

<b>Department:</b> Wellness	<b>Position:</b> Wellness Maintenance	<b>Prepared Date:</b> May 27, 2024	<b>Revised Date:</b> 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		
<b>Date of acknowledgement:</b>			<b>Date of Review:</b>		
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 - i.e. wet surface,	Lacerations	S	4	3	2	9	Eng: Handrails on stairs Admin: SWP - housekeeping PPE:
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	3	1	2	6	Eng: Ventilation preventative maintenance program Admin: SWP - air quality PPE: masks - optional
	Noise from tournaments and patrons	Fatigue impairment	H	3	1	3	7	Eng: Admin: Fatigue impairment procedure, noise exposure testing 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 – 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	3	1	3	6	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	3	1	3	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	1	3	6	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling PPE:
	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	S	3	1	3	6	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	3	1	3	6	Eng: Admin: Exposure plan, hand sanitizer PPE

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Dealing with people – internal and external	Contact with sick member of public or co-worker (influenza, covid-19)	Illness	H	4	2	1	7	Eng: Vaccinations (optional) Admin: Exposure plan, SWP – supervising children PPE: Masks (optional)
	Worker has a pre-existing medical condition	Illness	H & S	3	1	1	5	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit, emergency response – procedure- mental health PPE
	Bodily fluids (i.e. blood, urine, feces, vomit)	Illness	H&S	2	1	1	4	Eng: Admin: Exposure plan, PPE: Masks (optional)
	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
Filing and Storage of supplies and materials	Filing cabinet falling	Crush/pinch	S	1	1	1	3	Eng: Filing cabinets secured. Admin: SWP – filing and storage PPE:
	Materials falling	Struck by/struck against injuries	S	1	1	1	3	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
	Musculoskeletal injuries	Sprain/strains	S	1	1	1	3	Eng: Counters at elbow level , carts Admin: SWP – ergonomic – lifting/carrying manual, safe lifting training, ergonomic training, SWP - carts PPE:
	Physical hazards – objects falling from overhead	Struck by/struck against injuries	S	1	1	1	3	Eng: Adequate storage area Admin: SWP – filing/storage PPE:
Using chemicals for cleaning etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Occupational illness (determined by SDS)	H	1	1	2	4	Eng: general ventilation Admin: WHMIS, SDS PPE: as required by SDS
Working on 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	1	1	2	4	Eng: Admin: Mental health 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	1	1	2	4	Eng: Admin: Mental health directive, managing stress training PPE:

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Working on tight deadlines	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	1	1	2	4	Eng: Admin: Mental health directive, managing stress training PPE:
	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	1	1	2	4	Eng: Admin: Mental health 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	1	1	2	4	Eng: Admin: Mental health 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						Eng: Admin: mental health directive, managing stress training PPE;
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	1	1	1	3	Eng: Speaker option Admin: Limited use, SWP-ergonomic – basic office PPE:
	Biohazards – germs for phone	Illness	S	1	1	1	3	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	1	1	1	3	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:
Computer use – schedules	Repetition (MSI)	Repetitive Strain Injuries in and office environment such as neck, back, wrist, and other related issues. (high computer use)	S	1	1	1	3	Eng: Two monitors, keyboard, ergonomic chairs Admin: Limited computer use, SWP – basic office PPE:

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Computer use – schedules	Inadequate lighting	Eye strain	S	1	1	1	3	Eng: Open workstation, lights Admin: Variety in tasks PPE::
Manual handling of items (i.e. paper, set up and take down fitness equipment maintenance)	Awkward or sustained position	Musculoskeletal injuries	S	1	1	1	3	Eng: Elbow level counters, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts PPE:
	Force – excessive, compression and/or impact	Musculoskeletal injuries	S					Eng: Elbow level counters, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts PPE:
	Awkward or sustained position	Musculoskeletal injuries	S					Eng: Elbow level counters, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts 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 – ladder: storage and handling, SWP - ladder: use of portable, SWP – ladder: use of step 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: Guards, rounded edges, Admin: SWP – ergonomics – lifting/carrying – manual, SWP – ladder: storage and handling, SWP - ladder: use of portable, SWP – ladder: use of step PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	1	3	1	5	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure – general evacuation PPE:
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	1	2	1	4	Eng: Admin: Maintenance program of grass around facility PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	1	5	1	7	Eng: Admin: Emergency response procedures PPE:

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Detail work process hazards, risk rating and controls are located in applicable work process formal hazard assessment								
Administering first aid								

**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