



## COVID Risk/ Hazard Assessment Worksheet

Date: May 14<sup>th</sup>, 2020

This risk assessment is intended to help identify the areas of high transmission for COVID-19 in the workplace. It should be reviewed regularly, and updated as needed. This assessment is to be posted in the workplace, along with the Return to Work policy to help assure that all staff at the Arts Club Theatre have access to information regarding the risks in their workplace, and the ability to report areas that may not have been previously identified. This risk assessment should be reviewed monthly, or as necessary.

### Contact Info for Safety Reps

Name and Position:	Phone:	Email:
Ace Martens – Pre-Production Manager	604-360-4724	amartens@artsclub.com
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### Supervisor for Reporting Risks

Name and Position:	Phone:	Email:

Transmission Assessment Matrix			People Affected				
			Insignif.	Minor	Moderate	High	Extreme
			Single Use	1 or 2 People	Crew of more than 2	All Staff	All staff + Public
Time Spent		X	1	2	3	4	5
	Rare	Less than 10 min daily	1	2	3	4	5
	Unlikely	At least 10 min once per day	2	4	6	8	10
	Possible	For an extended period	3	6	9	12	15
	Likely	All the time	4	8	12	16	20
15-25	A	Transmission is likely, use extreme caution					
8-14	B	Transmission is possible, contact tracing could be applied in case of infection					
1-7	C	Transmission is unlikely but still possible					

**Areas of Transmission: Overall Work Environment**

Filled Out By: Ace Martens

<b>Task</b>  <i>What is the item that has an associated hazard?</i>	<b>Time Spent</b>	<b>People Affected</b>	<b>Control Required</b>  <i>El - Elimination S - Substitution En - Engineered A - Administrative, Training P - PPE</i>	<b>Hazard Rating</b>
Common Surfaces – Door Handles, Keypads, Light Switches, Railings, Elevator Buttons	Short Periods, Regularly	All Staff and Public	A- Disinfecting all surfaces daily, frequent handwashing for all staff	10
Shared Tools – Table Saws, Photocopiers/Fax, Microwaves, Fridges	Short Periods, Regularly	All Staff	A- Tools to be wiped down before and after use with provided for wipes	8
Shared Small Tools – Drills, Phones, Computers	For an extended period	All Staff	EL- Where possible, tools should be purchased or allocated per staff member  A- Shared tools to be wiped down before and after use	12
Washroom Use	At least 10 min once per day	Crew of more than 2	A- Assigned washroom use is to be limited per department	6
Proximity to other staff	For an extended period	Crew of more than 2	A- Physical Distancing of 6’ to be in effect at all times  A-Only necessary staff to be call in  P- Mask are to be worn when physical distancing not possible	9
Deliveries, Interaction with Public	Less than 10 min daily	1 or 2 People	A- Deliveries to be accepted using physical distancing when possible, delivery people or public to stay outside  E- Buildings currently not open to public	2

**Additional Departmental Risk: Production Shops Sets/Costumes**

**Filled out by: Ace Martens**

Sewing Machine/Workstation Shared Use	For an extended period	Crew of more than 2	A- Sewing Machines are to be assigned per staff member daily, and not shared	6
Heavy Lifting	For an extended period	Crew of more than 2	A- When physical distancing cannot be maintained, the use of masks is required	6
Breakrooms/ Green Rooms	For an extended period	Crew of more than 2	A- Breakrooms only to be single use for heating up food, food should be eaten at workstation or outside if possible, not in shared area.	6

**This Risk Assessment has been reviewed by:**

Management Rep:

Worker Rep:

Date: