



Preparing for September Revisiting COVID-19 inspection checklist

August 27, 2020, 11:00 am

Overview of inspection checklist

- Pre-inspection
- Physical distancing
- Workplace personal hygiene
- Ventilation
- Personal protective equipment
- Mental health
- Illness containment and reporting
- Training and information

Confronting COVID-19

A Workplace Inspection CHECKLIST

Workers Health & Safety Centre

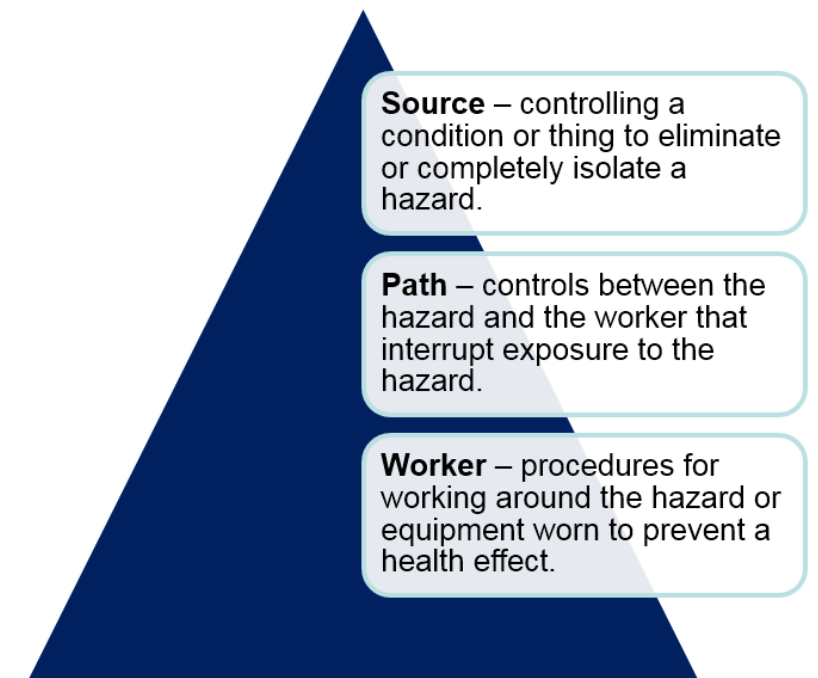
PRE-INSPECTION

CHECK BOX		REQUIRED FOLLOW UP ACTION (IF ANY)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	1) Has a workplace COVID-19 policy and plan to implement the policy been prepared with the full participation of the joint health and safety committee (JHSC) or worker health and safety representative?	

Pre-inspection

- Sufficient COVID policy and program?
- Meaningful JHSC consultation?
- Hierarchy of controls considered?
- Most effective controls?
- Controls at the source?

Hierarchy of controls



Pre-inspection (cont'd)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	<p>4) As controls 'At the Source' are the most effective, has the workplace considered and JHSC or worker health and safety rep been properly consulted on whether to the degree possible</p> <ul style="list-style-type: none">o Workers can work from home or continue to work from home?o The workplace can restrict access of others to the workplace (i.e., the public, clients/customers, vendors, contractors)?o Non-essential work can be discontinued or reduced for the duration of the pandemic	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	<p>5) Has the JHSC or worker health and safety rep been fully consulted in decisions regarding:</p> <ul style="list-style-type: none">o All circumstances that require Personal Protective Equipment (PPE) use (for workers and others in the workplace)?o Type(s) of PPE?o Where required have workers been fit tested for PPE (i.e., N95 masks)?	

Physical distancing

- Workplace configuration?
- Individual stations and equipment?
- Staggered start time?
- Distanced traffic flow?
- Clear occupancy limits?



Workplace personal hygiene

WORKPLACE PERSONAL HYGIENE

CHECK BOX		REQUIRED FOLLOW UP ACTION (IF ANY)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	26) Are adequate hand-washing facilities with soap, hot water, disposable towels and touch-free (or open) waste bins readily available?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	27) Has clear, highly visible signage for proper handwashing and cough/sneeze etiquette been posted at a minimum at all workplace entrances and in all washrooms?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	28) Is there an enforced schedule with adequate time for workers to frequently and thoroughly wash their hands?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	29) Are hand dryers disabled or otherwise out of service to prevent transmission of COVID-19 virus-containing droplets?	



