



COVID-19 Hazard Assessment Certificate Instructions



VACORP

VACORP's Risk Control Team is ready to help you comply with the Virginia Department of Labor and Industry's new emergency temporary standard. Your Risk Control Consultant is available via conference call, video meetings, or email to assist with questions about the standard and the expectations it creates. This document includes the required hazard assessment language provided by DOLI. Further, if you would like assistance with the hazard risk level or determining the controls necessary to better protect your employees from COVID-19, we can work with you to help put those in place.

§16VAC25-220, Emergency Temporary Standard for COVID-19 Infectious Disease Prevention VOSH Outreach, Education and Training

This document addresses COVID-19 Hazards employees may be exposed to. It will serve as the Hazard Assessment Certification document required to satisfy the requirements of 16VAC-25-220

Based on the hierarchy of controls, Personal protective equipment is a last resort. PPE alone should not be relied upon to provide protection against COVID-19 but should be used in conjunction with engineering, administrative, and procedural controls.

General Guidelines

The Hazard Assessment can be conducted for an area, job category, or an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and inspectors and updated when needed.

HAZARD ASSESSMENT INSTRUCTIONS

STEP 1: INFORM AFFECTED EMPLOYEES OF THE PROCESS:

Affected employees from each work area being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

Step 2: Review data:

Reports of work-related injuries or illnesses, near-miss events, and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

Step 3: Conduct a walk-through survey:

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each section (organized by body part).

Step 4: Determine the hazard risk level

Use the definitions below to select the appropriate hazard risk level.

A. Very high Exposure Risk - Job tasks are those in places of employment with high potential for employee exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures.

Examples:

- i. Aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on a known or suspected COVID-19 patient or person known or suspected to have COVID-19
- ii. Collecting or handling specimens from a known or suspected COVID-19 patient or person known or suspected to have COVID-19 (e.g., manipulating cultures from patients known or suspected to have COVID-19 patients)
- iii. Performing an autopsy, which generally that involves aerosol-generating procedures, on the body of a person known to have, or suspected of having, COVID-19 at the time of their death

B. High Exposure Risk – Jobs that have high potential for exposure inside six feet to known or suspected sources of COVID-19.

Examples:

- i. Healthcare delivery and support staff (hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients
- ii. Medical transport (ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles
- iii. Mortuary workers exposed to known or suspected COVID-19 patients

C. Medium Exposure Risk – Jobs that require more than minimal occupational contact inside six feet with other employees, other persons, or the general public who may be infected with SARS-CoV-2, but who are not known or suspected to be infected with the SARS-CoV-2 virus.

Examples:

- i. Schools
- ii. High population density work environments (e.g., poultry, meat, other food processing; manufacturing, etc.)
- iii. High-volume customer facing retail settings (grocery stores, restaurants, bars, etc.)
- iv. Mass gathering venues (e.g., sports, entertainment, movies, theaters, etc.)

D. Lower Exposure Risk - Jobs that do not require contact inside six feet with persons known to be, or suspected of being, or who may be infected with SARS-CoV-2. Employees in this category have minimal occupational contact with other employees, other persons, or the general public, such as in an office building setting; or are able to achieve minimal occupational contact through the implementation of engineering, administrative and work practice controls.

Examples:

- i. Remote workers (i.e., those working from home during the pandemic)
- ii. Office workers who do not have contact inside 6 feet with coworkers, customers, or the public
- iii. Manufacturing and industrial facility workers who do not have inside 6 feet with coworkers, customers, or the public

Step 5: Determine Controls to protect against COVID-19:

After considering and/or planning for engineering and administrative controls, select the PPE which provides at least the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate controls in the boxes.

Step 6: Make Document Accessible:

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

Step 7: Reassess the workplace as necessary by identifying and evaluating:

1. New equipment and processes
2. Accident records
3. Suitability of previously selected PPE

See the attached Hazard Assessment

VACoRP and its Service Provider do not practice law and do not provide legal advice. The information provided is accurate as of the date presented, as the language is from the legislation available at that time. This document is intended to be for reference purposes only and does not replace reviewing the actual legislation and using independent, professional judgment.

COVID-19 HAZARD ASSESSMENT

Evaluator:

Department/Division:

Date:

<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			
<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			
<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			
<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			

<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			

<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			

<i>Job Task/Employee/Job Category</i>			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Engineering/Administrative Controls</i>	<i>PPE</i>
Very High			
High			
Medium			
Lower			

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

_____ (signature)