Complete the chart below for each department stating any potential hazards associated with COVID-19. Assess each hazard using the risk matrix on page 2. After hazards have been identified and assessed, enter controls / corrective action to reduce or eliminate the hazard. Seek input from employees and / or the Health & Safety Committee / Worker Representative.

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Hazards** | **Risk Assessment** (Use risk matrix on page 2) | **Controls / Corrective Action** |
| Technicians | E.G. Contact with customers, Service Advisors, and other staff. | E.G. High Risk (extremely harmful / unlikely) | E.G. Maintain a six-foot distance  Prohibit contact with customers (all contact through Service Advisors only)  Frequent hand washing  Stay at home if feeling sick |
| Driving Customer vehicles (in and out of shop) road tests etc. | High Risk (extremely harmful / unlikely) | Plastic all seats in vehicles prior to driving  Wipe down steering wheel, gear stick, door handles with sanitizing wipes  Wear gloves  Drive with window down to provide fresh air |
| Sharing common tools and equipment | High Risk (extremely harmful / unlikely) | Wipe down all tools before and after use with sanitizing wipes. |
| Service Advisors |  |  |  |
| Parts |  |  |  |
| Office |  |  |  |
| Sales |  |  |  |
| Front end staff |  |  |  |
| Detail |  |  |  |
| Shuttle |  |  |  |
| Other |  |  |  |

List COVID-19 related jobs/tasks performed at your organization and the hazards associated with each one. Rank each hazard identified using the Risk Matrix based on the potential *Likelihood* and *Consequences* of the incident occurring. Line up the two rankings to determine the risk (minimal, low, medium, high, extreme). Contact your S2SA Advisor for assistance if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** | **Likely** | **Medium**  **Risk** | **High**  **Risk** | **Extreme**  **Risk** |
| **Unlikely** | **Low**  **Risk** | **Medium**  **Risk** | **High**  **Risk** |
| **Highly**  **Unlikely** | **Minimal**  **Risk** | **Low**  **Risk** | **Medium**  **Risk** |
|  |  | **Slightly**  **Harmful** | **Harmful** | **Extremely**  **Harmful** |
| **Consequences** | | |
|  | | | | |
| **Assessment** | | | | |
| **Extreme -** Unacceptable, take urgent action to eliminate or minimize risk | | | | |
| **High -** Unacceptable, take immediate action to eliminate or minimize risk | | | | |
| **Medium -** Tolerable, take short-term action to eliminate or minimize risk | | | | |
| **Low -** Tolerable, take longer-term action to eliminate or minimize risk | | | | |
| **Minimal -** Acceptable, take no action if risk is eliminated or minimized to fullest extent | | | | |