



**Ontario**  
Home Builders'  
Association



# Toolbox Talk

## Navigating COVID-19 Health and Safety through Winter

Host:

Ontario Home Builders' Association

Event Partners:

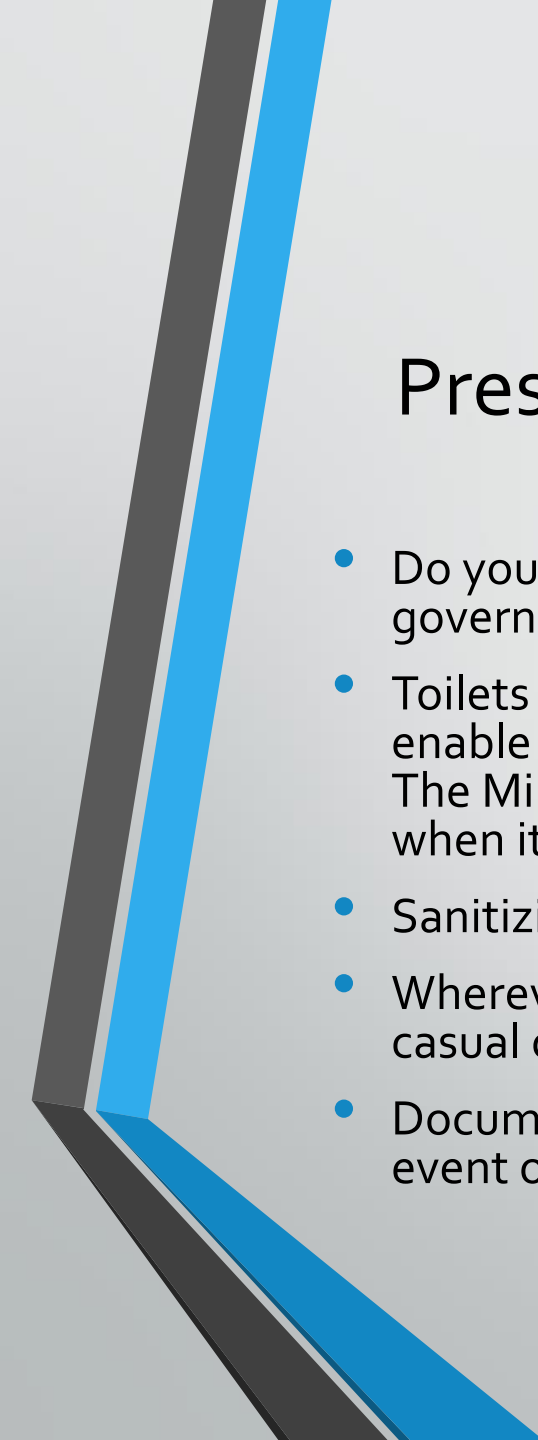
Construction Workplace Safety Training Ltd.  
Infrastructure Health and Safety Association

# Business Continuity through COVID Restrictions

- On Friday October 20<sup>th</sup>, [the Provincial Government moved](#) two Public Health regions (Toronto & Peel) into the Grey (Lockdown) COVID-19 response status. Various others moved to a stricter COVID-19 response status.
- This has created some questions on what work may continue, particularly in professional renovation work and those working in occupied spaces. The short answer is that this work may continue.
- Regulation 82/20 remains in effect, including in the Public Health regions which are in the Grey (Lockdown) Stage. This includes Toronto and Peel.
- This mean that construction activities (including those in the Grey Zone) may continue under [Section 27](#) of the Regulation, SCHEDULE 2: BUSINESSES THAT MAY OPEN
  - 27. Construction activities or projects and related services that support construction activities or projects, including demolition services.

# OHBA CEO, Joe Vaccaro

- Ensuring jobsites remain healthy and safe throughout the winter is key for members to be able to continue delivering keys to awaiting families while keeping all workers, trades, clients and personnel safe.
- Winter conditions combined with COVID-19 create unique challenges for members. Temperature, snow and a winter working environment will have us all working closer together.
- OHBA recommends that members adjust their operations to take advantage of the extended hours of work with regulations specific to [Toronto](#) & all [other municipalities](#) ( both 6:00 AM – 10:00 PM).



# Bruce Bolduc

## President – Construction Workplace Safety Training Inc.

- Do your sub-trades have a COVID-19 policy? Do you have a copy? Does it meet or exceed government requirements and is it being followed?
- Toilets and wash up facilities. (213/91 sec 29) Remember this is the minimum requirement. To enable regular hand washing, additional stations may be required. Water must be at least tepid. The Ministry of Labour has also provided [updated information](#) on what the Ministry is looking for when it comes to running water and heat for hygiene facilities.
- Sanitizing common areas. How often, who and how? Document it.
- Wherever possible, maintain separation of your trades to minimize the risk of spread through casual contact. One trade in the house at a time.
- Document how you are controlling the risk and make sure of contact info for all trades in the event of a positive COVID-19 case.



## Construction Resources

Announcements

Guidance and Best Practice Documents

Posters

Products

- Announcements
- Guidance and Best Practice Documents
- Posters
- Products

Visit: [ihsa.ca/covid-19/construction/links-resources](https://ihsa.ca/covid-19/construction/links-resources) or [click here](#)

# Guidelines and Best Practices



## Infrastructure Health and Safety Association Guidance on construction supervisor responsibilities during COVID-19

### Overview

During the COVID-19 (coronavirus) outbreak, we all need to do our part to keep workers, customers and the public safe and healthy so we can stop the spread and prepare to reopen the province, when we are ready.

Below is a set of resources, tips and best practices to help employers and employees prevent the spread of COVID-19 and work together to reopen the province.

Employers and workers in Ontario have certain duties and rights under the Occupational Health and Safety Act (OHSA) and its regulations. Employers should also review and follow any applicable directives and guidance coming from the Chief Medical Officer of Health and Ministry of Health.

Learn more about:

- [workers' rights](#)
- [employers' responsibilities](#)

### Best practices

**Recognize hazards and assess risks:** The first step to controlling risks in a workplace is to identify the risks. This applies to all workplace hazards, not just COVID-19. Identifying and controlling workplace hazards is required of all employers in Ontario under the [Occupational Health and Safety Act](#) and its regulations.

Some important COVID-19 risk information includes how it is spread and what can increase the risk of a worker becoming infected. COVID-19 can be spread at the workplace in two main ways:

1. person to person – by people who are in close contact
2. by surfaces or objects – when people touch their face with contaminated hands

The level of risk in an activity will be related to the number of opportunities for transmission of the virus. This includes how close people come to each other, how many different interactions there are between people, how often people touch surfaces or objects and how long people stay in a space.

For more information, visit: [ihsa.ca/COVID-19](https://ihsa.ca/COVID-19)



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## 38 Guidance Documents:

- Available to download in both English and French

Visit: [ihsa.ca/covid-19/construction/links-resources](https://ihsa.ca/covid-19/construction/links-resources) or [click here](#)

## Topics include:

- Guidance on Worker's Responsibilities with COVID-19 exposure on Construction Sites
- Guidance on Supervisor's Responsibilities with COVID-19 exposure on Construction Sites
- Guidance on Construction Facility Hygiene during COVID-19
- Guidance on Tool Sharing
- Guidance on Lunchroom practices



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IHSA.ca - Hand Washing Outdoor Plumbing

