

Health & Safety Program



COVID-19 Hazard Assessment

April 2020

February 2022

Version 01

March 2020

South East Alberta Watershed Alliance Society (SEAWA)

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Document Change Form

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Document Approval

Name	Signature	Date
Senior Management	 MARILOU MONTEMAYOR, EXECUTIVE DIRECTOR	10 Feb 2021

Document Revision Log

Revision #	Date	Reason
Initial - 01	March 2020	Initial Version
02	April 2020	COVID-19 Hazard Assessment - added
03	February 2021	COVID-19 Hazard Assessment - added
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Safety & Environmental Hazard Assessment		
Office Tasks	Potential Hazards	Recommended Controls or Corrective Action
Meetings, personal communications, work using shared materials.	Transmission of virus person to person.	<p>If individuals feel unwell or are exhibiting any signs of infection (cough, fever, runny nose, sore throat, shortness of breath) they will not come in to work and other work arrangements will be made for them. This will continue for the recommended periods as set out by the Government of Alberta (10 days from start of symptoms or until symptoms resolve, whichever takes longer).</p> <p>If any employee becomes ill, employee's workstation, tools, materials, and all surfaces they may have contacted will be disinfected while wearing appropriate PPE.</p> <p>Good Hand Hygiene. Frequent handwashing using soap and water for a minimum of 20 seconds. This includes handwashing when entering and exiting rooms, after touching face, sneezing, when handling surfaces that may have been handled by others, when individuals feel they should.</p> <p>Cover nose/mouth when sneezing/coughing.</p> <p>Dispose of used tissues immediately.</p> <p>Keep hands away from eyes, nose, and mouth.</p> <p>Maintain 2m distance within office. Only one person at entrance or in smaller rooms (i.e. kitchen, storage area, corridor) at a time.</p> <p>Wear facemasks when speaking – cloth facemasks given the shortage of masks available. These must be washed regularly by employees.</p> <p>Conduct meetings using teleconference or other platforms.</p>

	Transmission of virus through contact of common surfaces (i.e. light switches, shared laptops, doorknobs).	<p>Where possible avoid sharing of office tools. When items must be shared, disinfect between users using bleach solution.</p> <p>Assign individual for answering phones.</p> <p>Avoid sharing stationary.</p> <p>Daily disinfection of common surfaces (i.e. door knobs, light switches, shared table surfaces, cabinets).</p> <p>Disinfection of surfaces not commonly used after each use (i.e. shared laptop, shared keys).</p>
Field Tasks	Potential Hazards	Recommended Controls or Corrective Action
<p>Travelling to and from work sites.</p> <p>Working in proximity to other employees/contractors/volunteers</p> <p>Using hand tools</p> <p>Wearing PPE</p> <p>Handling items in field (i.e. plant cages, stakes, signage)</p>	Transmission of virus person to person.	<p>Each employee/contractor/volunteer uses own vehicle to get to/from work sites.</p> <p>Individuals will maintain 2m distance.</p>
	Transmission of virus through contact of common surfaces (i.e. hand tools, cameras, PPE).	<p>Individuals will be assigned hand tools. Sharing of hand tools will be avoided. If hand tools must be shared, they will be disinfected using bleach solution between users. Each employee will have their own bleach disinfectant bottle.</p> <p>One person will be in charge of camera. If camera is shared, it will be disinfected prior to switching users.</p> <p>PPE will not be shared between individuals. Each individual will be assigned PPE – own set of gloves, own set of safety glasses, own face mask, own personal flotation device (where required).</p>
	Transmission of virus through contact of surfaces handled previously by others.	Gloves will be worn when handling surfaces that may have been handled by others (i.e. signage, plant cages that have been outside).
Community Engagement	Potential Hazards	Recommended Controls or Corrective Action
Community Engagement Events	Transmission of virus person to person	All in person community engagement events have been cancelled until further notice.

COVID-19 Hazard Assessment – Amendment

9 February 2022

Print Name & Contact	Signature	Date

Safety & Environmental Hazard Assessment		
Community Engagement	Potential Hazards	Controls or Corrective Action
Community Engagement Events	Transmission of virus person to person	All indoor and outdoor events will follow AHS guidelines. All participants should provide contact information to enable timely notification in case a participant had or develops COVID infection.
Office Task, Fieldwork, Community Engagement Events	Transmission of virus person to person	Follow Alberta Health Services for Workplaces & Employers*.

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<https://www.albertahealthservices.ca/topics/Page17529.aspx#:~:text=Employers%20must%20ensure%20their%20workplaces,19%20status%20to%20their%20employers.>