



## Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM <b>7 Mile Recycling &amp; Landfill</b>											
DEPARTMENT/CREW: 7 Mile Operations					DATE: April 1/2020						
Completed by Gerry Little, Arena Manager			EMPLOYEES INVOLVED:		Carl	Operations Crew	Contractors				
JOB: <b>COVID 19 Prevention</b> <b>7 Mile Recycling &amp; Landfill</b>			HAZARD RATING:		RECOMMENDATION:			PERSON RESPONSIBLE:	TARGET COMPLETION DATE:		
IDENTIFIED HAZARDS:			S	P	E	T					
Avoid contracting Covid 19 through touch points such as desks, door handles, switches, computers etc.			2	1	1	4	Wipe desks and other contact points. Keep office doors open to avoid touching. Disinfect personal work stations. Workers responsible for their own work stations during the day.			All Staff	April 1/20
Dealing with Public-Social Distancing			1	1	1	3	Keep a minimum 2 meters apart.			All Staff	April 1/20
Bathroom			1	1	1	3	Use drying towel to exit bathrooms, turn off faucets and flush toilets. Clean after each use and at shift's end.			All Staff	April 1/20
Office			2	1	1	4	Keep door locked at all times. Maximum 4 persons permitted with recommended distancing. Lunch Breaks to be staggered or taken outside or in own vehicle. Wash hand upon arrival to work and after breaks.			All Staff	April 1/20
Vehicles			1	1	1	3	Clean after each use.			All Staff	April 1/20
Baling Area			1	1	1	3	Use gloves at all times. Wear assigned PPE			All Staff	April 1/20
Contractor and Landfill Face			1	1	1	3	Move garbage instream by equipment only. Exit excavators and equipment after equipment has completely removed itself from contact with the garbage. Wear gloves at all times.			Contractors	April 1/20
Recycling			2	1	1	4	Do not remove contaminates from recycling. Quarantine baling and curbside material for 3 or more days before processing. Wear gloves at all times.			All Staff	April 1/20
Tools and Equipment			2	1	1	4	Clean tools and equipment after each use.			All Staff	April 1/20

**Notes:**

- **SEVERITY** – Depending on how serious the outcome if something went wrong – rate 1, 2 or 3 (3 being worst)
- **PROBABILITY** – how likely is it that something will go wrong – rate 1, 2 or 3 (3 being most likely)
- **FREQUENCY OF EXPOSURE** – how many people, how often exposed, rate 1, 2, or 3 (3 being most often or lots of people)
- **TOTAL** – total the previous 3 columns: 3-4 is LOW Priority      5-6 is MEDIUM priority      7-9 is HIGH Priority
- **Address HIGH priority hazards first, then MEDIUM priority hazards. LOW priority hazards may not require attention at this time; they may simply require monitoring.**
- Review the controls in place and consider what should be added. Try engineering controls (guards, screens, mufflers, ventilation, etc.) before relying on things like administrative controls, warning signs, pylons, reminder notes, masks, gloves, etc.
- Determine how quickly the recommended controls should/can be put in place (remember to set reasonable goals) and who is responsible to ensure it gets done

**Workplace Staff Review Acknowledgement:**

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