



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM PARKS HQ											
DEPARTMENT/CREW:					DATE: March 30/20						
Completed by Gerry Little, Arena Manager			EMPLOYEES INVOLVED:		Dean		Casuals				
JOB: COVID 19 PREVENTION RDMW Parks, 2044 McNeill Road			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	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
Parks Shed			2	1	1	4	Limit 2 staff in Parks shed			All staff	March 31/20
Vehicle			2	2	1	5	Limit truck to 1 person; 2 if facemasks worn by both occupants or by using lexan place sneeze guard between driver. Disinfect steering wheel accessories after use. Use nitrile gloves to fuel-up with gas pump nozzle.			Dean	March 31/20
Tools			1	1	1	3	Use nitrile gloves. Disinfect tools after each use if needed.			All Parks 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:
