



Regional District of Mount Waddington

Note:

| RDMW HAZARD ASSESSMENT FORM MAIN OFFICE | | | | | | | | | | | |
|---|--|--|----------------------------|----------|--------------------------|----------|---|----------------------------|--|--|-------------|
| DEPARTMENT/CREW: | | | | | DATE: March 31/20 | | | | | | |
| Completed by Gerry Little, Arena Manager | | | EMPLOYEES INVOLVED: | | All Staff | | Contractors | | | | |
| JOB: COVID 19 PREVENTION RDMW Office Staff, 2044 McNeill Rd. | | | HAZARD RATING: | | RECOMENDATIONS: | | | 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 after lunch break. Workers responsible for their own work stations during the day. | | | All Staff | March 31/20 |
| Bathrooms | | | 2 | 2 | 1 | 5 | Use drying towel to exit bathrooms, turn off faucets and flush toilets. Use Purell hands outside bathroom before going into other areas. | | | All Staff | March 31/20 |
| Kitchen | | | 2 | 2 | 1 | 5 | Limit 2 persons in kitchen. Put dishes in dishwasher after use. Use Nitrile gloves for additional protection. | | | All Staff | March 31/20 |
| Hallway | | | 2 | 1 | 1 | 4 | Limit one person in hallway | | | All Staff | March 31/20 |
| Offices | | | 2 | 1 | 1 | 4 | Finance-limit 1 visitor. Treasurer office Limit 1 visitor. Planning limit 1 visitor. CAO Office limit 2 visitors. EDO office to meet in the board room due to Pats higher risk. Use Board room as option. | | | All staff | March 31/20 |
| Board Room | | | 2 | 2 | 1 | 5 | Present limit 8 users; reduce to 5 by Apr.3. Office staff to disinfect after each use. Table tops and arm rests. Disinfect computer and light switches. Keep doors closed which signals a disinfected room. | | | Dee and Nicole Duty Manager Contract Cleaner | March 31/20 |
| Access to records Room | | | 1 | 1 | 1 | 3 | Use nitrile gloves | | | All Staff | March 31/20 |
| Public Access | | | 1 | 1 | 1 | 3 | Front doors to be kept locked. Visitors must disinfect hands after using security door. Speak to customers through open window if possible. | | | Dee and Nicole | |
| Workers Hours-Adjustment | | | 1 | 1 | 1 | 3 | Example: Work could be shifted to 7:30-3:30 and 9:30-5:30. Working through coffee breaks could also shorten the work day and reduce risk. | | | All by Agreement | March 31/20 |
| Vehicle | | | 1 | 2 | 1 | 4 | Limit Car to 1 person. Disinfect steering wheel accessories after use. Use nitrile gloves to fuel-up with gas pump nozzle. Need wipes. | | | All Staff | March 31/20 |
| Cash Handling | | | 1 | 1 | 1 | 3 | Use Nitrile gloves. Wipe debit machine after use. | | | All Staff | March 31/20 |
| Copier Room | | | 1 | 1 | 1 | 3 | Wipe down copier after each use. | | | All Staff | March 31/20 |
| Safe Room | | | 1 | 1 | 1 | 3 | Use Nitrile gloves around safe. Disinfect light switch. | | | All Staff | March 31/20 |

- **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:
