

HOW TO CONDUCT A FACILITY RISK ASSESSMENT



Cleaning Coalition
of America

A proper facility risk assessment begins with a check-up of your entire facility, with an eye toward identifying hazards with the potential to cause workplace injury or illness. Cleaning Coalition of America members are experts in identifying hazards, mitigating risks, and keeping facilities safe.



STEP ONE: HAZARD IDENTIFICATION & SPACE EVALUATION

Collect and review information about potential occupational hazards with employees. Hazards may be physical, mental, chemical, biological, or psychosomatic. Additionally, they may be associated with both emergency and routine situations. Key considerations may include, but are not limited to:

Health Hazard Identification

- **Chemical Hazards:** Are there chemicals present which are volatile or used in large quantities in unventilated spaces?
- **Physical Hazards:** Are there potential exposures to excess noise or elevated heat levels?
- **Biological Hazards:** Are workers exposed to infectious airborne pathogens, fungi, molds, or animal materials capable of causing allergies or illness?
- **Ergonomic Hazards:** Do certain operations involve repetitive motions or heavy lifting?

Space Evaluation & Safety Hazard Identification

- What kinds of trip, slip, and fall hazards are present in the facility?
- What kinds of electrical hazards are present in the facility?
- What kinds of fire hazards are present in the facility?
- What is the primary use of the facility (i.e., office, manufacturing, retail, medical, etc.)?
- What is the average occupancy load and traffic?
- What are the space verticals and cleaning zones of the facility?
- How many inanimate surfaces require cleaning/disinfection in the facility (i.e., doorknobs, desks, or washrooms)?
- What is the total energy consumed in the facility?
- How many hand-sanitizing and disinfecting wipe stations are in the facility?

Clean Practices Evaluation

- What are the facility's current cleaning staff levels and schedule for cleaning?
- What are the facility's recurring cleaning and disinfection practices for high-touch surfaces?
- What is the facility's recycling and waste management process?
- What products and technologies are used for cleaning, sanitizing, and disinfecting the facility?
- Does the facility use smart restroom monitoring/IOT to manage their product levels to eliminate run out?
- Is the facility's HVAC (heating, ventilation, and air conditioning) system in healthy operating condition and is it equipped with MERV filters?
- Does the facility have highly efficient particle filtration (HEPA) units?

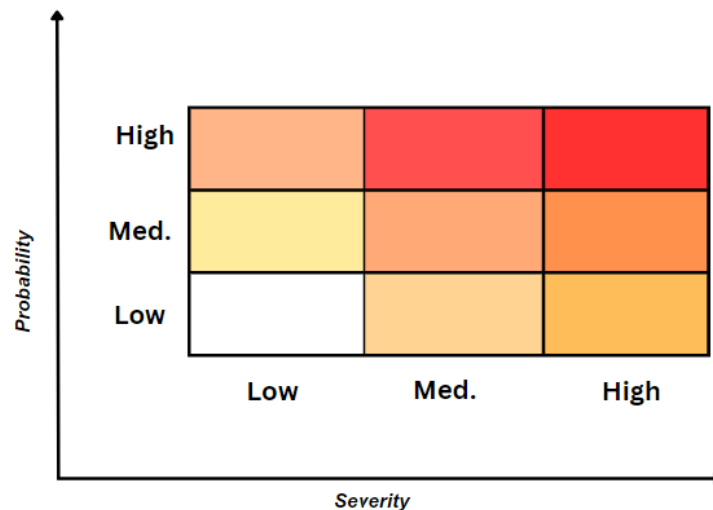


STEP TWO: RISK EVALUATION

Risk is the product of hazard and exposure.

Accordingly, during the risk evaluation phase, facility managers should assess the probability and severity of harms resulting from each hazard identified. This information can be used to prioritize corrective measures.

To conceptualize and rank risks, facility managers may utilize risk matrices. A sample is shown below:



Probability ratings may represent:

- **High:** A risk an individual could experience once or twice per calendar year
- **Medium:** A risk an individual could experience one time in a five-year period
- **Low:** A risk an individual could experience one time in a twenty-year period

Severity ratings may represent:

- **High:** Major injury or illness capable of causing permanent disability or death
- **Medium:** Minor injury or illness requiring several days of recovery
- **Low:** An minor injury requiring little to no recovery, such as short-term skin irritation or dizziness



STEP THREE: RISK MITIGATION & CONTROL

As explained in Step 2, a risk is defined as the product of a hazard multiplied by an individual's exposure to said hazard. Accordingly, risks can be reduced by both controlling hazards and/or reducing exposure to hazards. There are a number of approaches which may be used to control risks. The most popular methods include the following:

- **Elimination:** Remove the hazard from the facility.
- **Substitution:** Replace the hazard with a less hazardous alternative.
 - *Example:* Replace a hazardous chemical with a less hazardous alternative.
- **Engineering Controls:** Design or modify the built environment to mitigate exposure to hazards.
 - *Example:* To reduce exposure to airborne pathogens, improve indoor air quality (IAQ). There are three widely accepted methods of managing IAQ: ventilation or dilution to reduce the concentration of airborne contaminants inside; air cleaning and disinfection to remove or destroy these contaminants; and source control through filtration to prevent contaminants from getting into the facility.
- **Administrative Controls:** Administrative policies and practices that reduce exposure to hazards.
 - *Example:* Implement training modules, housekeeping procedures, and other operating procedures which mitigate risks.
- **Personal Protective Equipment:** Equipment worn by individuals to reduce exposure to hazardous noises, airborne pathogens, or chemicals.



STEP FOUR: VERIFICATION PROCEDURES

A facility risk assessment should be conducted monthly to account for any new or unforeseen risks — and to confirm that the environment is meeting the strictest health and safety standards.

It is important to assess the efficacy of all control measures to ensure your facility has properly mitigated or eliminated risks. Evaluation tools may include:

- Physical inspections of facilities and operations;
- Swab Testing for exposure to airborne pathogens;
- ATP (adenosine triphosphate) testing to measure the growth of microorganisms on surfaces; and
- Incident investigation and injury/illness tracking reports.