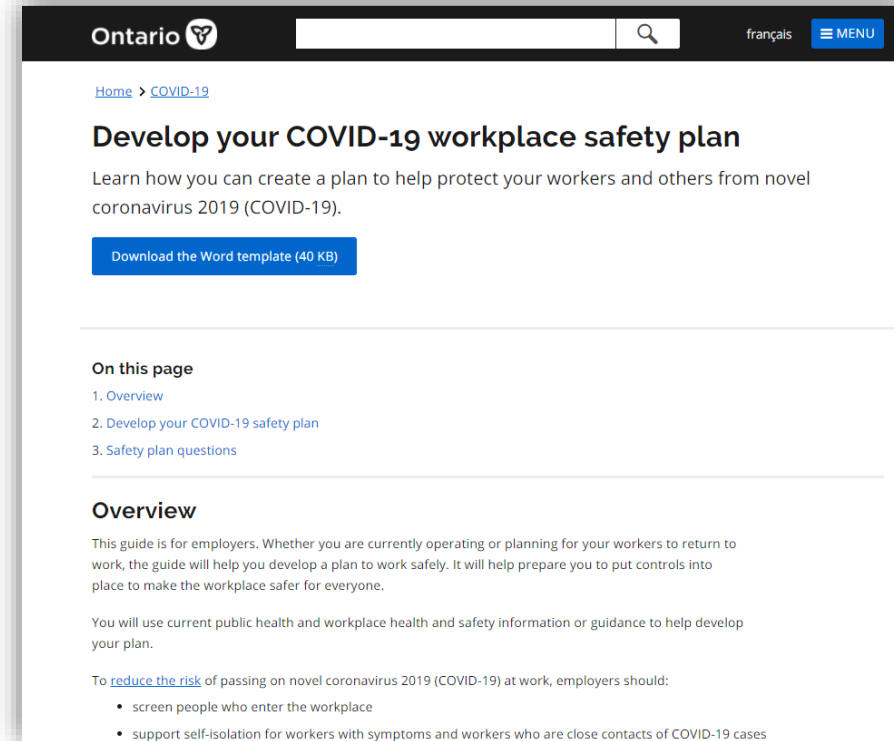
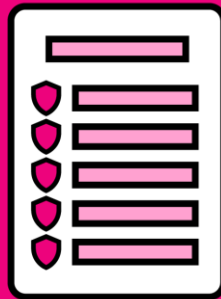
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## On Demand Webinar

30 minute no charge webinar that provides overview of the MLTSD's recommended COVID-19 workplace safety plan.

[Register Here](#)

**Create a safety plan  
and stop the spread  
of COVID-19**










Developing your COVID-19 Workplace Safety









<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>



## Volume 20, Issue 2

### Articles:

-  Safety Talk: Mobile Devices on Worksites
-  Starting Off Safely - IHSA Introduces Entry-Level Construction Program
-  Attention Ontario Contractors Who Employ Young Workers
-  Fall Protection and Working at Heights in Residential Construction
-  IHSA Supports Safety Training for Young Workers
-  Trip Hazards on The Job
-  Young Workers - What Puts Them at Risk and What Can Make Them Safer?

-  Tread Carefully - How to Improve Temporary Stairs on Residential Construction Sites
-  Traffic Control and Young Workers
-  Risk Assessment COVID-19
-  Risk Assessment Form – Sample 1
-  Risk Assessment Form – Sample 2
-  Guidance on Construction Facility Hygiene During COVID-19
-  Guidance on Cleaning and Sanitizing Inside Your Vehicle During COVID-19
-  Guidance on Tool Sharing (Hand Tools) Constructor/Employer Procedure During COVID-19

## Free Download



Download Volume 20,  
Issue 2

**COVID -19 Risk  
Assessment  
Supplement with  
Samples**

**Magazine Volume 20  
Issue 2**  
[Click Here](#)

# Risk Assessment Approach



The risk assessment should be completed by the safety/risk manager and in conjunction with a team of subject matter experts and the joint health and safety representative or committee.

These individuals should have a good working knowledge of the job specific procedures that are being reviewed.

[https://www.ihsa.ca/pdfs/magazine/volume\\_20\\_Issue\\_2/risk-assessment-covid-19.pdf](https://www.ihsa.ca/pdfs/magazine/volume_20_Issue_2/risk-assessment-covid-19.pdf)

## Risk Assessment COVID-19

Each workplace is unique and different. IHSA recommends that employers and business owners conduct a risk assessment to determine the most appropriate controls and actions for a particular workplace/situation during the COVID-19 pandemic.

This guide provides companies with the knowledge and tools to facilitate a risk assessment and to assist with the development of appropriate controls to eliminate or reduce the exposure to the hazards related to COVID-19.



### WHAT IS A RISK ASSESSMENT?



**A risk assessment is the term used to describe the overall process/method where you:**

- ➔ Recognize and identify the risks.
- ➔ Evaluate the risks, determine who might be harmed and how.
- ➔ Decide on and implement control measures.
- ➔ Evaluate your results and make improvements.

Note: Once the risk assessment is completed, all steps should be reviewed and updated as required.

### WHY COMPLETE A RISK ASSESSMENT?

The goal of the risk assessment process is to evaluate hazards, followed by implementing methods to minimize the risk. Overall, this should create a safer and healthier workplace. In completing the risk assessment, you should try to answer the following questions:

- What can happen and under what circumstances?
- What are the possible consequences?
- How likely are the possible consequences to occur?
- Is the risk controlled effectively, or is further action required?



## COMMONLY USED TERMS:

### Hazard

- A hazard is an event or condition that can expose a person to risk of injury or occupational disease. It's any potential source of harm, damage, or adverse health effects.

### Risk

- The likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

### Controls

- A hazard control system is an organized set of measures or methods applied to eliminate or minimize hazards.

It is helpful to use a systematic approach to prioritize possible actions. One common approach is the Hierarchy of Controls (see image below). This framework ranks control measures based on their effectiveness and sustainability, and by how much supervision and individual effort is required to apply the control.

### Hierarchy of Controls



All workplace parties including workers, managers, clients, customers, and contractors have an important role to play in taking steps to reduce the spread of COVID-19. This is why it is very important to engage the appropriate workplace parties, including managers, supervisors, workers, and health and safety reps or joint health and safety committee members during the risk assessment process. A risk assessment becomes part of your overall health and safety management system and is part of your continuous improvement process. Re-assessment is key to ensure it is updated as circumstances change or new hazards are identified.



# COVID 19 – Risk Assessment

## HOW TO DO IT:

The risk assessment should be completed by the safety/risk manager and in conjunction with a team of subject matter experts and the joint health and safety representative or committee. These individuals should have a good working knowledge of the job-specific procedures that are being reviewed.

To complete the risk assessment, use the following process:



Step 1: Recognize and identify the risks  
Step 2: Assess the risks  
Step 3: Control the risk  
Step 4: Evaluate and review the controls

## STEP 1 RECOGNIZE AND IDENTIFY HAZARDS



Goal is to find and record possible hazards that may be present in your workplace for all of the variety of work tasks.



Watch while tasks are being done.



Talk to or interview staff about their work areas and how tasks are done.



Be part of workplace inspections.



Look at reports and records that your workplace has about work.

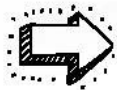


Listen to employee concerns about work.



# COVID 19 – Risk Assessment

## STEP 2 ASSESS THE RISKS



To do this you need to understand how likely it is that someone will get hurt or be made sick by the identified hazard.

Ask the following questions when assessing the hazard:

- How does the hazard compare to legislation, standards, and guidelines?
- In what ways could the worker get hurt or become sick because of the hazard?
- Is it likely the hazard could affect worker health and safety?
- To what degree could a worker be hurt or become sick because of the hazard?



Rating	Probability	Severity
High	<ul style="list-style-type: none"> <li>• Frequent or repeated event</li> <li>• Greater than 50% chance of occurring</li> </ul>	<ul style="list-style-type: none"> <li>• Serious or disabling personal injury, permanent disability or fatality</li> <li>• Major loss of business continuity</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• Event is known to occur</li> <li>• Between 10% to 49% chance of occurring</li> </ul>	<ul style="list-style-type: none"> <li>• Injury requiring medical aid with or without lost time from work</li> <li>• Minor loss of business continuity</li> </ul>
Low	<ul style="list-style-type: none"> <li>• Unlikely event, has not occurred in your company but could happen</li> <li>• Between 0 to 10% chance of occurring</li> </ul>	<ul style="list-style-type: none"> <li>• No injury or minor injury requiring first aid</li> <li>• Minor business interruption</li> </ul>

Table One: Simple Risk Matrix

Severity	High	Medium	Low
	High	Medium	Low
	Low	Medium	High
	Probability		

### Probability of Occurrence:

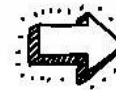
- The likelihood that a worker may fall ill.

### Severity of Consequences:

- The severity of resulting harm, illness or injuries, and the magnitude of associated losses or negative consequence.

One method to assess the risk is to use a simple risk matrix which relies on probability and severity scores of high, medium, or low to assign relative risk rankings. The colour coding in the matrix provides you with a visual sense of the relative priority attached to that hazard.

## STEP 3 CONTROL THE RISK



Selecting an appropriate control is not always easy. Choosing a control method may involve:

- Evaluating and selecting temporary and permanent controls.
- Implementing temporary measures until permanent (engineering) controls can be put in place.
- Implementing permanent controls when reasonably practicable.



### As per the Hierarchy of Controls

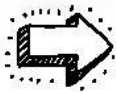
- Elimination is simply removing the hazard from the workplace. Eliminating a hazard is clearly the most effective and sustainable way of dealing with it.
- Substitution Involves replacing a hazardous condition or process with one that has no associated hazards, or has hazards that pose lower risks.
- Engineering controls do not directly eliminate the hazard. Instead, they reduce risks by separating or isolating the individual from exposure to the hazard.
- Administrative controls are the policies, operating procedures, rules, and practices that describe the way work is performed at your workplace.
- Personal protective equipment (PPE) worn by individuals to reduce the exposure is the least effective type of control.





# COVID 19 – Risk Assessment

## STEP 4 EVALUATE AND REVIEW THE CONTROLS



It is important to know if your risk assessment was complete and accurate, and to monitor the effectiveness of control methods. Create a plan to monitor that the controls are working. For example, check during inspections, discuss at safety meetings, and develop a pre-shift checklist.

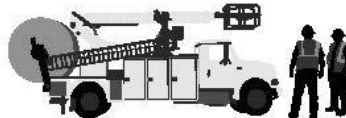
For each control you should be able to answer YES to these questions:

1. Have you discussed the hazards and controls with the workers?
2. Have you provided training for these control measures?
3. Have the controls solved the problem?
4. Is the risk posed by the original hazard contained?
5. Are new hazards appropriately controlled?
6. Are monitoring processes adequate?
7. Have workers been adequately informed about the situation?
8. Have orientation and training programs been modified to deal with the new situation?
9. Has the effectiveness of hazard controls been documented in your committee minutes, inspections, or health and safety management system review?



For each control, you should be able to answer NO to these questions:

1. Have any new hazards been created?
2. Are any other measures required?



Finally, what else can be done?

For more information on hazard assessment, analysis, and control:  
[ihsa.ca/resources/hazard\\_assessment\\_analysis\\_control](https://ihsa.ca/resources/hazard_assessment_analysis_control)

You can also download IHSA's Hazard Identification form here:  
[ihsa.ca/smallbusiness/resources\\_small-businesses](https://ihsa.ca/smallbusiness/resources_small-businesses)

## RISK ASSESSMENT FORM - SAMPLE 2

### COVID-19 SIMPLE RISK ASSESSMENT

## RISK ASSESSMENT FORM - SAMPLE 1

### COVID-19 SIMPLE RISK ASSESSMENT

<b>Name (person completing the assessment):</b> J. Q. Safety Manager
<b>Date (date of the assessment being completed):</b> May 8, 2020
<b>Activity or procedure being assessed:</b> Refuelling of vehicles
<b>Known or expected hazards and risk associated with activity:</b> Transfer of germs through respiratory droplets or from touching equipment, tools, or devices.
<b>Possible consequences:</b> Possible risk of exposure to COVID-19 resulting in illness.
<b>Who is at risk?</b> Individual workers, contractors, visitors, or anyone using a company vehicle.
<b>Controls taken to eliminate the hazard or lower the level of risk:</b> <ol style="list-style-type: none"> <li>1) While refuelling the vehicle, the driver should maintain physical distancing at all times from other individuals at the service station.</li> <li>2) Employee should use appropriate personal protective equipment (PPE) from the moment they exit the vehicle. Make sure to wear gloves at all times or have hand sanitizer available to ensure proper hygiene after handling any equipment or making contact with surfaces.</li> <li>3) If using a shared vehicle, wipe down the fuel cap before removal.</li> <li>4) Wipe down the pump handle and any other parts of the fuel-dispensing equipment (e.g., screen and touch pad) that may be required to touch with disinfectant wipes.</li> <li>5) Make payment through remote means where possible to limit exposure to other people inside the fuel station.</li> <li>6) Once the fuel stop is complete, the employee should remove gloves and ensure they wash their hands or use hand sanitizer.</li> <li>7) If going into the building to pay and making contact with surfaces, upon return to vehicle, employee should use hand sanitizer immediately.</li> </ol>
<b>Note:</b> Employees issued PPE, such as gloves or masks, should be properly trained on safe use, care, maintenance, and limitations.
<b>Action to be taken in the event of emergency</b> In the event that an employee begins to exhibit symptoms of COVID-19: <ol style="list-style-type: none"> <li>1. Contact their supervisor, manager, or dispatch immediately.</li> <li>2. Have them complete the online self-assessment or call either Telehealth Ontario or their primary care provider (family physician).</li> <li>3. They should not return to work until advised to by medical professional.</li> <li>4. Review of all safety protocols and risk assessment by safety manager.</li> </ol>
<b>Find these additional resources at <a href="https://ihsa.ca/COVID-19">ihsa.ca/COVID-19</a>:</b> <ul style="list-style-type: none"> <li>• Guidance on fuelling vehicles during COVID-19</li> <li>• Downloadable poster: <i>Wipe equipment before and after use</i></li> </ul>

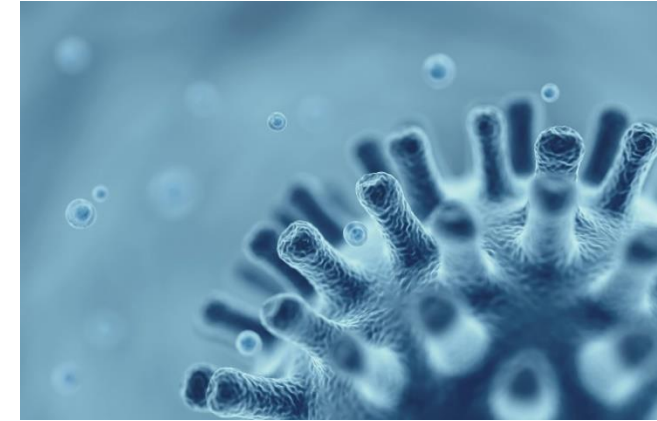
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Keyword search: "IHSA"

- IHSA has partnered with CCOHS to create an occupational health and safety compliance web tool and app. The web tool and app present information on 50 key topics to assist Ontario workplaces reference and understand legislated obligations in the Regulations for Construction Projects in a plain language summary format.
- For more information, visit [our mobile app](#) page.



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# Contact Tracing

- Contact tracing is a key part of monitoring the workforce. It is required by both the [Ministry of Health and local Public Health Units](#). Members must be able to produce this information if requested by either the Ministry or local Public Health Unit.
- OHBA has a step-by-step instruction guide explaining how members can create a Google Form with customizable QR code to make workplace screening, quick, digital and easy. This will be available on our [COVID-19 webpage](#).

Q&A





Thank you for attending  
We are all in this together  
Let's keep each other safe