



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM PARKS HQ							
DEPARTMENT/CREW:				Date Implemented: March 30, 2020		Last Update: January 6, 2022	
Completed by: Gerry Little, Arena Manager			EMPLOYEES INVOLVED:		Dean	Casuals	
JOB: COVID-19 PREVENTION		HAZARD RATING:		RECOMMENDATION:		PERSON RESPONSIBLE:	
RDMW Parks, 2044 McNeill Road				Vaccinations recommended for all staff			
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
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
Kitchen		2	2	1	5	MASKS MANDATORY. Limit 2 persons in kitchen. Put dishes in dishwasher after use. Use Nitrile gloves for additional protection.	All Staff
Hallway		2	1	1	4	MASKS MANDATORY. Limit one person in hallway	All Staff
Parks Shed		2	1	1	4	MASKS MANDATORY when more than one person in shed. Limit 2 staff in Parks shed	All staff
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
Tools		1	1	1	3	Use nitrile gloves. Disinfect tools after each use if needed.	All Parks 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

Workplace Staff Review Acknowledgement:
