



Regional District of Mount Waddington

RDMW HAZARD ASSESSMENT FORM								
DEPARTMENT/CREW: RDMW Recycling Depots				Date Implemented: April 6, 2020		Last Update: February 26, 2021		
Completed by: Patrick Donaghy, Operations Manager				EMPLOYEES INVOLVED: Operations Crew		Contractors		
JOB: COVID 19 Prevention		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	February 26, 2021
Personal Protective Equipment		1	1	1	3	Wear masks and gloves when available. Management responsible for making best effort to acquire needed PPE	All Staff	February 26, 2021
Dealing with Public-Social Distancing		1	1	1	3	Keep a minimum 2 meters apart.	All Staff	February 26, 2021
Bathroom (Malcolm Island Depot Only)		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
Office		2	1	1	4	Keep door locked at all times. Maximum 4 persons permitted with recommended distancing. Lunch Breaks to be staggered or taken outside or in own vehicle. Wash hand upon arrival to work and after breaks.	All Staff	February 26, 2021
Vehicles (Malcolm Island and Woss Depots Only)		1	1	1	3	Clean after each use.	All Staff	February 26, 2021
Recycling		2	1	1	4	Do not remove contaminates from recycling.	All Staff	February 26, 2021
Tools and Equipment		2	1	1	4	Clean tools and equipment 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