

Department: Operations & Maintenance	Position: Facility Support	Prepared Date: August 19, 2022	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 be 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, working outside	Slip/trip/falls	Lacerations	S	3	1	2	6	Eng: Handrails on stairs Admin: SWP - housekeeping PPE:
	Trips/fall - ice	Sprain/strains	S	3	2	2	7	Eng: Admin: SWP- ice surface - working on PPE: ice cleat
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	2	1	1	4	Eng: Ventilation preventative maintenance program Admin: SWP - air quality PPE: masks - optional
	Heat i.e. sun	Heat stroke, heat exhaustion, heat cramps	S	4	1	1	6	Eng: Access to shade Admin: SWP - heat stress, heat stress training PPE: sunscreen

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)
Walking to and from the building, walking around worksites, working outside	Insects	Insect bites	S	2	1	1	4	Eng: Admin: PPE: insect repellent
	Inclement weather - thunderstorms	Lighting - Electrocutation	S	3	1	1	5	Eng: Admin: Emergency response procedure PPE:
	Cold weather	Frostbite	S	3	2	1	6	Eng: Admin: SWP – cold stress, cold stress training PPE: warm clothing
	Noise from tournaments and patrons	Fatigue impairment	H	3	1	3	7	Eng: Enclose office area Admin: Fatigue impairment procedure, noise exposure testing PPE:
	Noise from tournaments and patrons	Fatigue impairment	H	3	1	3	7	Eng: Admin: Fatigue impairment procedure, noise exposure testing, adapting work schedule (work in areas not PPE:
Dealing with people (in person, at meetings, internal and external)	Public/Worker Interaction during/after office hours– workplace violence: stranger violence (i.e. robbery, bomb threats, cyber theft 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: Firewall Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in place and lock down, Psychological Directive, personal security procedure, tri leisure e-mails password requirement to change every 90 days PPE:
		Physical (bruises, stabs)	S	2	3	1	6	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	3	2	1	6	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling 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)
Dealing with people (in person, at meetings, internal and external)	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	S	3	1	1	5	Eng: Adequate assigned work tasks, managing stress training, employee assistance provider PPE:
	Handshaking	contracting a pathogen through repeated hand shaking (pathogen - staphylococcus aureus)	H	3	2	1	6	Eng: Admin: Exposure plan, hand sanitizer PPE
	Contact with sick member of public or co-worker (influenza, covid-19)	Illness	H	2	2	1	5	Eng: Vaccinations (optional) Admin: Exposure plan PPE: Masks (optional)
	Worker has a pre-existing medical condition	Illness	H & S	2	3	1	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	3	1	2	6	Eng: Admin: social well being directive, mental health well being directive, employee assistance provider
Working on setting up events on tight deadline	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	3	1	2	6	Eng: Admin: Mental health well-being directive, managing stress training PPE:
	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	3	1	2	6	Eng: Admin: Mental health well-being directive, managing stress training 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)
Working on setting up events on tight deadline	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	3	1	2	6	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	3	1	2	6	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	3	1	2	6	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	3	1	2	6	Eng: Admin: Mental health well-being directive, managing stress training PPE:
	Extended work hours	Fatigue impairment	H	3	1	3	7	Eng: Admin: Fatigue management procedure 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, using ladders	Materials falling	Struck by/struck against injuries	S	3	3	1	7
Musculoskeletal injuries		Sprain/strains	S	5	2	2	9	Eng: Elbow level counters, carts, chair moving trolleys, table trolleys Admin: Ergonomic program, ergonomic training, safety lifting training, SWP – cart, SWP – festive decorating, SWP – garbage compactor, SWP – meeting set up/take down – table and chairs, SWP – program activities – set up/take down PPE:

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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)
	Awkward or sustained position (MSI)	Sprain/strains, carpal tunnel	S	2	2	2	6	Eng: Elbow level counters, carts, chair trolleys, table trolleys Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts, SWP - festive decorating, SWP - garbage compactor, SWP - ladder: storage and handling, SWP - ladder: use of portable, SWP - ladder: use of step PPE:
	Force – excessive, compression and/or impact (MSI)	Sprain/strains, carpal tunnel	S	2	2	2	6	Eng: Elbow level counters, carts, chair trolleys, table trolleys Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts, SWP - festive decorating, SWP - garbage compactor, SWP - ladder: storage and handling, 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	4	2	2	8	Eng: Guards, rounded edges Admin: SWP – ergonomics – lifting/carrying manual, SWP- cable, clips and clamping, SWP – festive decorating, SWP – utility knife 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	4	2	2	8	Eng: Guards, rounded edges, Admin: SWP – ergonomics – lifting/carrying – manual, SWP – chisel & punch, SWP – festive decorating PPE:
Using chemicals for cleaning etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Occupational illness (determined by SDS)	H	3	3	1	7	Eng: general ventilation Admin: WHMIS, SDS PPE: as required by SDS
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	2	1	1	4	Eng: Speaker option Admin: Limited use, SWP-ergonomic – basic office PPE:
	Biohazards – germs for phone	Illness	S	2	1	1	4	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	3	1	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:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	3	1	6	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure – general evacuation 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)
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	1	1	1	3	Eng: Admin: Maintenance program of grass around facility PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	2	2	1	5	Eng: Admin: Emergency response procedures PPE:
Detail work process hazards, risk rating and controls are in applicable work process formal hazard assessment								
Working on scaffolding	Administering first aid	Operating ice edger	Pallet jack					
Operating sidewalk sweeper	Holiday decorating	Turf installation – in and out	Painting					
ladders	Housekeeping	Power tool operation	Operating garbage compactor					
Filing/storage	Carts	Volunteering for Salvation Army Kettle campaign	Volleyball, badminton & pickleball set up and take down					
Operating air compressor	Using cables, clips and clamps							

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