



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM 7 Mile Scale House							
DEPARTMENT/CREW: SCALE HOUSE				Date Implemented: March 30, 2020		Last Update: February 26, 2021	
Completed by: Patrick Donaghy, Operations Manager			EMPLOYEES INVOLVED: Terry, Riley, Patsy, Brad and Karl		Casuals		
JOB: COVID-19 Prevention 7 Mile Scale House		HAZARD RATING:		RECOMMENDATION:		PERSON RESPONSIBLE:	
IDENTIFIED HAZARDS:		S	P	E	T	TARGET COMPLETION DATE:	
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. Disinfect personal work stations. Workers responsible for their own work stations during the day.	All Staff February 26, 2021
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 February 26, 2021
Scale Shack Office		2	1	1	4	Keep door locked at all times. 1 visitor permitted but all occupants during the visit must wear a mask. After visit air out office for 15 minutes before masks are not required. Encourage staff to communicate via radio or through drive thru window.	All Staff February 26, 2021
Cash and Debit Machine		1	1	1	3	Clean after each use.	All Staff February 26, 2021

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:
