

Risk Assessment

Suggested Use:

- As a self-assessment questionnaire that an agency can use to identify and monitor workforce risks (related to capacity, capability and health) at the location/agency level.

Categories	Questions
Capacity Risk	Do you currently have enough essential staff for your location/agency?
	Have you experienced cases of COVID-19 at your location/agency (staff or individuals supported)?
	Have staff permanently left your location/agency since your last touchpoint?
	Have staff temporarily (e.g. sick leave) left your location/agency since your last touchpoint?
	Do you believe that there is a high risk of essential staff leaving your location/agency?
	Are your staff willing to work overtime shifts?
	Are your staff willing to work additional overnight shifts?
	Are your staff willing to work live-in shifts?
	Are your staff willing to work with individuals supported who have tested positive for COVID-19?
	Do you have staff from other areas (e.g. day/respite programs) that can be redeployed or have volunteered to work in residential settings?
	Are union agreements and emergency orders imposing barriers or constraints on staffing?
Capability Risk	Do you have the required staff capabilities (i.e. specialized skills) to meet the unique needs of the individuals supported at your location/agency?
	Do you have a plan to recruit and onboard new staff?
	Have you connected with your local public health authority for support?
	Are your staff members trained to properly use PPE?
	Is there current agency capacity to provide required training?
	Are your staff familiar with your emergency preparedness plan?
Health Risk	Have your staff demonstrated higher than typical stress levels?
	Have your staff expressed concerns about their mental health?
	Have your staff expressed concerns about their safety (e.g. lack of PPE)?
	Are you confident that the Health & Safety Committee is effectively escalating and mitigating health risks?
	Have your staff expressed concerns about their finances?
	Have your staff expressed concerns about childcare and/or caring for other dependents?
	Have your staff expressed concerns about transmitting COVID-19 to their families/others in the community?