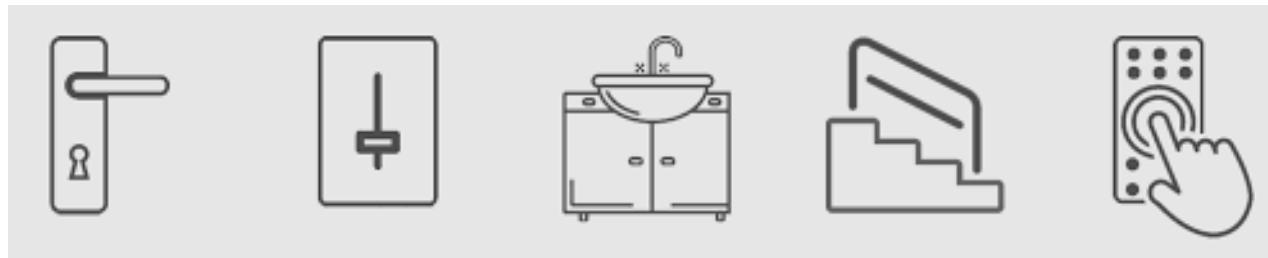
Changing hygiene habits

- Virus changing habits around hygiene
- Socialized to look for hand-sanitizing stations
- Crucial in all settings but especially in gyms, schools, hospital, transportation
- Aug 17: Brampton gym worker infected
 - Contaminated surfaces and lack of hygiene or contaminated indoor air?



Cleaning and disinfecting

- Are high-touch surfaces cleaned, disinfected at least twice a day?
- Have cleaning protocols considered how to clean soft surfaces?
- Are workstations and equipment cleaned and disinfected between use?
- Are cleaning and disinfecting products available?

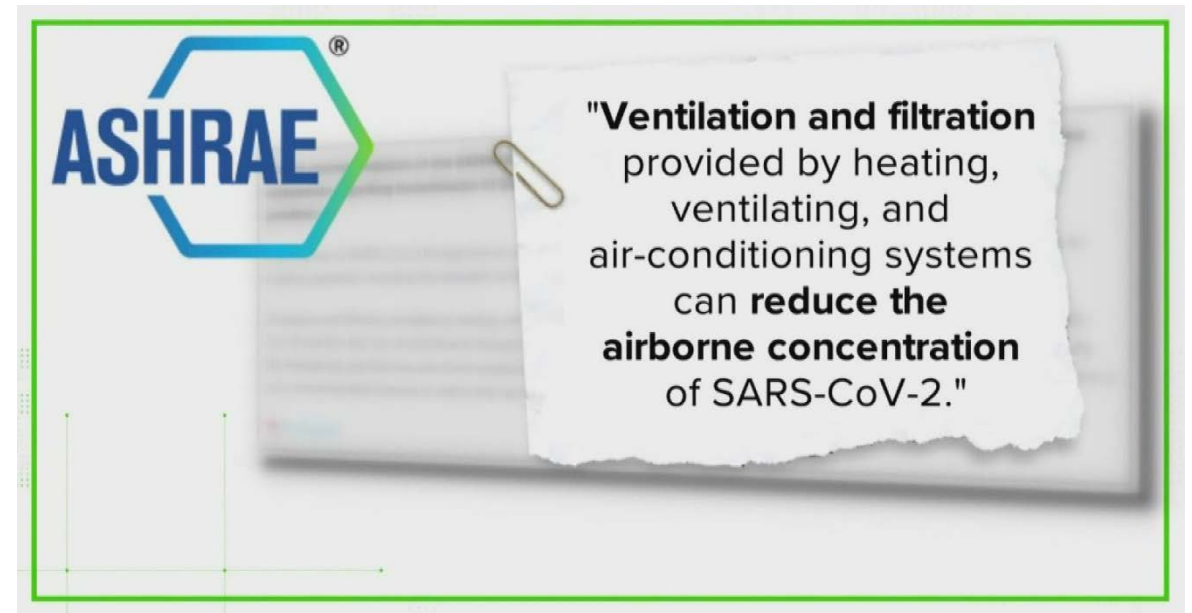


Cleaning and disinfecting (cont'd)

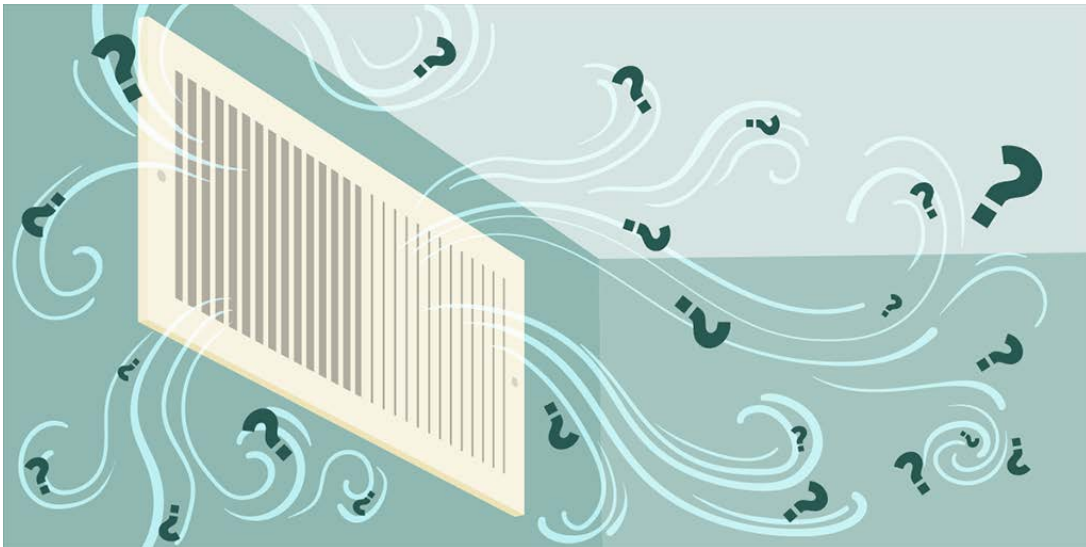
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	<p>40) Is there any visible evidence suggesting lack of cleaning and disinfecting (i.e., while the virus is not visible, dirt may be, suggesting cleaning and disinfecting is not been done appropriately)?</p> <ul style="list-style-type: none">o entrances/exits to workplaceo reception/lobbyo lunch/break room(s)o door knobs or handleso stair rails, elevator buttonso washroom/hand washing facilityo workspaces/workstationso tools, equipment, machineryo change rooms/locker roomso waste binso workers/public interface area (i.e., counters, conveyor belts, barriers, keypads)	
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Ventilation

- Key control along the path
- Use resources from ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers)
 - And WHSC ventilation resource sheet



Ventilation (cont'd)

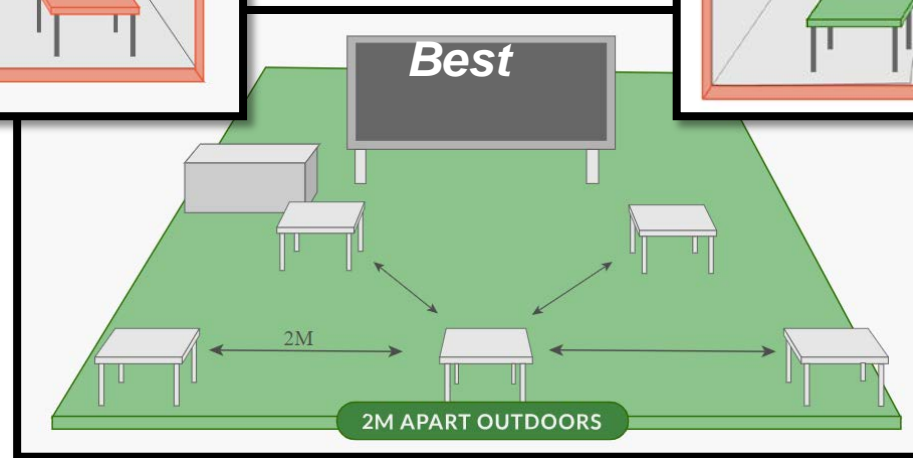
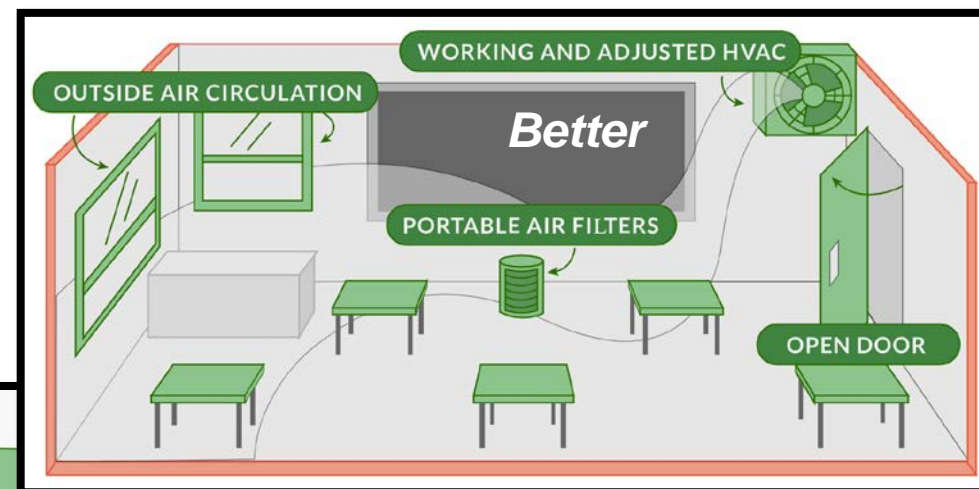
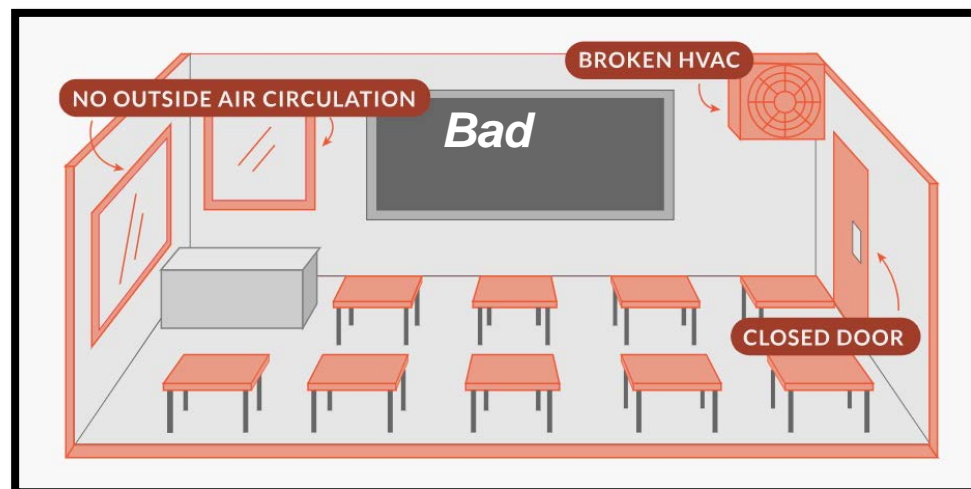


- Has HVAC system been assessed by a certified technician?
- Has ventilation air exchange rate been increased?
- Are exhaust fans running at full capacity (e.g. in bathrooms)?
- Is relative humidity level being kept between 40-60 per cent?

Ventilation (cont'd)

<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Not applicable</p>	<p>54) In health care facilities (i.e., including long-term care facilities and dentist offices) are the following also in place? (Please note this is not an exhaustive list. Among others, the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) has developed a comprehensive document setting out requirements for health care facilities.)</p> <ul style="list-style-type: none">o Established airborne infection isolation rooms (AIIR) for infectious patients or aerosol generating procedures? (These are under slight negative pressure (compared to halls and adjacent rooms), resulting in virus containment in room.o Are doors for AIIR kept closed to hallways wherever possible?o Exhaust fans discharging air from AIIR to outside?o Air change rate for AIIR set at least 12 air changes per hour, with two of these from outdoor air?o Do ventilation systems provide air movement from a clean area (reception area, workstation) to contaminated area (clinical patient care area)?	
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Ventilation in schools: Bad vs. better vs. best



Personal protective equipment

- Is there adequate supply of PPE?
- Is PPE readily available?
- Are workplaces using, caring for and discarding PPE properly?
- Are visitors or customers using PPE if required?



Mental health



- Is there evidence workers are experiencing fear and anxiety?
- Is a confidential mental health support plan available?
- Are workers aware of the plan?
- Have workers been surveyed about psychosocial hazards?

NEW WHSC Module

Psychosocial hazards & mental health

- Discusses how to identify and assess psychosocial hazards, including how to conduct an effective workplace survey
- Available as virtual classroom during COVID-19!
- Contact training service rep to book



Illness containment and reporting

- Is there a protocol if workers or public show symptoms? What about if they're exposed to a potential confirmed case?
- Has employer chosen someone to report COVID cases to authorities?
- Is tracking system in place for those who enter workplace?



Training and information

- Do workers know about...?
- routes of transmission
 - symptoms of COVID
 - control measures introduced
 - how to report illness
 - proper PPE use

TRAINING AND INFORMATION

CHECK BOX		REQUIRED FOLLOW UP ACTION (IF ANY)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	<p>73) Are workers and supervisors demonstrating the retention of training and hence the adequacy of training? (This might be assessed by posing questions during the inspection. The following is by no means an exhaustive list.)</p> <ul style="list-style-type: none"> o Can they describe routes of transmission and the symptoms of COVID-19? o Can they explain the various control measures established in the workplace? <ul style="list-style-type: none"> • Minimum two-metre physical distancing? • Frequent and thorough handwashing? • Proper cough/sneeze etiquette? • Cleaning AND disinfecting of frequently touched surfaces? o Do they know to whom they must report illness or other concerns? o Can they identify the meaning of WHMIS pictograms? o If required, are they wearing PPE properly? o Can they demonstrate how to properly put on and take off PPE? 	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable	<p>74) Is important related COVID-19 information posted on the health and safety bulletin board up to date (i.e., notices, posters, fact sheets and web addresses from Health Canada, Public Health Ontario, Government of Ontario and Workers Health & Safety Centre?</p>	

WHSC training and resources

- Now offering virtual classroom training including:
 - Certification training for joint health and safety committee members (Parts I, II and Renewal)
 - Hazards of COVID-19
 - WHMIS
- Register for virtual classroom training on website or by contacting a training services representative



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