

<b>Department:</b> Customer Experience	<b>Position:</b> Facility Support	<b>Prepared Date:</b> August 19, 2022	<b>Revised Date:</b> June 19, 2023
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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.

<b>Acknowledgement - Orientation</b>	<b>Accuracy Review</b>
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<b>Date of acknowledgement:</b>	<b>Date of Review:</b>
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Signature acknowledges hazards and the required hazard controls for job position	Print Name	<b>Worker</b>	Print Name	<b>Lead Role</b>	<b>Supporting Role (optional)</b>
	Signature			Signature	

**RISK RANKING = PROBABILITY + SEVERITY + EXPOSURE**

<b>PROBABILITY</b> 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	<b>SEVERITY</b> 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	<b>EXPOSURE</b> 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	<b>LOW RISK</b>
			7-10	<b>MEDIUM RISK</b>
			11-15	<b>HIGH RISK</b>

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	1	6	Eng: Handrails on stairs Admin: SWP – housekeeping PPE:
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	3	2	2	7	Eng: Ventilation preventative maintenance program Admin: SWP – air quality PPE: masks – optional
	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
Dealing with people (in person, setting up for events , 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	H	5	2	5	12	Eng: Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in place and lock down, Psychological Directive, personal security 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, setting up for events , internal and external		of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)						
		Physical (bruises, stabs)	S	4	2	4	10	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	5	2	5	12	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling PPE:
	Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	S	4	2	4	10	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))	Illness	H	4	2	4	10	Eng: Vaccinations (optional) Admin: Exposure plan PPE: Masks (optional)
	Worker has a pre-existing medical condition	Illness	H & S	2	1	1	4	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit, emergency response – procedure- mental health 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)
Working on setting up events - tight deadlines.	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	4	2	4	10	Eng: Admin: Psychological Directive, managing stress training PPE:
Moving and Storage of supplies and materials - setting up and tearing down of pipe and drape, volleyball, badminton, pickleball nets, batting cage, field end gates, fitness classes, hockey nets, stage crash barricade, field turf, tables and chairs	Materials falling	Crush/pinch	S	2	2	2	6	Eng: Admin: SWP - filing and storage PPE:
	Biomechanical associated with material handling of equipment, furniture and supplies including lifting, carrying, pushing, pulling etc.	Musculoskeletal injuries.	S	4	2	4	10	Eng: Counters at elbow level , carts Admin: SWP - ergonomic - lifting/carrying manual, safe lifting training, ergonomic training, SWP - carts, SWP - garbage compactor, SWP - ladder: storage and handling, SWP - ladder: use of extension, SWP - ladder: use of portable, SWP - ladder: use of step PPE:
	Sharp edges - lacerations	Infection, compensation for injured body area by another body part (i.e. using left hand more)	S	3	2	3	8	Eng: Guards, safety devices Admin: SWP - facilities events - set up/take down, SWP - garbage compactor, SWP - ladder: storage and handling, SWP - ladder: use of extension, SWP - ladder: use of portable, SWP - ladder: use of step, SWP - meeting set up/take down - table and chairs PPE: protective footwear
	Physical hazards - objects falling from overhead	Compensation for injured body area by another body part (i.e using left hand more)	S	3	2	3	8	Eng: Adequate storage area Admin: SWP - filing/storage, SWP - garbage compactor, SWP - ladder: storage and handling, SWP - ladder: use of extension, SWP - ladder: use of portable, SWP - ladder: use of step PPE:
Using chemicals for cleaning etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Occupational illness (determined by SDS)	H	2	2	2	6	Eng: general ventilation Admin: WHMIS, SDS PPE: as required by SDS
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	2	2	2	6	Eng: Speaker option Admin: Limited use, SWP-ergonomic - basic office PPE:
	Biohazards - germs for phone	Illness	S	3	2	2	7	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:

**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)
Working in building	Internal Fire	Burnt, asphyxiation	S	3	2	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	3	2	1	6	Eng: Admin: Maintenance program of grass around facility PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	3	2	1	6	Eng: Admin: Emergency response procedures PPE:
Working outside (snow shoveling)	Cold stress	Frostbite	S	3	2	3	8	Eng: Admin: cold stress, SWP – shovel, SWP – snow removal PPE: winter clothing
Due to diversity of tasks for job, refer to work process formal 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