

Department: Aquatics	Position: Aquatic Instructor	Prepared Date: June 18, 2023	Revised Date:
-----------------------------	-------------------------------------	-------------------------------------	----------------------

Instructions: upon reviewing the hazards and applicable hazards associated with tasks - if being reviewed at time of orientation, worker is to complete acknowledgement section of form, if being reviewed for accuracy i.e., annual, post incident, inspection etc., leader assessor and supporting assessor (if applicable) is to complete the accuracy review section of form. Once completed, please scan to health and safety.

Acknowledgement - Orientation	Accuracy Review
--------------------------------------	------------------------

Date of acknowledgement:	Date of Review:
---------------------------------	------------------------

Signature acknowledges hazards and the required hazard controls for job position	Print Name	Worker	Print Name	Lead Role	Supporting Role (optional)
	Signature			Signature	

RISK RANKING = PROBABILITY + SEVERITY + EXPOSURE

PROBABILITY 1 NEVER - NEVER GOING TO HAPPEN 2 IMPROBABLE - NOT LIKELY TO HAPPEN 3 REMOTELY PROBABLE - HAZARD VERY RARELY OCCURS 4 PROBABLE - OCCURS OR IS PRESENT OCCASIONALLY 5 VERY PROBABLE - OCCURS OR IS PRESENT FREQUENTLY	SEVERITY 1- MINOR- NO LOST TIME, NO LOSS 2 - MODERATE - MEDICAL AIDS, RESTRICTED WORK, DMG >\$0 3 - SERIOUS - LOST TIME, DMG <\$5,000 4 - VERY SERIOUS - SEVERE INJURY, ACUTE HEALTH EFFECTS, DMG > \$5K 5 - CATASTROPHIC - FATAL, CHRONIC HEALTH, EXTREME DMG >\$25	EXPOSURE 1 - REMOTE - ONCE PER YEAR 2 - INFREQUENT - WEEKLY OR LESS 3 - OCCASIONAL - ONCE PER DAY 4 - FREQUENT - MORE THAN TWICE DAILY 5 - CONTINUALLY - ON A HOURLY BASIS	3-6	LOW RISK
			7-10	MEDIUM RISK
			11-15	HIGH RISK

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
Walking to and from the building, walking around worksites	Slip/trip	Lacerations,	S	3	2	4	9	Eng: Hand rails on stairs Admin: SWP - housekeeping PPE:
	Fall	Fall in water, drowning	S	3	2	4	9	Eng: Admin: Limited persons on deck, SWP - housekeeping PPE:
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	3	2	3	8	Eng: Ventilation preventative maintenance program Admin: SWP - air quality PPE: masks - optional
	Fungus	Plantar warts	S	3	2	2	7	Eng: Admin: PPE: Deck shoes
	Contact with sharps (needles) - blood born pathogens or biohazardous materials	Diseases, illness (acute or chronic)	S	3	2	2	7	Eng: Admin: SWP - housekeeping, exposure plan, SWP - drugs and drug paraphernalia

JOB FORMAL HAZARD ASSESSMENT

SAFETY

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
								PPE: Gloves, protective footwear
Dealing with people (in person, lessons, monitoring pool, internal and external)	Public/Worker Interaction during/after office hours- workplace violence: stranger violence (i.e. robbery, bomb threats etc), client/customer violence, co-worker violence, violence related to domestic issues	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	4	2	2	8	Eng: Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in place, lock down, Psychological Directive, personal security procedure PPE:
		Physical (bruises, stabs)	S	2	3	2	7	Eng: Open floor plan, FOP door access Admin: Workplace Violence prevention plan, workplace violence training, SWP – personal security PPE:
	Harassment & bullying	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	4	2	3	9	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling PPE:
	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H&S	4	2	2	8	Eng: Admin: Adequate assigned work tasks, managing stress training, employee assistance provider PPE:
	Handshaking	contracting a pathogen through repeated hand shaking (pathogen – staphylococcus aureus)	H	4	1	2	7	Eng: Admin: Exposure plan, hand sanitizer PPE

JOB FORMAL HAZARD ASSESSMENT
SAFETY

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
Dealing with people (in person, lessons, monitoring pool, internal and external)	Contact with sick member of public or co-worker (influenza, covid-19, lice, fleas, impetigo)	Illness	H	4	2	2	8	Eng: Vaccinations (optional) Admin: Exposure plan, SWP – cleaning changerooms PPE: Masks
	Bodily fluids (i.e. blood, urine, feces, vomit)	Illness	H & S	3	1	3	7	Eng: Admin: Exposure plan, SWP – contamination, SWP – disinfecting floors, SWP – liquid diarrhea contamination SWP – first aid - administering PPE: Gloves, protective footwear, masks
	Worker has a pre-existing medical condition	Illness	S	3	1	2	6	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit PPE:
Monitoring pool when near full capacity	Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H	5	1	3	9	Eng: Admin: Minimum 2 guards on duty, limited capacity in pool (signage), limited time on deck while on duty PPE:
Filing and Storage of supplies and materials	Materials falling	Crush/pinch	S	3	1	2	6	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
	Material Handling	Sprain/strains	S	4	2	2	5	Eng: Carts Admin: SWP – ergonomic – lifting/carrying manual, safe lifting training, SWP -carts PPE:
	Physical hazards – objects falling from overhead	Struck by/struck against injuries	S	3	1	2	6	Eng: Adequate storage area Admin: SWP – filing/storage PPE:
Using chemicals for cleaning, maintenance etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Occupational illness (determined by SDS)	H	3	2	2	7	Eng: Chlorine alarm, Restricted access to chlorine bottle room, ventilation Admin: WHMIS training, SDS, SWP – cleaning with floor scrubber, SWP – contamination, SWP – disinfecting floors, SWP – disinfecting life jackets, SWP – liquid diarrhea contamination, SWP – chlorine bottle change, SWP – graffiti removal, SWP – toilet maintenance PPE: as determined by SDS which may include gloves, protective footwear, Tyvek suit, safety goggles/glasses
Facilitating activities/games	Physical activity – improper warm up	Sprain/strains	S	5	1	4	10	ENG: ADMIN: SWP – facilitating activities/games PPE:
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	3	1	2	6	Eng: Admin: Limited use, SWP-ergonomic – basic office PPE:

JOB FORMAL HAZARD ASSESSMENT

SAFETY

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
	Biohazards – germs for main pool phone	Illness	S	3	2	1	6	Eng: Admin: SWP – housekeeping PPE:
Using equipment with energy source – computer, multipurpose printer, vacuum	Contact with energy source	Struck by/struck against, burns, electrocution	S	2	2	2	6	Eng: Admin: SWP – Cleaning with floor scrubber, SWP – pool vacuum, SWP – managing hazardous energy (lock out/tag out), SWP – multipurpose printer, SWP – electricity – working with or near, inspection process PPE:
Computer work	Biomechanical (biomechanical = awkward or sustained postures, excessive forces, repetition, and/or compression/impact forces) associated with computer use or workstation design,	Repetitive Strain Injuries in and office environment such as neck, back, wrist, and other related issues.	H	5	2	5	12	Eng: Admin: Limited computer use, SWP – basic office PPE:
	Inadequate lighting	Eye strain	S	4	2	5	11	Eng: Open workstation, lights Admin: Limited access PPE:
	Faulty wiring – fire	Burns	S	3	2	1	6	Eng: Admin: Inspection process, first aid plan – first aiders, first aid kit PPE:
Material handling (lifting, pushing, pulling etc.) – install/remove lane ropes, lessons set up and take down, restringing lane ropes, moving flags, pool maintenance, laundry	B5 biomechanical associated with material handling of equipment, furniture and supplies including lifting, carrying, pushing, pulling etc.	Repetitive Strain Injuries in and office environment such as neck, back, wrist, and other related issues.	S	5	2	5	12	Eng: Shelves on wheels, carts Admin: Ergonomic program, SWP -Cleaning with floor scrubber, SWP - disinfecting floors, SWP – disinfecting life jackets, SWP – lesson set up/take down, SWP – manual vacuum pool, SWP – moving flags, SWP – restringing lane ropes, SWP – skimmer basket cleaning, SWP – changeroom maintenance, SWP – lifting/carrying manual, SWP – laundry, SWP – facilitating activities/games, SWP - carts, SWP – festive decorating PPE:
	Sharp edges - cuts, lacerations	Infection, compensation for injured body area by another body part (i.e. using left hand more)	S	3	2	2	7	Eng: Admin: SWP – lesson set up/take down, SWP – manual vacuum pool, SWP – changeroom maintenance, SWP – festive decorating PPE:
	Body parts -caught in or between items - pinch, crush	Compensation for injured body area by another body part (i.e. using left hand more)	S	3	2	2	7	Eng: Admin: SWP – cleaning with floor scrubber, SWP – lesson set up/take down, SWP – manual vacuum pool, SWP- changeroom maintenance, SWP - laundry, SWP – festive decorating PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	3	1	6	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure – general evacuation

JOB FORMAL HAZARD ASSESSMENT

SAFETY

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
								PPE:
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	2	3	1	6	Eng: Maintenance program of grass around facility PPE:
	Electrical failure causing no lighting in building	Struck by/struck against injuries	S	3	1	1	5	Eng: Emergency lighting Admin: Emergency response procedure PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	3	4	1	8	Eng: Admin: Emergency response procedures PPE:

Due to diversity in tasks – refer to work process hazard assessment for identified hazards, risk rating and hazard controls

Recommended Additional Control(s) Required

Hazard	Types of Control(s) Required	Person Responsible	Target Date	Date of Completion

Hazard Control

If the hazards cannot be **eliminated** as close to where the problem is created as possible, reduce the risk of exposure to the hazard by:

Engineering

- Substitution
- Redesign of workplace
- Isolation/closed processes
- Automation/material handling devices
- Ventilation (general dilution/local exhaust)
- Purchasing criteria (tools/equipment etc.
- Storage
- Air monitoring

Administrative

- Policies/practices/procedures
- Work/rest schedules
- Limiting hours of work
- Scheduling/rotation of exposed workers
- Wet methods as opposed to dry sanding or sweeping
- Training
- Organizing and planning work

Personal Protective Equipment

- Eye/face protection
- Head protection
- Foot protection
- Hearing protection
- Respiratory protective equipment
- Fall protection
- Protective clothing/Gloves

Or a **combination** of any of the three above