



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM **MAIN OFFICE** 2044 McNeill Road

DEPARTMENT/CREW: RDMW Office Staff						Date Implemented: April 1, 2020	UPDATED/ COMPLETED: Feb 18, 2021
EMPLOYEES INVOLVED: 12		All Staff		Contractors, Public, Board			
JOB: COVID 19 PREVENTION	HAZARD RATING:		RECOMMENDATIONS:				PERSON RESPONSIBLE:
IDENTIFIED HAZARDS:	S	P	E	T			
All Access	1	1	1	3	MASKS MANDATORY before entering building. Hands must be sanitized then fill out Sign-in Sheet acknowledging that you have read and understand protocol bulletin. Visitors to wait behind counter shield for direction.		Reception/All Staff
Board Room	2	2	1	5	MASKS MANDATORY. Office staff to disinfect after each use: Table tops and arm rests, computer, and light switches. Keep doors closed, which signals a disinfected room. Present limit is 8 people.		Reception, Duty Manager, Contract Cleaner
Hallway	2	1	1	4	MASKS MANDATORY. Limit one person in hallway		All Staff
Bathrooms	2	2	1	5	Use drying towel to exit bathrooms, turn off faucets and flush toilets. Use Purell hand sanitizer outside bathroom before going into other areas.		All Staff
Kitchen	2	2	1	5	MASKS MANDATORY before entering kitchen. Limit 2 persons in kitchen. Put dishes in dishwasher after use. Use Nitrile gloves for additional protection.		All Staff
Offices	2	1	1	4	Finance: Limit 1 visitor. Treasurer: Limit 1 visitor. Planning: Limit 1 visitor. CAO: Limit 2 visitors. EcDev: Limit 1 visitor. Use Board room as option for meeting with visitors. MASKS MANDATORY when more than one person in any office space.		All staff
Access to Records Room	1	1	1	3	MASKS MANDATORY when more than one person in area. Use nitrile gloves for handling of any items.		All Staff
Copier Room	1	1	1	3	One person in Copier Room at a time. Wipe down copier after each use; or alternatively, use hand sanitizer before and after use. Copier should still be wiped down with disinfectant at least once a day.		All Staff
Safe Room	1	1	1	3	One person in safe room at a time. Use Nitrile gloves around safe. Disinfect safe handle, light switch, and room door.		All Staff
Avoid contracting COVID-19 through touch points such as desks, door handles, switches, computers etc.	2	1	1	4	CLEANING: 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. Try to avoid using workstations other than your own. Shared work stations should be wiped down with disinfectant after each use; or alternatively, users should use hand sanitizer before and after using shared devices/stations.		All Staff, Contract Cleaner
Cash Handling	1	1	1	3	WEAR A MASK and use Nitrile gloves. Wipe debit machine, keyboard, and mouse after use.		All Staff
Vehicle	1	2	1	4	MASKS MANDATORY. Disinfect steering wheel/accessories after use. Use nitrile gloves to fuel-up with gas pump nozzle. Use hand sanitizer or disinfecting wipes.		All Staff

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