested positive i.e. 14-day isolation etc.				