

Hazard Assessment and Analysis

Job/position: Cleaning & Disinfecting Team Member						Date of assessment: May 27, 2020	
Assessment performed by: Christine Parent						Reviewed/revised:	
Severity: How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.			Likelihood: How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.			Risk: Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk	
Tasks (List all tasks/activities of the job/position)	Hazards • Physical • Chemical • Biological • Psychological	Severity	Likelihood	Risk	Controls • Elimination • Engineering • Administrative • Personal Protective Equipment	Date implemented:	
		S x L = R					
Clean & disinfect pews between masses	<ul style="list-style-type: none"> - Physical – repetitive motions, slip, trip, fall, muscle strain - Chemical – exposure to chemicals that could cause skin irritation, breathing difficulties - Biological – exposure to COVID-19 	1 2 3	2 2 2	3 4 5	<ul style="list-style-type: none"> • Remove all loose items in pew (i.e. hymnals, missalettes, pew cards, pencils, donation envelopes) • Clean and sanitize using Alberta Health Services (AHS) “wipe twice” method • Use of Personal Protective Equipment (PPE) as provided (i.e. gloves, non-medical masks) 	May 2020	
Disinfect high touch areas and washrooms including: doorknobs, light switches, toilet handles, faucets & taps, vanities, mirrors, stall doors, toilet seats	<ul style="list-style-type: none"> - Physical – repetitive motion strains, slip, trip, fall, muscle strain - Chemical – exposure to chemicals that could cause skin irritation, breathing difficulties - Biological – exposure to COVID-19 	1 2 3	2 2 2	3 4 5	<ul style="list-style-type: none"> • Remove all loose items on vanities and counters • Provide touchless hand wipes/towel dispensers • Clean and sanitize using Alberta Health Services (AHS) “wipe twice” method • Refer to safe handling as listed on cleaning and disinfectant product labels or Safety Data Sheets (SDS) 	May 2020	

May 2020

Disinfect high touch areas – Continued					<ul style="list-style-type: none"> • Use Personal Protective Equipment (PPE) as provided (i.e. glove, non-medical masks) 	
Emptying Garbage Receptacles	<ul style="list-style-type: none"> - Physical – bending, lifting - Biological – exposure to COVID 19 through towels or tissues 	1 3	2 2	3 5	<ul style="list-style-type: none"> • Administrative – use proper lifting techniques • Administrative – line receptacles with garbage bags and secure bag before lifting from receptacle • Use PPE when emptying receptacle (gloves, non-medical face mask) 	May 2020

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Hazard Assessment and Analysis

Job/position: Usher					Date of assessment: May 27, 2020	
Assessment performed by: Christine Parent					Reviewed/revised:	
Severity: How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.		Likelihood: How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.		Risk: Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk		
Tasks (List all tasks/activities of the job/position)	Hazards • Physical • Chemical • Biological • Psychological	Severity	Likelihood	Risk	Controls • Elimination • Engineering • Administrative • Personal Protective Equipment	Date implemented:
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Greet congregants	- Biological – exposure to asymptomatic COVID-19 carrier due to proximity/distance between people	3	2	5	<ul style="list-style-type: none"> Administrative – written procedures on physical distancing PPE – face mask/shields 	May 2020
Seat attendees in available spaces in pews	- Biological exposure to asymptomatic COVID-19 carrier as above	3	2	5	<ul style="list-style-type: none"> Administrative: <ul style="list-style-type: none"> written procedures on physical distancing, signage written procedures on dealing with conflict PPE – face masks/shields 	May 2020
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Hazard Assessment and Analysis

Job/position: Point of Entry Team Member						Date of assessment: May 27, 2020	
Assessment performed by: Christine Parent						Reviewed/revised:	
Severity: How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.			Likelihood: How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.			Risk: Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk	
Tasks (List all tasks/activities of the job/position)	Hazards <ul style="list-style-type: none"> • Physical • Chemical • Biological • Ergonomic • Psychological 	Severity	Likelihood	Risk	Controls <ul style="list-style-type: none"> • Elimination • Engineering • Administrative • Personal Protective Equipment 	Date implemented:	
		S x L = R					
Collecting contact information from all attendees	<ul style="list-style-type: none"> - Ergonomic (if volunteer is recording the info) - Biological – exposure to asymptomatic carrier of COVID-19 	1 3	2 2	3 5	<ul style="list-style-type: none"> • Administrative – written procedures on physical distancing, signage • PPE – face masks/shields, barrier between volunteer and the public • PPE – sanitized pens for attendees to provide information (if doing themselves) • Handwashing before and after touching surfaces (i.e. opening/closing doors) and touching pens 	May 2020	
Crowd control – ensuring that physical distancing is adhered to by attendees (6 feet/2 meters)	<ul style="list-style-type: none"> - Psychological – potential for conflict resulting in stress 	1	2	3	<ul style="list-style-type: none"> • Administrative – written procedures on dealing with conflict • Administrative – written procedures on physical distancing, signage displayed 	May 2020	
					<ul style="list-style-type: none"> • 		

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Hazard Assessment and Analysis

Job/position: Safety Coordinator						Date of assessment: May 27, 2020	
Assessment performed by: Christine Parent						Reviewed/revised:	
Severity: How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.			Likelihood: How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.			Risk: Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk	
Tasks (List all tasks/activities of the job/position)	Hazards • Physical • Chemical • Biological • Ergonomic • Psychological	Severity	Likelihood	Risk	Controls • Elimination • Engineering • Administrative • Personal Protective Equipment	Date implemented:	
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Conduct assessment of the church facility and inspection/walk about	- Physical –slip, trip, fall - Biological – exposure to asymptomatic carrier of COVID-19	2 3	1 1	3 4	• Administrative – procedures on conducting an assessment/inspection; Physical distancing while on walk about • PPE (non-medical mask) • Handwashing if touching services during inspection.	May 2020	
Training volunteers	- Physical (if demonstrating-bending, lifting, reaching) – muscle strain - Psychological (stress-ensuring that all training completed)	2 1	1 2	3 3	• Administrative – procedures on lifting, bending, • Administrative – training checklists to ensure appropriate training completed	May 2020	
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Hazard Assessment and Analysis

Job/position: Money Counters						Date of assessment: May 27, 2020	
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Severity: How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.			Likelihood: How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.			Risk: Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk	
Tasks (List all tasks/activities of the job/position)	Hazards <ul style="list-style-type: none"> • Physical • Chemical • Biological • Ergonomic • Psychological 	Severity	Likelihood	Risk	Controls <ul style="list-style-type: none"> • Elimination • Engineering • Administrative • Personal Protective Equipment 	Date implemented:	
		S x L = R					
Sorting and counting cash (i.e. coins and bills) as well as cheques	- Biological – exposure to COVID-19	3	2	5	<ul style="list-style-type: none"> • Elimination through increased online donations • Administrative – process and procedures for sorting and counting of monies • PPE – gloves and non-medical mask when collecting donations. • Handwashing after collecting donations. • Handwashing before and after counting. 	May 2020	
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