

COVID-19 Hazard Assessment Review and Communication Supervisor Guidelines & FAQ

March 31, 2020

The purpose of this guideline is to assist supervisors in facilitating a [COVID-19 hazard assessment](#) review with their teams. It is important to understand the hazards and controls the organization is using to prevent the contraction and transmission of COVID-19. It is also important this information is communicated to employees to provide them with the tools and information they need to stay safe and healthy.

Why a COVID-19 Specific Hazard Assessment?

- To identify COVID-19 specific hazards and controls in the workplace
- To help workers stay healthy and safe in the pandemic
- To consolidate COVID-19 hazard and control information
- To provide a consistent approach for review and communication of hazard and control information for all City Operations employees
- To easily identify what hazards and controls are applicable to employees
- To assist in focusing efforts in the right areas



Overview of the COVID-19 Hazard Assessment:

1. The hazard assessment is broken down into work tasks and situations
2. The upper section contains links to applicable information such as the AHS self-assessment tool and handwashing instruction
3. The section below contains the COVID-19 controls that are applicable to everyone
4. The rows identifying tasks and/or situations containing additional controls that are applicable to certain individuals and teams
5. There is a Rate 1 column and a Rate 2 column that rates the controls before and after to identify the effectiveness
6. There is a comment section listed on the right side of the document to record any worker comments or suggestions for review
7. The lower section contains a PPE table to identify what PPE is required depending on the risk someone is exposed to
8. At the very bottom is a sign-off sheet used to collect names, dates and signatures of who the hazard assessment has been reviewed with

Example - Reviewing the Hazard Assessment with a team of Automotive Technicians

- Review the section COVID-19 existing controls (applicable to all) with the team
- Scroll down the task list and identify the situations that would be applicable
For example, automotive technicians may work in the following situations; working in a shop or garage, working outdoors, working around members of the public, and driving or operating equipment



Things to keep in mind before reviewing with staff:

- **If you're going to schedule the review at an in-person tailgate meeting, ensure you consider physical distancing spacing (2 Meters)**
- Supporting employees in this time of uncertainty is of the utmost importance
- The hazard assessment needs to be reviewed with all City of Edmonton employees
- Allow for discussions and provide the employees the ability to give feedback and suggestions
- Copies can be printed and shared, or the presented on an overhead/tv (note: wifi will be required to click and view the embedded links)

Review and Communication Steps

Supervisor Instructions

1. Review the Hazard Assessment prior to presenting it

- Read through the contents and get comfortable with the information prior to leading the review
- Click the links and check out the supplemental information
- Anticipate some of the questions your teams may have, and what controls and links may assist them with answers

2. Arrange a time and location for the review

- Pick a location where you and your team will have plenty of space and the right environment to review and discuss the hazard assessment
- Ensure you invite all of your team members
- Consider using a Google Hangout Meeting if you are not able to meet in person
- Ideally, the hazard assessment review should take place as soon as possible

3. Hazard Assessment Review and Communication

Line-level supervisors are to lead the hazard assessment process with the involvement of workers

- Print a copy of the hazard assessment to read, or present on screen
- Introduce why the new hazard assessment has been put together (worker safety and understanding the COVID-19 hazard controls)
- Stress the importance of the review and let your team know that their input is important to this process
- Review and discuss the “general guidance” notes at the top of the assessment
- Review and discuss the “COVID-19 Existing Controls” (applicable to all)
- Provide some examples of the controls and engage workers to discuss how they are applying them
- Review the first task “COVID-19 Self Assessment” and remind workers of the importance to continually self assess their condition
- Review the applicable tasks for office environment, warehouse, shop, working around the public, or whichever applies to your team
- Remember to continually engage those involved by discussing the controls in depth and how they can be applied
- Open the opportunity for questions throughout the review, or at the end of the session
- Use the links at the top of the hazard assessment as a resource to answer questions your team may have, or to provide more information
- When comments or suggestions are raised, do your best to answer them and engage thoughtful discussions
- Record any comments or suggestions you don't have an answer for in the comments section and reach out to the appropriate individuals if you need assistance with finding an answer
- Follow up with your team, as soon as you get clarification on any of their unanswered questions
- At the end of the review, be sure to collect signatures, or documentation that you reviewed the hazard assessment. There is a sign-off sheet at the bottom of the hazard assessment

4. Upon Completion

- Encourage your team to continue to monitor relevant information sources (City Manager updates, Alberta Health Services, Government of Alberta, etc.)
- Remind everyone that conditions and controls may change and to report any incidents or unsafe work observations through the City's IDC form

5. Congratulations, you are done! Thank you for reviewing the hazard assessment with your teams and contributing to a safer workplace.

Please remember: one of the key factors to changing safety culture and assisting workers in adopting safe behaviours is having their front line leaders understand, be able to speak to, and demonstrate a commitment to the safety program. Always do your best to answer questions and concerns with care, support and respect.

Q: My employees report directly to the site, and we don't have tablets or computers, how do I review this with them?

A: You could review this the same way you conduct a toolbox talk, tailgate meeting, or operational meeting. Schedule a time that your employees can attend in person (while maintaining physical distancing), or speak to your immediate supervisor on alternative options that you can use within your area.

Q: What if I'm concerned that the hazard assessment review is going to go bad? Is there anyone that can help me communicate this to my group?

A: If you have a concern about how the review will go, speak to your immediate supervisor first and let them know of your concerns and why. Safety resources may be able to assist you with the review depending on what the concern is.

Q: Is it a good idea to have a bunch of workers get together and pass around a sign-off sheet and pen with all of this going on?

A: It is important that we consider and evaluate our current working environment and determine an acceptable way of meeting to review the hazard assessment. Speak to your immediate supervisor about concerns you may have and work with them to determine a solution that meets your operating area's situation. The hazard assessment review should not infringe on current controls such as physical distancing and sharing personal items. Remember, it is a worker's right to be informed of known and potential hazards, and an employer's duty to communicate them!

Q: What do I do if a worker is visibly stressed from having to work around COVID-19?

A: This can be a stressful time for everyone, so please listen to worker concerns and do your best to help them find answers to their questions, or support for their situations. If you're unable to assist with the situation, you can guide the worker to support services, such as the City Chaplain, Homewood Health and many other resources. Please refer to the [Employee Safety FAQ](#) in the COVID-19 Employee Guide which answers this question.

Q: What if I have a worker who refuses to do their work for safety concerns?

A: Please refer to the [Employee Safety FAQ](#) in the COVID-19 Employee Guide which answers this question.

Q: What if I have team members that are off sick and I can't review the hazard assessment with them?

A: Make a note of who's away and review the hazard assessment with them when they arrive back at work.