



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM PARKS HQ									
DEPARTMENT/CREW:					Date Implemented: March 30, 2020			Last Update: February 26, 2021	
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.		
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.		
Kitchen			2	2	1	5	MASKS MANDATORY. Limit 2 persons in kitchen. Put dishes in dishwasher after use. Use Nitrile gloves for additional protection.		
Hallway			2	1	1	4	MASKS MANDATORY. Limit one person in hallway		
Parks Shed			2	1	1	4	MASKS MANDATORY when more than one person in shed. Limit 2 staff in Parks shed		
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.		
Tools			1	1	1	3	Use nitrile gloves. Disinfect tools after each use if needed.		

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:
