

NT: COVID-19 - FIELD LEVEL RISK ASSESSMENT FOR WORKERS

Only essential workers and those otherwise directed by the territorial Chief Public Health Officer (CPHO) may be at work during this public health emergency.

The roles of essential (NWT) workers are described in the link below:

Government of Northwest Territories, Health and Social Services

Workers must perform a Field Level Risk Assessment (FLRA) BEFORE WORK BEGINS at a job site, such as delivering goods, providing services at a work site owned by a different business, or providing essential services at someone's home.

An FLRA uses information specific to the job site to establish what tasks may increase a worker's risk of exposure to COVID-19 and help determine what protective measures the worker should take while at that work site.

You do not need to submit the completed assessments to WSCC.

Keep a copy for your records and to share with other workers.

Essential workers, and workers who support that work, must self-monitor for **symptoms of COVID-19**.

For more information on what self-monitoring looks like,

- review the GNWT [fact sheet](#) on self-monitoring, or
- contact protectnwt@gov.nt.ca or 1-833-378-8297 between 8am and 8pm 7 days a week.

Employers

Use the **Risk Assessment and Worksite Precautions** to determine the level of risk of exposure to COVID-19. <https://www.wsccl.ca/health-safety/covid-19/forms>

This will assess the workers' exposure to COVID-19 when performing the tasks and jobs that are part of normal operations for the business, and help identify protective measures. **The employer must complete this risk assessment.**

For all other concerns related to COVID-19 in the NWT, visit

<https://www.hss.gov.nt.ca/en/services/coronavirus-disease-covid-19>

To have an OHS Inspector assist you with your Field Level Risk Assessment email: Covid-19@wscc.nt.ca

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Reassess and update as circumstances change or new hazards are identified.

Worker Name:	Supervisor Name:	Assessment Date: DD/MM/YY
Worker Signature:	Supervisor Signature:	
Company:	Occupation/Trade:	
Work Site:	Location:	
If you answer "No" to any of these questions, bring this concern to your supervisor and do not begin the work at the site. Yes No ☐ ☐ Can you maintain a distance of 2 meters between yourself and others? ☐ ☐ Is soap and water or hand sanitizer available? ☐ ☐ Do you have the required Personal Protective Equipment (PPE)? ☐ ☐ Do you know the procedure and schedule for sanitizing work areas and items that are frequently touched? For example, door handles, printers, hand tools and equipment, telephones, and keypads. ☐ ☐ Have you disinfected surfaces and equipment that you will work on, or around? Use the table on p. 3 to note the hazards and document the controls you will implement at the site. Considerations for field work: ☐ Is the task or service considered "essential"?* ☐ Can you substitute the task or service with a safer way of operating? For example, telephone or email orders instead of in-person. ☐ Can you create a barrier to reduce your risk of exposure to COVID-19? For example, put up clear plastic sheeting or Plexiglas between staff and customers or clients. ☐ Can you put administrative controls in place that staff, customers, and clients must follow? Examples of administrative controls include: • Screen employees, customers, and clients for COVID-19 with a self-assessment. • Reminding customers or clients to remain 2 meters from staff using markings or signs. • Have strict cleaning protocols. • Have a process that minimizes staff contact with customers or clients. For example, set up a pick-up and drop-off location, or reduce the hours that the business is open to the public. • Deliver items to a drop-off area then calling to advise that the order is there. ☐ Do you have the required Personal Protective Equipment (PPE)? For example, disposable gloves, respirators, Tyvek suits, masks or face shields that you can change and dispose of after any interaction with an item, client, or customer.		
Does this information need to be communicated to: ☐ Co-Workers ☐ Your supervisor ☐ Other: ☐ The building or work site owner		Communication Method: ☐ Email ☐ phone call ☐ text ☐ Other:

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Reassess and update as circumstances change or new hazards are identified.

Table: Implement the hazard controls

Hazard that leads to exposure	Control Method
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

For each control, you should be able to answer yes to these questions:

☐ Have you discussed the hazards and controls with the Workers?

☐ Have provided training for these control measures?

☐ Have you saved a copy of this risk assessment?

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General Safety Precautions

To reduce the risk of transmission, ensure the following safety precautions are implemented:

- ☐ Staff must maintain a distance of 2 meters between themselves and customers at all times
- ☐ Staff should wash their hands regularly with soap and water or use hand sanitizer if soap and water are not available.
- ☐ Hand sanitizing stations should be installed in areas frequently touched by staff and customers.
- ☐ Staff should be provided with disposable gloves for handling money and garbage.
- ☐ Frequently touched areas should be disinfected more often.
- ☐ Staff should be educated about healthy respiratory practices
see <https://www.hss.gov.nt.ca/sites/hss/files/resources/healthy-respiratory-practices.pdf>).

While doing your job, follow safe work practices:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- Maintain a distance of 2 metres (6 feet) between yourself and others
- Do not touch your face
- Use disposable gloves when handling items others have touched
- Regularly clean and disinfect communal equipment such as telephones, keyboards, cash registers
- Encourage customers to pay electronically whenever possible
- Place signage or other visible indicators to promote social distancing in lines or waiting for service
- Limit the number of customers in the business at any given time
- Can you reduce the number of staff of each shift, can staff work remotely or can you add more shifts?
- Wear protective gloves when handling garbage and clean your hands with soap and water when done
- Regularly disinfect high touch items such as toilets, sink taps, handles, door knobs, light switches, cellphones, frequently throughout the day
- Follow good respiratory hygiene practices: cover your mouth and nose with your elbow or a tissue when you cough or sneeze, and throw the tissue away when done
- When you wear a mask, be sure to clean your hands before putting the mask on, and after removing and properly discarding it.
- Do not touch the front of the mask while you wear it.
- Do not touch the front of your mask to remove it.