



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM 7 Mile Scale House							
DEPARTMENT/CREW: SCALE SHACK				DATE: April 1/2020			
Completed by Gerry Little, Arena Manager			EMPLOYEES INVOLVED:		Casuals		
JOB: Covid 19 Prevention 7 Mile Scale House		HAZARD RATING:		RECCOMENDATION:		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 March 31/20
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 March 31/20
Scale Shack Office		2	1	1	4	Keep door locked at all times. 1 visitor permitted. Encourage staff to communicate via radio or through drive thru window.	All Staff March 31/20
Cash and Debit Machine		1	1	1	3	Clean after each use.	All Staff March 31/20

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:
