

Department: Aquatics	Position: Aquatic Program Coordinator	Prepared Date: June 18, 2023	Revised Date: October 21, 2024
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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
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Date of acknowledgement:	Date of Review:
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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/falls	Cuts, lacerations,	S	3	2	4	9	Eng: Hand rails on stairs Admin: SWP – housekeeping PPE:
	Trip/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

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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	Exposure to chloramines (emphasizes on trichloramines)	Acute Respiratory tract irritation which may include coughing, wheezing, shortness of breath, chest tightness) and/or eye irritation	H	5	2	5	12	Eng: ventilation (AHU-1), fans Admin: Exposure plan – chloramines, acknowledgement of exposure plan, chloramine exposure training PPE
		Chronic Occupational asthma	H	5	2	5	12	Eng: ventilation (AHU-1), fans Admin: Exposure plan – chloramines, acknowledgement of exposure plan, chloramine exposure training PPE
	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 PPE: Gloves, protective footwear
	Humidity	Heat stress	S	5	1	5	11	Eng: humidity monitor Admin: breaks heat stress training PPE:
		Fatigue impairment	H	3	1	3	9	Eng: humidity monitor Admin: breaks, fatigue impairment procedure PPE:
	Noise from patrons	Fatigue impairment	H	3	1	3	7	Eng: sound baffles Admin: Fatigue impairment procedure, noise exposure testing PPE:
	Carbon dioxide leak	Respiratory issue	S	3	1	3	7	Eng; Alarm Admin: Carbon dioxide exposure plan, Carbon dioxide emergency response plan, emergency response training PPE
	Chlorine leak	Respirator issue	S	3	2	3	8	Eng: Chlorine bottle in secured location outside of building Admin: Chlorine exposure plan, chlorine emergency response plan, emergency response training PPE: SCBA
	Items thrown from over top of viewing area	Lacerations	S	3	2	2	7	Eng: Admin: SWP housekeeping PPE:

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Dealing with people (in person, at meetings, training, 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 and lock down, mental health well-being 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:
Dealing with people (in person, at meetings, training, internal and external)	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	1	1	1	3	Eng: Admin: Exposure plan, hand sanitizer PPE
	Contact with sick member of public or co-worker (influenza, covid-19, monkey pox)	Illness	H	4	2	2	8	Eng: Vaccinations (optional) Admin: Exposure plan PPE: Masks

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	Bodily fluids (i.e. blood, urine, feces, vomit)	Illness	H & S	3	1	3	7	Eng: Admin: Exposure plan, SWP – first aid - administering PPE: Gloves, protective footwear, masks
	Worker has a pre-existing medical condition	Illness	H & S	3	1	2	6	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit, emergency response – procedure- mental health PPE
	Feeling of disconnect with team	Mental stress	H	4	1	1	6	Eng: Admin: social well-being directive, employee assistance provider, mental well-being directive PPE:
Filing and Storage of supplies and materials	Filing cabinet falling	Crush/pinch	S	3	1	2	6	Eng: Filing cabinets secured. Admin: SWP – filing and storage PPE:
	Materia/objects falling falling	Struck by/struck against injuries	S	3	1	2	6	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
		Crush/pinch	S	3	1	2	6	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
	Awkward position	Musculoskeletal injuries	S	4	2	2	8	Eng: Counters at elbow level, carts Admin: SWP – ergonomic – lifting/carrying manual, safe lifting training, ergonomic training, SWP - carts PPE:
Working on projects, assignments, etc. tight deadlines	Mental Stress and/or physical stress – unable to control the way one does the work	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	5	1	3	9	Eng: Admin: Mental health well-being directive, managing stress training PPE:
	Mental Stress and/or physical stress – not receive enough information and support	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	5	1	3	9	Eng: Admin: Mental health well-being directive, managing stress training PPE:
	Mental Stress and/or physical stress – having trouble with relationships at work	Headaches, upset stomach, chronic stress -	H & S	5	1	3	9	Eng: Admin: Mental health well-being directive, managing stress training PPE:

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		heart condition, depression, lower back pain						
	Mental Stress and/or physical stress – don't fully understand role and responsibilities	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	5	1	3	9	Eng: Admin: Mental health well-being directive, managing stress training PPE:
	Mental Stress and/or physical stress – not engaged in change management	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	5	1	3	9	Eng: Admin: Mental health well-being directive, managing stress training PPE:
	Mental Stress and/or physical stress – having trouble with relationships at work	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	5	1	3	9	Eng: Admin: Mental health well-being directive, managing stress training PPE:
Using chemicals for cleaning etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Chemical irritants or occupational illness (determined by SDS)	H & S	3	2	2	7	Eng: Chlorine alarm, Restricted access to chlorine bottle room, ventilation Admin: WHMIS training, SDS, SWP – chlorine bottle change PPE: as determined by SDS which may include gloves, protective footwear, Tyvek suit, safety goggles/glasses
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	5	1	4	10	Eng: Speaker option Admin: Limited use, SWP-ergonomic – basic office PPE:
	Biohazards – germs for main pool phone	Illness	S	3	1	2	6	Eng: Speaker option Admin: SWP – housekeeping PPE:
Using equipment with energy source – computer, multipurpose printer	Contact with energy source	Struck by/struck against, burns, electrocution, fire	S	2	2	2	6	Eng: Admin: SWP – managing hazardous energy (lock out/tag out), SWP-multipurpose printer, SWP – electricity – working with or near, inspection process, manufacturer warning signage, emergency response procedure, fire extinguisher training PPE:

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Computer use – correspondence, inventory control, schedules	Repetition	Musculoskeletal injuries (high computer use)	S	5	2	5	12	Eng: Two monitors, keyboard, ergonomic chairs Admin: Limited computer use, SWP – basic office PPE:
	Inadequate lighting	Eye strain	S	4	2	5	11	Eng: Open workstation, lights Admin: Variety in tasks PPE::
Manual and Material handling (lifting, pushing, pulling etc.) of items (i.e., paper, manual office equipment swimming lesson material [manual office equipment, paper])	Repetition	Musculoskeletal injuries	S	4	1	3	8	Eng: Elbow level counter, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts, SWP – festive decorating PPE
	Awkward or sustained position	Musculoskeletal injuries	S	4	1	3	8	Eng: Elbow level counter, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts, SWP – festive decorating PPE
	Force – excessive, compression and/or impact	Musculoskeletal injuries	S	4	1	3	8	Eng: Elbow level counter, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts, SWP – festive decorating PPE
	Sharp edges - lacerations	Infection, compensation for injured body area by another body part (i.e. using left hand more)	S	3	2	2	7	Eng: Guards, rounded edges Admin: SWP – ergonomics – lifting/carrying manual, SWP – festive decorating PPE::
Manual and Material handling (lifting, pushing, pulling etc.) of items (i.e., paper, manual office equipment swimming lesson material [manual office equipment, paper])	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: Guards, rounded edges, Admin: SWP – ergonomics – lifting/carrying - manual, SWP – festive decorating PPE
Social events – potluck	Hot surfaces	Burns	S	3	2	1	6	Eng: Admin: SWP - potluck PPE: oven mitts
	Contaminated food	Food poisoning	S	3	2	1	6	Eng: Admin: SWP - potluck PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	3	1	6	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure – general evacuation PPE:
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	2	3	1	6	Eng: Admin: 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:

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Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	3	4	1	8	Eng: Admin: Emergency response procedures PPE:
Due to diversity of task performed in job, refer to work process formal hazard assessment for hazard identification, risk rating and implemented hazard controls for the following tasks/activities								
Multipurpose printer	Administering first aid				Paper cutter			Paper shredder
Volunteering for Salvation Army Christmas kettle	Holiday decorating							

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

Workers have an obligation to report to leadership a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed