

Hazard Assessment

Recognize		Risk Evaluation				Controls		Reference to Legal Requirements/ Standards		
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating		Controls in Place	Action Items (Controls Required)
Administration	General work conditions	Biological/Hygiene Hazard - potential illness from contaminated surfaces	2	3	B	4	Medium	Workspace cleaned daily. Sink and soap available for hand washing.	Maintain good housekeeping and hygiene practices.	Reg. 851 S. 136 provide lunchroom
Administration	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	3	B	4	Medium	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Administration	Emergency Equipment	Biohazard Hazard: First Aid	2	5	D	4	Low	First Aid kits are in good condition and located near by	Continue to ensure that all first aid kits are secured, and inspected monthly.	Regulation 1101
Administration	General work conditions	Chemical Hazards - potential exposure to consumer chemicals	1	4	C	4	Low	WHMIS training provided to all staff. WHMIS Reference materials in kitchen area. All staff trained. PPE is available	Continue current practice. Continue to hold staff accountable for following process and policy. Continue to monitor WHMIS training and program. Continue to ensure that MSDS sheets are up to date. Start to education on the new WHMIS 2015 system	WHMIS Reg. 860, Reg. 851 S. 79 - 84 personal protective equipment requirements, S. 130 - exposure to biological, chemical, physical agents
Administration	Emergency Equipment	Equipment Fire Hazard: general electrical hazard	3	4	D	3	Low	Fire Extinguishers in good condition and located near Space heaters are discouraged	Ensure all fire extinguishers are secured, and inspected monthly. Emergency numbers need to be are posted with fire plan. Conduct annual fire drill.	Fire Code; Reg. 851 S. 123 fire extinguishers
Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry) Electro-magnetic radiation hazard	2	4	C	3	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided

Hazards are representative of activities observed on April 15th, 2016

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Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - radiation- cords and electrical equipment	2	3	B	4	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of the body.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures	2	2	B	2	High	Some ergonomic key board Some Adjustable chairs Looking at new stand-sit desk in the future	Continue to provide ergo assessments on each work station (1) existing staff and (2) new staff	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Administration	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and
Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Health Hazard: Sitting for prolonged period's of time	2	2	B	2	High		Ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Administration	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	2	3	B	3	Medium		Continue to promote strong communication and expectations with office staff.	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Administration	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	2	2	B	3	Medium	Facilities maintain site	Clean area more frequently as required (housekeeping). Observe for carpet wear (trip hazard) and report to Facilities	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice
Administration	General work conditions	Violence/Emergency Plan - potential serious injury/fatality from aggressive people	2	4	C	3	Medium	Violence and harassment program in place Doors include large windows	Review violence & harassment program High Risk areas: Recommend reconfiguring desks so that the guest goes to back of room and staff chair is closest to door to expedite escape route	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1

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Reception	Frequent use of computer and telephone	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures.	1	2	A	3	High	Ergonomic key board Adjustable chair Screen is raised Ergo Assessed	Continue to provide ergo assessments on each work station (1) existing staff and (2) new staff	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Reception	Frequent use of computers, use of phone	Health Hazard: Sitting for prolonged period's of time	1	2	A	2	High		Ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Reception	Dealing with disgruntle and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive people.	1	3	B	2	High	Program in place Alarm system (telephone) Escape exit behind door/office	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Reception	Wires, cables and power bar under desk	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry) Electro-magnetic radiation hazard	1	3	B	4	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow) Keep all cords away from touching body	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Reception	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	1	3	B	3	Medium	Facilities maintain	Observe for carpet wear (trip hazard) Report issues to facilities ASAP	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice
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Chamber	Meeting/lounging/ learning space	Biological/ Hygiene Hazards - Food	3	2	B	5	Low	Area is very clean and tidy.	Continue to maintain good housekeeping and hygiene practices.	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Chamber	Meeting/lounging/ learning space	Slips, trips, and falls: Environment - general	3	3	C	3	Medium	Staff do light cleaning tasks, custodians clean entire facility	Observe for carpet wear (trip hazard) Report issues to facilities ASAP	Reg. 851 S.11 - Requires floors/ other surfaces to be kept free from hazards.
Chamber	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	3	4	D	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Chamber	Meeting/lounging/ learning space	Biological/ Hygiene Hazards - Mould	3	4	D	3	Low	General Maintenance	Continue to maintain good housekeeping and hygiene practices	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Chamber	Meeting/lounging/ learning space	Biological Hazard: Sick Building Syndrome (SBS)	3	2	B	3	Medium	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Chamber	Meeting/lounging/ learning space: moving furniture etc. around	Ergonomic Hazard - awkward positions, repetitive motions, strains/sprains, overexertion	3	5	D	4	Low		Ensure area is clear of obstruction and good conditions Develop and implement an Safe Lifting program	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Chamber	Meeting/lounging/ learning space	Equipment/Energy Hazard - potential shock from cord connected equipment	3	3	C	3	Medium	Power bars are not overloaded. Cords are in good repair.	Continue current practice. Add cords and condition of same onto the regular monthly inspection list.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.

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Chamber	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	3	3	C	3	Medium		Continue to promote strong communication and expectations with office staff and sales. Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Chamber	General contact with people	Violence Hazard- storming of the room, protests, aggressive guests	3	2	B	2	High	Card access to this room ONLY. Signage on the door indicates NO through traffic via the Council Chambers.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in the workplace. Emerg numbers at the phone	OHS Act - Part III.0.1 - violence and harassment legislation Workplace Violence and Harassment: Understanding the Law MOL Guideline OHS take every precaution reasonable to protect the worker
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Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space	Biological/ Hygiene Hazards - Food	2	4	C	5	Low	Area is very clean and tidy.	Continue to maintain good housekeeping and hygiene practices.	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space	Slips, trips, and falls: Environment - general	2	3	B	3	Medium	General maintenance	Continue to maintain good housekeeping	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space	Biological/ Hygiene Hazards - Mould	2	5	D	3	Low	Facilities maintain area	Continue to maintain good housekeeping and hygiene practices	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space	Biological Hazard: Sick Building Syndrome (SBS)	2	2	B	3	Medium	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space: moving furniture etc. around	Ergonomic Hazard - awkward positions, repetitive motions, strains/sprains, overexertion	2	3	B	4	Medium		Ensure area is clear of obstruction and good conditions Develop and implement an Safe Lifting program Best practices include: turn with feet-avoid twisting, don't slouch, keep elbow at 90 degrees, etc.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Boardroom/ Multi-Purpose Rooms	Meeting/lounging/ learning space	Equipment/Energy Hazard - potential shock from cord connected equipment	2	4	C	3	Medium	Power bars are not overloaded. Cords are in good repair.	Continue current practice. Add cords and condition of same onto the regular monthly inspection list.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
Boardroom/ Multi-Purpose Rooms	General contact with people	Violence Hazard - personal security of workers	2	2	B	2	High	Card access to this room ONLY. Signage on the door indicates NO through traffic via the Council Chambers.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in the workplace. Emerg numbers at the phone	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Common Areas (Hallways, stairs etc.)	General work conditions	Violence Hazard - personal security of workers	2	2	B	2	High	Violence and harassment program in place	Review Working Alone Policy and a Workplace Violence Prevention Policy. Train employees and provide ongoing awareness. Review Violence and Harassment program.	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under
Common Areas (Hallways, stairs etc.)	General work conditions	Biological/Hygiene Hazard - potential illness from contaminated surfaces	2	4	C	4	Low	Staff clean daily. Sink and soap available for hand washing.	Maintain good housekeeping and hygiene practices.	Reg. 851 S. 136 provide lunchroom
Common Areas (Hallways, stairs etc.)	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	4	C	4	Low	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Common Areas (Hallways, stairs etc.)	Meeting/lounging/ learning space	Slips, trips, and falls: Environment - Slippery walking surfaces (water near by)	2	2	B	3	Medium	General Maintenance	Contact Facilities if hazards arise	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Driving- Regular vehicle for work purposes	Staff - general driving	Equipment Hazards - collision	2	2	B	1	High	All employees driving on public road ways must have valid driver's license	Include in your training matrix. Provide reminders of proper driver safety.	Reg 851. S25 (2)(h). MTO Highway Traffic Act

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Driving- Regular vehicle for work purposes	Re-Fuelling	Fire Hazard - Refueling.	2	4	C	3	Medium	All employees driving on public road ways must have valid driver's license	Include in your training matrix. Provide reminders of proper driver safety.	OHSA S25 (2)(h)- take every precaution reasonable to protect the worker. Fire Code, Reg. 851 S. 123
Driving- Regular vehicle for work purposes	Re-Fuelling	Chemical Hazard - refueling	2	4	C	3	Medium	All employees driving on public road ways must have valid driver's license WHMIS training provided to all staff	Raise awareness of hazard during wellness and/or WHMIS initiatives	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents;
Driving- Regular vehicle for work purposes	General contact with people	Violence Hazard - personal security of workers	2	2	B	2	High	Violence and harassment program in place	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Kitchenette	Equipment	Equipment Hazard - Electrical, steam, and other energy sources	2	2	B	3	Medium	General awareness	Develop simple SOPs REMINDER for kitchen equipment.	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided; Reg. 851 S. 42 lock out requirements; S. 44 electrical requirements; S.130 where a physical hazard exists training on procedures and PPE is required

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Kitchenette	Equipment	Equipment Hazard - Radiation Exposure (Microwaves)	2	3	B	3	Medium	General awareness	*SOP recommended. Pictures with a simple guideline may assist as a reminder when posted near the microwave; include recommended microwave time settings, procedures when heating liquids in brand new dishware, what not to place in microwaves, etc. (Also check microwave seals for leakage and general maintenance, especially when there are unusual heating results). Stand 12 inches or more from working microwave	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided; S.130 where a physical hazard exists training on procedures and PPE is required
Kitchenette	Equipment	Equipment Hazards- Biological/ Hygiene Hazards	2	2	B	4	Medium	Area is very clean and tidy.	Continue to maintain good housekeeping and hygiene practices. Add thermometer to the refrigerator to ensure it is properly keeping foods cool	OHSA S.25 (2)(h) take every precaution reasonable to protect the worker.
Kitchenette	General	Chemical Hazard - oven cleaner, sanitizer, dishwasher chemicals	3	4	D	3	Low	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted	Ensure all cleaners are 'safe' to use. Add awareness about kitchen and home to WHMIS training	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; ON Reg. 1101 First Aid Regulations
Kitchenette	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

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Kitchenette	General	Fire Hazard	2	2	B	2	High	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills. Proper inspection	Fire Code; Reg. 851 S. 123 fire extinguishers
Kitchenette	General	Material Handling Hazard - traffic flow, mixing with staff	2	4	C	4	Low	General working awareness	General Awareness	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Kitchenette	General	Sharps Hazard/cuts - knives left on counter/general use (cutting, etc.)	2	3	B	4	Medium	Have external company sharpening knives (change out with the Wave/Spoke)	Develop SOP and train employees on the use of sharp materials. Ensure knives are properly storage. Ensure all knives are kept sharp- Have external company sharpening knives (change out with the Wave/Spoke)	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchenette	General	Slips, Trips, and Falls Hazard - slippery floors,	2	2	B	2	High	Facilities maintain area	Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Kitchenette	Pest control	Biological/ Hygiene Hazards - pests and insects	2	3	B	4	Medium	Pest control program is in place General working awareness	Continue with Pest Control program	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Loading Area/Garbage Area	Receiving compressed gas cylinders	Chemical Hazard - compressed gas storage	2	3	B	3	Medium	General precautions	Ensure containers are secured at all times. Develop SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders

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Loading Area/Garbage Area	Dealing with disgruntle customers (suppliers) and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	4	C	4	Low	Violence and harassment program in place	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Loading Area/Garbage Area	General	Biological/Hygiene Hazards	2	3	B	3	Medium	General working awareness PPE (gloves available) Bags are closed	Create kit so employees can use when encountering bodily fluids (PPE). Develop policies on the appropriate procedures. Always keep garbage bags away from body.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Loading Area/Garbage Area	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles	2	2	B	2	High	Recommend Non Slip footwear	Make non slip shoes mandatory in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Report issues to Facilities in written form.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Loading Area/Garbage Area	General	Fire Hazard	2	3	B	3	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Loading Area/Garbage Area	Garbage Removal	Sharps Hazard - sharps in garbage bags	2	2	B	3	Medium	Broken material placed in cans.	Develop SOP and train employees Place sharp/broken material in strong container. Needles must go through proper waste stream.	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

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Loading Area/Garbage Area	Garbage Removal	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	1	A	3	High	Small carts 2 person process available	Ensure two person process where applicable. Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Loading Area/Garbage Area	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Parking Lot	General	Driving Hazards - potential struck by injury/fatality for pedestrians	2	3	B	2	High	General caution	Add to wellness communication	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; Highway Traffic Act. Reg. 851 S. 20 safeguards for protection of workers where vehicle traffic is a hazard
Parking Lot	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	3	B	3	Medium	Western maintains site	Report any issues to Facilities	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Parking Lot	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, stairs	2	2	B	2	High	Western maintains site	Report any issues to Facilities	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

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Parking Lot	General	Violence/Emergency Plan potential serious injury/fatality from aggressive people.	2	2	B	2	High	Violence and harassment program in place	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Washrooms	Using washrooms	Violence/Emergency Plan potential serious injury/fatality from aggressive people.	2	3	B	2	High	Violence and harassment program in place	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Washrooms	Using washrooms	Biological Hazard - potential illness from exposure to bacteria/ bodily fluids	2	2	B	2	High	Western maintains site	Report any issues to Facilities	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Washrooms	Using washrooms	Chemical Hazard - potential eye/skin irritation from chemical splashes	2	4	C	4	Low	Western maintains site	Report any issues to Facilities	WHMIS Reg. 860; Reg. 851 S. 79 - 84 - PPE requirements; S. 130 - exposure to biological, chemical, physical agents
Washrooms	Using washrooms	Slips, Trips, and Falls Hazard - slippery floors,	2	2	B	2	High	Western maintains site	Report any issues to Facilities	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
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Print Stop-General	Administration	See Administration Tab	See Administration Tab						See Administration Tab		
Print Stop-General	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'							See 'Common Area Tab'	
Print Stop-General	Emergency Response	Biological Hazard - potential illness from exposure to respiratory fluids (e.g. customer sneezing), bacteria from handling money	2	3	B	4	Medium	Some hand sanitizer bottles seen. Most students use debt	Ensure frequent hand washing for employees who are handling cash. Provide ongoing hygiene reminders. Provide hand sanitizer bottles/stations in the office.	WHMIS Reg. and Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required	
Print Stop-General	General work conditions	Biological Hazard: Sick Building Syndrome (SBS)	2	2	B	3	Medium	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S. 25 (2) (h) take every precaution reasonable to protect the	
Print Stop-General	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	2	B	3	Medium	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker	
Print Stop-General	Small heater	Burn Hazard - Burns (space heater)	1	2	A	3	High	No burns have ever occurred during operation of the device.	Recommend moving from floor and installing in area where staff cannot touch. Add the area and the device to the regular inspection process to ensure that the device is being used in a safe manner.	S. 84 contact with hot objects, liquids or radiant heat	
Print Stop-General	General work conditions	Chemical Hazards - potential exposure to consumer chemicals	2	4	C	3	Medium	WHMIS training provided to all staff. Purchasing user friendly toner etc.	Ensure all staff have received WHMIS training and current MSDS binder is available. Continue to ensure proper labeling of all containers. Continue to annually review WHMIS Program with Management and the JHSC. Continue to purchase safer products	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided; WHMIS regulation	
Administration	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and	

Hazard Assessment

Recognize	Main Activities	Potential Hazard/Accident Description	Risk Evaluation					Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards	
			Exposure	Occurrence	Probability	Consequences						
Print Stop-General	Administration	See Administration Tab	See Administration Tab						See Administration Tab			
Print Stop-General	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'						See 'Common Area Tab'			
Print Stop-General	Small heater	Equipment Fire Hazard: general electrical hazard	2	2	B	3	Medium	Fire Extinguishers in good condition and located near	Recommend moving from floor and installing in area where staff cannot touch. Add the area and the device to the regular inspection process to ensure that the device is being used in a safe manner.	Fire Code; Reg. 851 S. 123 fire extinguishers		
Print Stop-General	General work conditions	Equipment Fire Hazard: general electrical hazard	2	3	B	3	Medium	Fire Extinguishers in good condition and located near	Ensure all fire extinguishers are secured, and inspected monthly. Emergency numbers need to be are posted with fire plan. Conduct annual fire drill.	Fire Code; Reg. 851 S. 123 fire extinguishers		
Print Stop-General	Staff using laminator to laminate projects and job runs	Equipment hazard - heat hazard burns from laminator	2	3	B	3	Medium	No burns have ever occurred during operation of the device. Staff have been trained	Continue current process. Add the area and the device to the regular inspection process to ensure that the device is being used in a safe manner.	S. 84 contact with hot objects, liquids or radiant heat		
Print Stop-General	General work conditions	Equipment hazard- clearing paper jams	2	2	B	3	Medium	Staff are trained	Continue current process. Ensure that there is an SOP for the safe clearing of paper from the machine.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.		
Print Stop-General	General work conditions	Equipment hazard- ozone and other gases produced by machine-heat	2	5	D	3	Low	Copier vented to the outside	Continue current process. Add the area and the device to the regular inspection process to ensure that venting is adequate Contact Facilities if ventilation system not functioning correctly	Reg. 851 S. 130 - exposure to biological, chemical, physical agents WHMIS Regulation		

Hazard Assessment

Recognize	Main Activities	Potential Hazard/Accident Description	Risk Evaluation					Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
			Exposure	Occurrence	Probability	Consequences					
Print Stop-General	Administration	See Administration Tab	See Administration Tab						See Administration Tab		
Print Stop-General	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'							See 'Common Area Tab'	
Print Stop-General	General work conditions	Equipment hazard- pinch points- hands in the path of the punch	2	4	C	3	Medium	Training has been done.	Continue current practice. Ensure that the hands and/or fingers do not get into the punch device.	Reg. 851 S. 24 Guarding; ANSI Standards	
Print Stop-General	General work conditions	Equipment hazard- regular maintenance	5	3	D	3	Low	Regular maintenance is done. Controls are in place. LOTO device is on the mains switch.	Continue current process. Document all preventative maintenance.	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained	
Print Stop-General	General work conditions	Equipment hazard- Sharps- cuts to fingers from accidental drop of guillotine. Sharps hazard	2	2	B	3	Medium	Training has been done. Staff are encourages to use care and attention when operating the device. Guards in place.	Continue current process. Add the area and the device to the regular inspection process to ensure that guards are in place and being used.	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; Reg. 851 S. 24 Guarding; ANSI Standards	
Print Stop-General	General work conditions	Equipment/Energy Hazard- potential shock from cord connected equipment	2	3	B	2	High	All damaged electrical cords etc. are disposed of and replaced	Secure power cords in such a way that they do not create trip hazards. Continue current practice. Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided	
Print Stop-General	General work conditions	Temperature Hazard- Extreme Heat	2	3	B	3	Medium	Frequent water breaks Improved ventilation system	Continue to have frequent water breaks Monitor humidity rating	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	

Hazards are representative of activities observed on April 15, 2016

Hazard Assessment

Recognize	Main Activities	Potential Hazard/Accident Description	Risk Evaluation					Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
			Exposure	Occurrence	Probability	Consequences					
Print Stop-General	Administration	See Administration Tab	See Administration Tab						See Administration Tab		
Print Stop-General	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'							See 'Common Area Tab'	
Print Stop-General	Staff moving boxes of fresh paper, printed materials in/out of the facility	Material Handling Hazard - potential musculoskeletal disorders (MSD's), strain injury from reaching, awkward posture, lifting	2	2	B	3	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered. Carts are available. Lift training done	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	
Print Stop-General	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	2	3	B	3	Medium		Continue to promote strong communication and expectations with office staff. Develop simple wellness program	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance	
Print Stop-General	Moving and opening boxes of products	Sharps Hazard (potential for cuts)– use of knives or box cutters	2	2	B	3	Medium		Use self retractable box cutters	Reg. 851 S. 84: Worker is protected against sharp, jagged object, etc.	
Print Stop-General	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	2	3	B	3	Medium	Mixture of carpet and tile	Clean area more frequently as required (housekeeping). Observe for carpet wear (trip hazard)	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice	
Print Stop-General	Dealing with disgruntle and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive people.	2	3	B	2	High	Program in place Alarm system	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1	
Print Stop-Reception	Wires, cables	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry) Electro-magnetic radiation hazard	2	3	B	3	Medium	Adjusted cords during assessment away from feet	Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided	

Hazards are representative of activities observed on April 15, 2016

Hazard Assessment

Recognize		Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards	
Print Stop-General	Administration	See Administration Tab	See Administration Tab				See Administration Tab				
Print Stop-General	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'				See 'Common Area Tab'				
Print Stop-Reception	Frequent use of computer and telephone	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures.	2	2	B	2	High	Ergonomic key board Adjustable chair Screen is raised	Develop Ergonomics Policy Recommend headset for staff when using telephones during frequent use Recommend raising monitor slightly higher Recommend foot rest	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	
Print Stop-Reception	General work conditions	Health Hazard: Sitting for prolonged period's of time	2	5	D	2	Medium	(generally stand and move around)	Create small wellness program If sitting or standing in one place for extended period of times, ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker	
Print Stop-Reception	Staff moving boxes of fresh paper, printed materials in/out of the facility	Material Handling Hazard - potential musculoskeletal disorders (MSD's), strain injury from reaching, awkward posture, lifting	2	3	B	3	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered. Carts are available. Lift training done Standing and working in close area. MOVE desk	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	
Print Stop-Reception	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	2	3	B	3	Medium		Continue to promote strong communication and expectations with office staff. Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance	
Print Stop-Reception	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	2	3	B	3	Medium	Mixture of carpet and tile	Clean area more frequently as required (housekeeping). Observe for carpet wear (trip hazard)	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice	

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Hazard Assessment

Recognize	Main Activities	Potential Hazard/Accident Description	Risk Evaluation					Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
			Exposure	Occurrence	Probability	Consequences					
Print Stop-General	Administration	See Administration Tab	See Administration Tab						See Administration Tab		
Print Stop-General	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'							See 'Common Area Tab'	
Print Stop-Reception	Dealing with disgruntle and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive people.	2	3	B	2	High	Program in place Alarm system	Review violence & harassment program	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1	
Print Stop-Reception	General work conditions	Recognize Hygiene Hazard - potential illness from contaminated surfaces	2	2	B	4	Medium	Staff clean daily. Sink and soap available for hand washing.	Maintain good housekeeping and hygiene practices.	Reg. 851 S. 136 provide lunchroom	
					#N/		#N/A				
					#N/		#N/A				
					#N/		#N/A				
					#N/		#N/A				

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Loading/Garbage Area washrooms etc.	See 'Common Area Tab'		See 'Common Area Tab'					See 'Common Area Tab'		
Maintenance	See 'Maintenance Tab'		See 'Maintenance Tab'					See 'Maintenance Tab'		
Storage	See 'Storage Tab'		See 'Storage Tab'					See 'Storage Tab'		
Special Note	Before any event, make sure a risk assessment has been completed and proper controls put in place Major events should be planned out months in advance to ensure proper controls established									
Facility-events (General)	General- emergency situations	Biological Hazard - potential illness from exposure to bodily fluids	3	3	C	3	Medium	Some hand sanitizer bottles seen. Most students use debt First Aid Kits available throughout the facility. Staff are trained	Ensure checklists are signed off during inspection; at least one certified first aider must be trained on each shift, post names of certified first aiders by first aid kits and on health and safety board. Ensure First Aid Log is being kept of minor injuries.	WHMIS Reg. and Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required First Aid Reg. 1101
Facility-events (General)	General	Biological/Hygiene Hazards -bodily fluids	3	3	C	2	Medium	All cleaning of is performed by University cleaning staff	Ensure first aiders are ready for action if called upon. Ensure no staff comes in contact with bodily fluids.	Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required First Aid Reg. 1101
Facility-events (General)	General	Biohazard - During warmer weather, exposure to stinging/biting insects exists such as wasps, bees and mosquitoes where people may be working	2	4	C	4	Low	General Awareness	During mosquito season, encourage staying inside at dusk or wearing long sleeve clothing. Use repellents with no more than 30% DEET and follow instructions on container. Make sure there is no stagnant water on your lawn. If stinging insects are a nuisance, set up insect traps or purchase professional products to spray a nest. Follow instructions carefully.	OHSA take every precaution reasonable to protect the worker.

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Facility-events (General)	Contractors and ALL contract staff performing tasks at the facility	Contractor Hazards- Any risk to the contract worker while on the premises of USC	3	2	B	1	High	Work is usually coordinated through the University.	Review Contractor Safety Program. Ensure all contracted staff are appropriately trained and understand safety procedures while on site performing any maintenance related issues. Continue to enforce PPE Policy. Conduct regular checks while contractor is onsite to ensure they are working safely and are following company policy.	OHSA - take every precaution reasonable to protect the worker;
Facility-events (General)	General	Cuts Hazard: Major hand/finger exposure	3	2	B	4	Medium	Use gloves when required	Continue to enforce the use of protective equipment. Make sure PPE is disinfected prior to sharing. PPE must be in good condition	Reg. 851 S. 79 - protective equipment, S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected
Facility-events (General)	General	Electrical Hazard: Keeping panel area free of objects	3	4	D	3	Low	Try to ensure that areas in front of panels are keep free of materials (1 meter)	Ensure all electrical panels have an area of free space of 1 meter in front of them, Signage must also be clearly visible	Electrical Code Rule 2-308 – The floor area, 1 meter (3.28 feet) in front of the panel, must be kept clear.
Facility-events (General)	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	3	4	D	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Facility-events (General)	General	Equipment Hazard- use of scissor lift- done by UWO employees	3	2	B	1	High	USC staff do NOT engage in this activity. UWO staff use the equipment and are trained.	Review Contractor Safety Program. Ensure all contracted staff are appropriately trained and understand safety procedures while on site performing any maintenance related issues. Continue to enforce PPE Policy. Conduct regular checks while contractor is onsite to ensure they are working safely and are following company policy.	S. 85 - hazard of falling more than 3metres, fall arrest system required.632/05 s.14; 632/05 ss.12(1)-(2)
Facility-events (General)	General	Equipment Hazard: Accidental equipment start-up, electrical shock, cuts, other body injury	3	3	C	2	Medium	General awareness	Instruct before use of any event equipment Contact Facilities/Event Manager if	Reg 851 S. 75, 76 accidental start up during maintenance and repair
Facility-events (General)	General	Equipment/Electrical Hazard, frayed or cut/damaged cords	3	2	B	3	Medium	General awareness	Ensure that electrical cords are on the JHSC checklist for monthly inspection. Ensure all electrical equipment is in good condition including receptacle	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided;
Facility-events (General)	General	Equipment/Noise Hazard - potential hearing loss from noisy equipment	3	2	B	3	Medium	Hearing protection is available and worn as required.	Continue current practice. Continue to hold staff accountable for following process and policy. Conduct noise testing to ensure are within legislated standards (85dBA).	Reg. 851 S. 139 sound level requirements
Facility-events (General)	General	Fall Hazard - serious critical injury from falling from height	3	2	B	2	High	Ladders Training	Fall arrest equipment and training required when there is the hazard of falling more than 3metres. Strongly recommend using small mobile lifting device that is on site Provide proper training	MOL Guidelines for Safe Operation and Maintenance of Lift Vehicles- CSA B335-04 and Reg. 851 S. 51, 52, 54, 56 - 59 - lifting device/mobile equipment and S.85 - fall arrest system requirements

Hazards are representative of activities observed on April 15, 2016

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Facility-events (General)	General- emergency situations	Fire/Emergency Hazards	3	2	B	2	High	Plan in place and is communicated. Fire Prevention Dept. PPD in place and services UCC. - Emergency Plan written, communicated or posted.	Ensure fire plan is in place. Post emergency numbers are posted. Ensure fire extinguishers are inspected monthly by JHSC and annually by contractor. Static tested every 5 years. Ensure fire extinguishers are securely mounted	Fire Code; Reg. 851 S. 123 fire extinguishers
Facility-events (General)	General	Health Hazard: Injection, inhalation hazard (dust, sprays, smoke etc. from event production)	3	2	B	3	Medium	General work practices	Verify with event contractor the content and health rating of any theatrical smoke etc. Contact Facilities/Event Manager if HVAC malfunctioning	OHSA Sec 25(2)(h) - take every precaution reasonable to protect the worker;
Facility-events (General)	Event set up and tare down (including boxes, displays, screens, moving tables and chairs etc.)	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	3	2	B	3	Medium	Small roll carts are available 2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Ensure outside area is clear of obstruction and good conditions Develop and implement an Safe Operating Procedure (SOP) for Material Handling /Safe Lifting and	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Facility-events (General)	General	Material Handling Hazard: Objects may be thrown or ejected by moving contact	3	2	B	3	Medium	Safety glasses used if event requires objects thrown in air or possibility of it Discourage any event that throws objects in air at or above students	Assess each event and determine if personal equipment is recommended	Reg 851. S. 139 Noise levels and the use of personal protection equipment Reg. 851 S. 73 - maintenance of equipment
Facility-events (General)	General	Psychosocial Hazard- Workplace stress, stress disorders, lack of attention to the job related to "issues" Possible harassment and violence	3	2	B	4	Medium	Staff are encouraged to use buddy system whenever possible. Staff are provided with 2 way radio as required, and in communication as need arises. Issues are handled in a professional manner.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker. amendment to OHSA - Bill 168 - Violence and Harassment prevention program

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Facility-events (General)	General	Sharps Hazard - Cuts- knives and broken glass or bottles	3	2	B	3	Medium	Broken glass is to be properly disposed of Facilities can be contacted to clean up	All cleaning of lounge is performed by University cleaning staff Any event staff should be using proper Personal Protection Equipment when coming into contact with broken glass/bottles	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Facility-events (General)	General Floor conditions- Internal	Slip, Trip and Fall hazards- INDOOR housekeeping issues,	3	2	B	3	Medium	Staff do light cleaning tasks, custodians clean entire facility.	Continue current practice. Continue to get staff to report issues to their manager	Reg. 851 S. 11 requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Facility-events (General)	General Floor conditions- External	Slip, trip and Fall Hazards- OUTDOOR	3	3	C	3	Medium	Staff do light cleaning tasks, custodians clean entire facility.	Continue current practice. Continue to get staff to report issues to their manager	Reg. 851 S. 11 requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Facility-events (General)	General	Slips, Trips and Falls - potential critical injuries from falling off ladders and step stools	3	2	B	2	High	Step stool and ladder(s) are in use and in good repair. Inspect step stool and ladders all the time.	Ensure that the SOP for ladder usage is up to date and that training has been delivered. Ensure that ladder inspections are documented and recorded. Ensure staff are not using tables or chairs to climb up on to hang things up.	Reg. 851 S. 73 portable ladder requirements;
Facility-events (General)	General	Temperature Hazard- Extreme Heat-outside events	3	4	D	3	Low	Frequent water breaks	Continue to have frequent water breaks Monitor humidity rating	MOL Heat Stress Guidelines; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Facility-events (General)	General	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	3	2	B	2	High	Violence and harassment program in place Doors include large windows Smart Serve events and/or alcohol free events	Review violence & harassment program	OSHA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Facility-events (General)	Staff working after regular business hours,	Working Alone hazard- employees do work alone in this area	3	2	B	2	High	Staff are encouraged to use buddy system whenever possible. Staff are provided with 2 way radio as required, and in communication as need arises.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in the workplace. Emerg numbers at the phone	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker. amendment to OHSA - Part 3 - Violence and Harassment prevention program
Volunteers and their Roles within the Facility	During "O" Week volunteers setting up/tearing down venues, stages, events as required	Training and volunteer tracking (SEASONAL)	3	2	B	3	Medium	Volunteers are known to USC, training is provided but it's not the best. UWO will dictate training in the future. Risk Manager part of USC staff	Make better use of the web site for volunteers. Include OH&S training on the site. For construction tasks the use of job cards to tract basic tasks and health and safety info is recommended.	OHSA - take every precaution reasonable to protect the worker;
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			

Hazard Assessment

Recognize		Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards	
USC Food bank	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'					See 'Common Area Tab'			
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Material Handling potential for musculoskeletal disorders (MSD's)	3	2	B	3	Medium	General	Continue to train staff on how to lift properly. (and reinforce asking for help)	Reg. 851 S. 45, 46 Material Handling; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Biological Hazards: Food waste	2	2	B	3	Medium	General cleaning	Have formalized program in place to check expiry dates and storage requirements	Reg. 851 S. 45 material handling; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Biological/ Hygiene Hazards - pests and insects	3	2	C	3	Medium	Pest control program is in place General working awareness	Continue with Pest Control program	OSHA Sec. 25 (2) (h) take every precaution reasonable to protect the worker	
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Chemical Hazard - cleaners	3	3	C	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted. Ensure kit and eye wash station is not obstructed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; ON Reg. 1101 First Aid Regulations	

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Hazard Assessment

Recognize		Risk Evaluation					Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Environmental Hazard (Lighting): Poor lightening can lead to injury	3	4	D	4	Low	General Maintenance	Contact Facilitates if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Sharps Hazard/cuts - Opening boxes etc. (cutting, etc.)	3	3	C	4	Low		Recommend self Retractable blades on box cutters	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Slips, Trips, and Falls Hazard - slippery floors, clutter	3	2	B	2	High	General awareness	Ensure that the floors are cleaned on a regular basis. Raise housekeeping standards!	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
USC Food bank	Staff access area to load food stuffs onto the shelves. Distribution to students via processes in place	Violence - potential injury from unlawful entry - theft/robbery-attack	3	3	B	3	Medium	Violence and harassment program in place	Review Working Alone Policy and a Workplace Violence Prevention Policy. Train employees and provide ongoing awareness. Review Violence and Harassment program.	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under
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Hazard Assessment

Recognize		Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards	
Gazette Administration	Kitchenette	See Common Areas Tab	See Common Areas Tab					See Common Areas Tab			
Gazette Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - radiation- cords and electrical equipment	1	3	B	3	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of the body.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.	
Gazette Administration	Staff driving to client sites in personal car	Driving Hazards - driving vehicle	1	3	B	2	High		Recommend providing first aid kits in vehicles. Develop SOP for safe driving and on assessing hazards i.e. bad weather and proper preventive maintenance on vehicles. Review Driver Abstract annually for frequent drivers and new hires	OHSA - Take every precaution reasonable. Highway Traffic Act. Reg. 851 S. 20 safeguards for protection of workers where vehicle traffic is a hazard,	
Gazette Administration	General work conditions	Biological/Hygiene Hazard - potential illness from contaminated surfaces	1	3	B	4	Medium	Workspace cleaned daily. Sink and soap available for hand washing.	Maintain good housekeeping and hygiene practices.	Reg. 851 S. 136 provide lunchroom	
Gazette Administration	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	2	B	3	Medium	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker	
Gazette Administration	Emergency Equipment	Biohazard Hazard: First Aid	1	5	C	4	Low	First Aid kits are in good condition and located near by	Continue to ensure that all first aid kits are secured, and inspected monthly. First Aid responders names need to be posted with the first aid kit and/or emergency number.	Regulation 1101	
Gazette Administration	General work conditions	Chemical Hazards - potential exposure to consumer chemicals	1	3	B	3	Medium	WHMIS training provided to all staff. WHMIS Reference materials available.	Continue current practice. Continue to hold staff accountable for following process and policy. Continue to monitor WHMIS training and program. Continue to ensure that MSDS sheets are up to date. Start to transition to WHMIS 2015	WHMIS Reg. 860, Reg. 851 S. 79 - 84 personal protective equipment requirements, S. 130 - exposure to biological, chemical, physical agents	

Hazards are representative of activities observed on April 15, 2016

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Gazette Administration	Emergency Equipment	Equipment Fire Hazard: general electrical hazard	1	4	C	3	Medium	Fire Extinguishers in good condition and located near	Ensure all fire extinguishers are secured, and inspected monthly. Emergency numbers need to be are posted with fire plan. Conduct annual fire drill.	Fire Code; Reg. 851 S. 123 fire extinguishers
Gazette Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry) Electro-magnetic radiation hazard	1	3	B	3	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OSHA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Gazette Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Cut Hazard: material handling	1	3	B	4	Medium	General Awareness	For those task that require a lot of material handling- select the right PPE for the task at hand to prevent cuts	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Gazette Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from lifting, repetitive movements and/or awkward postures	2	2	B	3	Medium	Some ergonomic key board Some Adjustable chairs Looking at new stand-sit desk in the future	Continue to provide ergo assessments on each work station (1) existing staff and (2) new staff	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Gazette Administration	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Health Hazard: Sitting for prolonged period's of time	1	2	A	2	High		Create small wellness program Ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Gazette Administration	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	1	2	A	3	High		Continue to promote strong communication and expectations with office staff and sales. Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Gazette Administration	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	1	3	B	3	Medium	Facilities maintain area	Clean area more frequently as required (housekeeping). Observe for carpet wear (trip hazard)-Report issues to Facilities ASAP	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice
Gazette Administration	General work conditions	Violence/Emergency Plan potential serious injury/fatality from aggressive people	1	1	A	3	High	Violence and harassment program in place Doors include large windows Door can only be open with electronic key	Review violence & harassment program Review working Alone policy (extends beyond office>assignment) Review risks for each Assignment and ensure proper controls are in place (2 person etc.)	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Gazette Administration	Temperature- computer-facility system	Equipment Hazard-Extreme Heat/Poor Air Quality	1	2	A	3	High	Facilities maintain HVAC system	Recommend having maintenance review ventilation system Continue to have frequent breaks Fans in place where they will not create other hazards Water Breaks Office short term: relocate work done in server area!	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
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					#N/		#N/A			
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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Maintenance	Electrical panels	Electrical Hazard: Keeping panel area free of objects	2	3	B	3	Medium	Most areas in front of panels are keep free of materials (1 meter)	Ensure all electrical panels have an area of free space of 1 meter in front of them, Signage must also be clearly visible	Electrical Code Rule 2-308 – The floor area, 1 meter (3.28 feet) in front of the panel, must be kept clear.
Maintenance	Electrical panels	Electrical Hazard: wiring etc.	2	3	B	2	High	All 'major' electrical work contracted out	Ensure all electrical outlets have proper GFCI. Ensure ALL wiring is up to code	Ontario Electrical Code, Reg. 851 S. 44 Electrical Requirements; OHSAA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Maintenance	General work conditions	Chemical Exposures Hazard - cleaning, small repairs, storage	2	3	B	3	Medium	General good work practices MSDS on site Chemical cabinet used	Continue to use people friendly chemical products. Continue to ensure labels are legible or replace with Workplace Labels. Continue to minimize chemical use and inventory.	WHMIS Regulation Reg. 851 S. 130 - exposure to biological, chemical, physical agents
Maintenance	General work conditions	Chemical Exposures Hazard - Splashing in eyes	2	3	B	2	High	Eyewash station in good condition	Ensure eye was station are inspected during JHSC inspections	WHMIS Regulation Reg. 851 S. 130 - exposure to biological, chemical, physical agents
Maintenance	General work conditions	Chemical Hazard - compressed gas storage	2	3	B	3	Medium	Tanks upright with caps on and secured	Ensure containers are secured at all times. Develop SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders. Remember all acetylene containers must be at least 20 feet from oxygen tanks (full and empty)	Reg. 851 S. 49 proper storage of compressed gas cylinders

Hazard Assessment

Recognize	Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Maintenance	General work conditions	Chemical Hazard - Storage	2	3	B	4	Medium	General housekeeping practices	Continue to store chemicals in appropriate area; if no longer required ensure proper disposal, waste should not be stored onsite any longer than 90 days	WHMIS Reg. and Reg. 851 S. 130 - exposure to biological, chemical, physical agents, S. 22 - flammable liquids
Maintenance	General work conditions	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	Good lighting in shop, repair when required Daily informal inspection includes 'Lighting'	Ensure lighting issues addressed right away during JHSC inspections	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and
Maintenance	General work conditions	Equipment Hazard- Extreme Cold	2	3	B	4	Medium	PPE is required- cold weather wear. Rely on employee to wear right clothing	Develop and communicate what to wear in cold weather policy. Monitor weather.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Maintenance	General work conditions	Equipment Hazard- Extreme Heat	2	4	C	3	Medium	Outdoors in cooler times of day. Allow employee to come in doors when they need to.	Heat stress program should be maintained. Continue to have flexibility in schedule. Monitor weather.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MOL Heat Stress
Maintenance	General work conditions	Equipment Hazard- Poor Air Quality	2	2	B	3	Medium	Ventilation System	Recommend having maintenance review ventilation system	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Maintenance	General work conditions	Equipment Hazard: Accidental equipment start-up, electrical shock, cuts, other body injury	2	2	B	2	High	Lockout-Tagout(LOTO) program used on site	Continue to use your proper LOTO procedures	Reg 851 S. 75, 76 accidental start up during maintenance and repair
Maintenance	General work conditions	Fire Hazard: exposed electrical wiring, space heater	2	2	B	2	High	Fire extinguisher are available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Maintenance	General work conditions	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General Awareness Sound Housekeeping practices	Provide ongoing ergonomic awareness to employees. Continue to train on Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Maintenance	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Over worked- long hours, interacting to time, resource or people pressures, other	2	2	B	3	High	Basic wellness initiatives	Continue to promote strong communication and expectations with all staff	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Maintenance	General work conditions	Slips, Trips & Falls Hazard - resulting in an employee falling	2	1	A	3	Medium	General Awareness Sound Housekeeping practices	Ensure pathway is clear and no slip-trip hazards are present. Include awareness training	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Maintenance	General work conditions	Working Alone (isolated at times)	3	2	B	2	High	Always someone on site but still gap exists. Do have working alone policy.	Review program. Possible check-in-check out system, screamer's (loud pull tags) in situations that warrant them.	OHSA 25(2)(h) - Every precaution reasonable
Maintenance	Ladders	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	1	High	General work practices and training Formal working at heights training	Ladders need to be in good condition. Provide ongoing training to employees. Develop Ladder Policy and SOP for Material Handling.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker;
Maintenance	Ladders	Slip, Trip, Fall Hazard - Use of ladders and step stools (example changing light bulbs in lamps and clearing dust from cameras)	2	2	B	1	High	General work practices and training Formal working at heights training	PM and inspections of all ladders and stepstools. Ensure proper training on use and proper storage when not in use. Recommend quarantine area for ladders requiring maintenance. Recommend SOP for Using Ladders and Stepstools. Ensure non-slip feet/adequate brake system.	Reg. 851 S. 73- portable ladder requirements and OHSA Sec 25(1)(b)

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Preventative Maintenance and Repair Hand tools	Cleaning/blowing of machines or clothing	Health Hazard: Injection, inhalation hazard	2	2	B	4	Medium	General work practices	Do not blow dust off clothing. Create SOP and train staff. Use wet sweeping techniques, sweeping compounds, or vacuum cleaners equipped with special filters or other devices to prevent dust from being recirculated	A compressed air or other compressed gas blowing device shall not be used for blowing dust or other substances.(a) from clothing worn by a worker
Preventative Maintenance and Repair Hand tools	Electrical Panels	Electrical Hazard: Keeping panel area free of objects	2	4	C	3	Medium	Try to ensure that areas in front of panels are keep free of materials (1 meter)	Ensure all electrical panels have an area of free space of 1 meter in front of them, Signage must also be clearly visible	Electrical Code Rule 2-308 – The floor area, 1 meter (3.28 feet) in front of the panel, must be kept clear.
Preventative Maintenance and Repair Hand tools	Hand tools	Cuts Hazard: Major hand/finger exposure areas near the cutter	2	2	B	4	Medium	Ensure material remains stable Safety glasses used No gloves used to prevent entanglement	Develop Safe Operating Procedures Preventative Maintenance program (includes daily inspection) Add proper guards and shields Adjust stone for 3mm clearance between stone and table Ensure table not damaged Never grind on side of stone Add E-Stop	Reg. 851 S. 79, 82, 83 84 personal protective equipment; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Preventative Maintenance and Repair Hand tools	Hand tools	Entanglement Hazard - jewelry, loose clothing	2	3	B	3	Medium	Jewelry and loose clothing not permitted	Develop and implement jewelry policy. Provide awareness training to employees. Post signage as reminder for employees.	Reg. 851 S. 83(2) - remove jewelry and loose fitting clothing.
Preventative Maintenance and Repair Hand tools	Hand tools	Equipment Hazard: Accidental equipment start-up, electrical shock, cuts, other body injury	2	2	B	2	High	Lockout-Tagout(LOTO):consists of pulling plug	Continue to use your proper LOTO procedures	Reg 851 S. 75, 76 accidental start up during maintenance and repair
Preventative Maintenance and Repair Hand tools	Hand tools	Equipment Hazard: Loud Noise	2	2	B	3	Medium	General awareness Hearing protection provided	Continue to enforce PPE policy	Reg 851. S. 139 Noise levels and the use of personal protection equipment Reg. 851 S. 73 - maintenance of equipment

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Preventative Maintenance and Repair Hand tools	Hand tools	Material Handling Hazard: Objects may be thrown or ejected by moving contact	2	2	B	3	Medium	Ensure material remains stable Safety glasses used No gloves used to prevent entanglement Dust mask available	Develop Safe Operating Procedures Preventative Maintenance program (includes daily inspection) Add proper guards and shields Adjust stone for 3mm clearance between stone and table Ensure table not damaged Never grind on side of stone Add E-Stop	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker Reg. 851 S. 73 - maintenance of equipment
Preventative Maintenance and Repair Hand tools	Hand tools	Slips, Trips, and Falls Hazard: Poor Housekeeping, discarded material	2	1	A	2	High	General clean up- daily	Area is very clean. Continue.	Reg. 851 S.11 - Requires floors/ other surfaces to be kept free from hazards, snow and ice.
Storage	General work conditions	Chemical Hazard - Storage	2	2	B	3	Medium	General housekeeping practices	Continue to store chemicals in appropriate area; if no longer required ensure proper disposal, waste should not be stored onsite any longer than 90 days Consider a improper chemical storage room/cabinet	WHMIS Reg. and Reg. 851 S. 130 - exposure to biological, chemical, physical agents, S. 22 - flammable liquids
Storage	General work conditions	Chemical Hazard- Compressed gas storage	2	2	B	3	Medium	General precautions	Ensure containers are secured at all times. Develop SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Storage	General work conditions	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	Facilities and maintenance replaces light bulbs	Add to JHSC inspection	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

Hazard Assessment

Recognize	Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Storage	General work conditions	Fire Hazard: exposed to flammable liquid/conditions	2	3	B	3	Medium	Fire extinguisher are available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Storage	General work conditions	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	Small carts/trolleys	Ensure adequate carts for the type of work made available. Provide ongoing ergonomic awareness to employees. Continue to train on Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Storage	General work conditions	Material Handling Hazard- shelving (falling stock)	2	1	A	3	Medium	General maintenance	Ensure all shelving is in good condition. Ensure heavier items are stored mid range to bottom and lighter material on near top. Provide ongoing ergonomic awareness to employees. Develop Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Storage	General work conditions	Storage Racking Load limits unknown	2	2	B	2	High	Racking is secured.	Ensure products do not weigh more than the max. rating. Ensure that all materials are stored safely.	OHSA Sec. 25 (1) (a-d) ensure equipment is available and properly maintained; CSA Standard for Racking A344.2-05
Storage	General work conditions	Slips, Trips & Falls Hazard - resulting in an employee falling	2	2	B	2	High	General Awareness Sound Housekeeping practices Frequent Inspections	Ensure pathway is clear and no slip-trip hazards are present. Develop SOP for Slip, Trip, Fall prevention, and non-slip shoe policy.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Storage	Ladders	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	High	General work practices and training	Preventive Maintenance and inspections of all ladders and stepstools. Ensure proper training on use and proper storage when not in use. Recommend quarantine area for ladders requiring maintenance. Recommend SOP for Using Ladders and Stepstools. Ensure non-slip feet/adequate brake system.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker;

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Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Storage	Ladders	Storage- Fall Hazard - Storage of ladders	2	3	B	3	Medium	General work practices and training	Preventive Maintenance and inspections of all ladders to ensure properly secure. Ensure proper training on use and proper storage when not in use. Recommend quarantine area for ladders requiring maintenance. Recommend SOP for Using Ladders and Stepstools. Ensure non-slip feet/adequate brake system	Reg. 851 S. 73- portable ladder requirements and OHSA Sec 25(1)(b)
All Machines	Moving Stock	Material Handling Hazard: Pinching fingers and hands	2	2	B	4	Medium	General work practices Shop is clean Machines inspected by user before use (practiced) Personal Protective Equipment used but gloves not used when using machines!	Add machine to JHSC monthly inspection. Maintenance staff should document inspection Add to JHSC inspection	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
All Machines	Moving Stock	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from heavy lifting	2	2	B	3	Medium	General work practices Shop is clean Machines inspected by user before use Safe Lifting training	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
All Machines	Moving Stock	Material Handling Hazard: Cuts, slivers, scrapes, contusions, struck by	2	2	B	4	Medium	General work practices Shop is clean Machines inspected by user before use (practiced) Personal Protective Equipment used but gloves not used when using machines!	Continue : to use good work practices Shop is clean Machines inspected by user before use (practiced) Personal Protective Equipment used but gloves not used when using machines!	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
All Machines	Cutting Stock	Material Handling Hazard: Stock (chips) may be thrown or ejected by moving contact	2	2	B	1	High	General work practices Personal Protective equipment (glasses) are used	Ensure all machines are properly secured Ensure PPE is properly used and stored	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
All Machines	Cutting Stock	Cuts Hazard: Major hand/finger exposure areas near the cutter	2	2	B	3	High	General work practices Shop is clean Machines inspected by user before use (practiced) Personal Protective Equipment used but gloves not used when using machines!	Ensure all machines are properly secured Ensure PPE is properly used and stored	Reg. 851 S. 79, 82, 83 84 personal protective equipment; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

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Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
All Machines	Cutting Stock	Material Handling Hazard: Inhalation of saw dust/ saw dust in eyes	2	2	B	3	Medium	General work practices Shop is clean Machines inspected by user before use (practiced) Personal Protective Equipment used but gloves not used when using machines! Exhaust system used	Ensure exhaust system is used and functioning correctly Ensure dust masks are also used	Reg. 851 S. 81 eye protective; S. 124 eye wash stations; Reg 851. S.127. S128 (2)(b); Industrial Hygiene: shall be adequately ventilated and air be free from contamination with any hazardous dust, smoke...
All Machines	Cutting Stock	Entanglement Hazard - jewelry, loose clothing	2	2	B	2	High	General work practices	Continue to ensure jewelry is not worn when using machines	Reg. 851 S. 83(2) - remove jewelry and loose fitting clothing.
All Machines	Cutting Stock	Equipment Hazard: Loud Noise	2	1	A	2	High	General work practices Hearing protection used	Continue to endure ample amount of ear plugs or full heat sets	Reg 851. S. 139 Noise levels and the use of personal protection equipment
All Machines	Cutting Stock	Slips, Trips, and Falls Hazard: Poor Housekeeping, discarded material	2	2	B	2	High	General housekeeping	Shop was incredibly clean	Reg. 851 S.11 - Requires floors/ other surfaces to be kept free from hazards, snow and ice.
All Machines	Cutting Stock	Equipment Hazard: Machine secure (Tip-Overs)	2	2	B	2	High	Most machines are secure	Ensure all machines are properly secured	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
All Machines	Cutting Stock	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	2	2	B	3	Medium		Continue to promote strong communication and expectations with office staff and sales. Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
All Machines	Cutting Stock	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Medium	Facilities and maintenance replaces light bulbs	Add to JHSC inspection	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

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Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
All Machines	Preventative Maintenance/Repair	Equipment Hazard: Equipment worn, cover-spring malfunction or loose may cause serious injury	3	2	B	3	Medium	Machines are kept in great condition Machines part of regular Preventative Maintenance Schedule	Continue practice	Reg 851 S.24 protected from moving parts, OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
All Machines	Preventative Maintenance/Repair	Equipment Fire Hazard: Equipment packed with saw dust-potential for fire	3	3	C	3	Medium	Machines are kept in great condition Machines cleaned after each use	Shop was incredibly clean	Fire Code; Fire Protection and Prevention Act Reg 213/07
All Machines	Preventative Maintenance/Repair	Equipment Hazard: Accidental equipment start-up, electrical shock, cuts, other body injury	3	2	B	3	Medium	Machines are kept in great condition Machines part of regular Preventative Maintenance Schedule	Continue practice	Reg 851 S. 75, 76 accidental start up during maintenance and repair
Equipment Exhaust	Removal of saw dust: various machines	Material Handling Hazard: Loud Noise	3	2	B	3	Medium	General work practices Hearing protection used	Continue to endure ample amount of ear plugs or full heat sets	Reg 851. S. 139 Noise levels and the use of personal protection equipment
Equipment Exhaust	Removing bags filled with saw dust	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from heavy lifting of bags	3	2	B	3	High	General work practices Safe Lifting training	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker;
Equipment Exhaust	Removing bags filled with saw dust	Material Handling Hazard: Dust in eyes/Inhalation	3	2	B	3	Medium	General work practices Eye protection used Dust mask used	Continue to use safety glasses and dust mask when cleaning system	Reg. 851 S. 81 eye protective; S. 124 eye wash stations;
Equipment Exhaust	Removing bags filled with saw dust	Material Handling Hazard: Cuts, slivers, scrapes	3	2	B	4	Medium	General work practices Gloves protection used Dust mask used	Continue to use work gloves when cleaning system	Reg. 851 S. 79, 82, 83 84 personal protective equipment; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Equipment Exhaust	Removing bags filled with saw dust	Slips, Trips, and Falls Hazard: Poor Housekeeping, discarded material	3	2	B	3	Medium	General housekeeping	Shop was incredibly clean	Reg. 851 S.11 - Requires floors/ other surfaces to be kept free from hazards, snow and ice.
Equipment Exhaust	Preventative Maintenance/Repair	Equipment Fire Hazard: Equipment packed with saw dust-potential for fire and inadequate filtering	3	2	B	3	Medium	Regular disposal of saw dust	Continue to clean and dispose of saw dust on a regular basis	Fire Code; Fire Protection and Prevention Act Reg 213/07
Equipment Exhaust	Preventative Maintenance/Repair	Equipment Hazard: Accidental equipment start-up, electrical shock, cuts, other body injury	3	2	B	3	Medium	Exhaust system is kept in great condition Machine part of regular Preventative Maintenance Schedule	Continue practice	Reg 851 S. 75, 76 accidental start up during maintenance and repair
					#N/		#N/A			
					#N/		#N/A			

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize

Risk Evaluation

Controls

Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			

Hazard Assessment

Recognize			Risk Evaluation					Controls		
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events- construction or mechanical set up	See 'Facility' Tab See 'Maintenance' Tab	See 'Facility' Tab See 'Maintenance' Tab	See 'Facility' Tab See 'Maintenance' Tab					See 'Facility' Tab See 'Maintenance' Tab		
Loading/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'	See 'Common Area Tab'					See 'Common Area Tab'		
Mustang Lounge - Storage	See 'Storage' Tab	See 'Storage' Tab	See 'Storage' Tab					See 'Storage' Tab		
NOTE	All cleaning is performed by Western Facilities	All cleaning is performed by Western Facilities	All cleaning is performed by Western Facilities					All cleaning is performed by Western Facilities		
Mustang Lounge	General Use	Biological Hazard - potential illness from exposure to bodily fluids	2	2	B	3	Medium	All cleaning of lounge is performed by University cleaning staff	Ensure first aiders are ready for action if called upon. Ensure no staff comes in contact with bodily fluids.	Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required First Aid Reg. 1101
Mustang Lounge	General Use	Chemical Hazards - potential injury/illness from use of chemicals for cleaning purposes	2	3	B	3	Medium	Chemicals and other products are stored properly.	Continue to ensure all staff have received WHMIS training and current MSDS binder is available. Ensure proper labeling of all containers. Annually review WHMIS Program with Management and the JHSC.	WHMIS Reg. 860, Reg. 851 S. 79 - 84 personal protective equipment requirements, S. 130 - exposure to biological, chemical, physical agents
Mustang Lounge	General Use	Environmental Hazard (Lighting) : Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Mustang Lounge	General Use	Equipment Hazard (Fireplace) - Burns	2	2	B	2	High	Objects kept away from fireplace Not in continuous use Signage 'HOT' around fireplace	Add to JHSC checklist for monthly inspection Contact Facilities if malfunctioning	OHSA Sec 25(2)(h) - take every precaution reasonable to protect the worker;
Mustang Lounge	General Use	Fire/Emergency Hazards	2	3	B	2	High	Plan in place and is communicated. Fire Prevention Dept. PPD in place and services UCC. - Emergency Plan written, communicated or posted.	Ensure fire plan is in place. Post emergency numbers are posted. Ensure fire extinguishers are inspected monthly by JHSC and annually by contractor. Static tested every 5 years. Ensure fire extinguishers are securely mounted on the wall and fully charged. Re-visit extinguishers and post at new	Fire Code; Reg. 851 S. 123 fire extinguishers
Mustang Lounge	General Use	Material Handling Hazards - lifting, awkward postures, repetitive movements, - potential for musculoskeletal disorders	3	3	C	3	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered. Carts are available. Lift training done	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Mustang Lounge	General Use	Psychosocial Hazard- Workplace stress, stress disorders, lack of attention to the job related to "issues" Possible harassment and violence	2	4	C	3	Medium	Staff are encouraged to use buddy system whenever possible. Staff are provided with 2 way radio as required, and in communication as need arises. Issues are handled in a professional manner.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in the workplace. Emergency numbers at the	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker. amendment to OHSA - Bill 168 - Violence and Harassment prevention program

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Mustang Lounge	General Use	Slip, Trip and Fall - potential injury from slipping and falling. - disorganized layout/poor housekeeping (effected by students)	2	2	B	3	Medium	Facilities regularly clean	Facilities can be contacted to clean up	Reg. 851 S.11 - Requires floors/ other surfaces to be kept free from hazards.
Mustang Lounge	General Use	Violence/Emergency Plan - potential serious injury/fatality from aggressive people.	2	2	B	2	High	Violence and harassment program in place Doors include large windows	Review violence & harassment program High Risk areas: Recommend reconfiguring desks so that the guest goes to back of room and staff chair is closest to door to expedite escape route	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Mustang Lounge	General Use	Working Alone hazard- employees do work alone in this area	2	2	B	3	Medium	Staff are encouraged to use buddy system whenever possible. Staff are provided with 2 way radio as required, and in communication as need arises.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in the workplace. Emerg numbers at the	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker. amendment to OHSA - Bill 168 - Violence and Harassment prevention program
Special Events	Contractors and ALL contract staff performing tasks at the facility	Contractor Hazards- Any risk to the contract worker while on the premises of USC	2	2	B	2	High	Work is usually coordinated through the University.	Review Contractor Safety Program. Ensure all contracted staff are appropriately trained and understand safety procedures while on site performing any maintenance related issues. Continue to enforce PPE Policy. Conduct regular checks while contractor is onsite to ensure they are working safely and are following company policy.	OHSA - take every precaution reasonable to protect the worker;
Special Events	Special events	Biological/Hygiene Hazards- bodily fluids	2	2	B	2	High	All cleaning of lounge is performed by University cleaning staff	Ensure first aiders are ready for action if called upon. Ensure no staff comes in contact with bodily fluids.	Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Special Events	Event Productions Equipment, hand tools, event materials	Cuts Hazard: Major hand/finger exposure	2	2	B	4	Medium	Safety glasses used Leather Work gloves used	Continue to enforce the use of protective equipment. Make sure PPE is disinfected prior to sharing. PPE must be in good condition	Reg. 851 S. 79 - protective equipment, S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected
Special Events	Event Productions Equipment, hand tools, event materials	Electrical Hazard: Keeping panel area free of objects	2	4	C	3	Medium	Try to ensure that areas in front of panels are keep free of materials (1 meter)	Ensure all electrical panels have an area of free space of 1 meter in front of them. Signage must also be clearly visible	Electrical Code Rule 2-308 – The floor area, 1 meter (3.28 feet) in front of the panel, must be kept clear.
Special Events	Event Productions Equipment, hand tools, event materials	Entanglement Hazard - jewelry, loose clothing	2	3	B	3	Medium	Jewelry and loose clothing not permitted	Develop and implement jewelry policy. Provide awareness training to employees.	Reg. 851 S. 83(2) - remove jewelry and loose fitting clothing.
Special Events	Event Productions Equipment, hand tools	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a
Special Events	Event Productions Equipment, hand tools	Equipment Fire Hazard:	2	3	B	4	Medium	Fire Extinguishers in good condition and located near by	Contact Facilities for maintenance if equipment used is malfunctioning in anyway Train on proper use of specific equipment	Fire Code; Fire Protection and Prevention Act Reg 213/07
Special Events	Event Productions Equipment, hand tools	Equipment Hazard- use of scissor lift- done by UWO employees	3	2	B	1	High	See Facility Tab	See Facility Tab	See Facility Tab
Special Events	Event Productions Equipment, hand tools	Equipment Hazard: Accidental equipment start-up, electrical shock, cuts, other body injury	2	2	B	2	High	General awareness	Instruct before use of any event equipment Contact Facilities/Event Manager if malfunctioning	Reg 851 S. 75, 76 accidental start up during maintenance and repair

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Special Events	Event Productions	Equipment Hazard: Loud Noise	2	2	B	3	Medium	General awareness Hearing protection provided	Continue to enforce PPE policy	Reg 851. S. 139 Noise levels and the use of personal protection equipment Reg. 851 S. 73 - maintenance of equipment
Special Events	Event Productions Equipment, hand tools	Equipment/Electrical Hazard, frayed or cut/damaged cords	2	2	B	3	Medium	General awareness	Ensure that electrical cords are on the JHSC checklist for monthly inspection. Ensure all electrical equipment is in good condition including receptacle	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided;
Special Events	Event Productions Equipment, hand tools	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from heavy lifting	2	2	B	4	Medium	General work practices related to lifting Leather Work gloves available handling material (not for using machines!)	Consider safe lifting training for all employee that lift materials. Document training.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker;
Special Events	Event Productions Equipment, hand tools	Fall Hazard - serious critical injury from falling from height	2	2	B	2	High	Ladders Training	Fall arrest equipment and training required when there is the hazard of falling more than 3metres. Strongly recommend using small mobile lifting device that is on site Provide proper training	MOL Guidelines for Safe Operation and Maintenance of Lift Vehicles- CSA B335-04 and Reg. 851 S. 51, 52, 54, 56 - 59 - lifting device/mobile equipment and S.85 - fall arrest system requirements
Special Events	General	Fire Hazard	2	4	C	2	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Special Events	Event Productions Equipment, hand tools	Health Hazard: Injection, inhalation hazard (dust, sprays, smoke etc. from event production)	2	3	B	4	Medium	General work practices	Verify with event contractor the content and health rating of any theatrical smoke etc. Contact Facilities/Event Manager if HVAC malfunctioning	OHSA Sec 25(2)(h) - take every precaution reasonable to protect the worker;
Special Events	Event set up and tare down (including boxes, displays, screens, moving tables and chairs etc.)	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	3	B	3	Medium	Small roll carts are available 2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Ensure outside area is clear of obstruction and good conditions Develop and implement an Safe Operating Procedure (SOP) for Material Handling /Safe Lifting and train staff. Best practices include: use material handling devices, for heavy or awkwardly shaped items, use two persons to lift, turn with feet-avoid twisting when carrying a load, etc. When vacuuming, don't slouch, keep	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Special Events	Event Productions Equipment, hand tools	Material Handling Hazard: Objects may be thrown or ejected by moving contact	2	3	B	3	Medium	Safety glasses used if event requires objects thrown in air or possibility of it Discourage any event that throws objects in air at or above students	Assess each event and determine if personal equipment is recommended	Reg 851. S. 139 Noise levels and the use of personal protection equipment Reg. 851 S. 73 - maintenance of equipment
Special Events	Event Productions Equipment, hand tools	Psychosocial Hazard- Workplace stress, stress disorders, lack of attention to the job related to "issues" Possible harassment and violence	2	2	B	4	Medium	Staff are encouraged to use buddy system whenever possible. Staff are provided with 2 way radio as required, and in communication as need arises. Issues are handled in a professional manner.	Continue to implement Harassment and Violence Procedures. Continue to ensure that the risk Assessment for Violence Hazards is current and up to date. Train staff and document training. Continue to train staff on what to do in the event of violence in the workplace. Emerg numbers at the	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker. amendment to OHSA - Bill 168 - Violence and Harassment prevention program

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Special Events	General	Sharps Hazard - Cuts- knives and broken glass or bottles	2	2	B	3	Medium	broken glass is to be proper disposed of Facilities can be contacted to clean up	All cleaning of lounge is performed by University cleaning staff Any event staff should be using proper Personal Protection Equipment when coming into contact with broken glass/bottles	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Special Events	General	Slip, Trip, Fall Hazard - potential injury from stage	2	3	B	3	Medium		Mark edge of stage with reflective and glow in the dark tape	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Special Events	General	Slips, Trips and Falls - potential critical injuries from falling off ladders and step stools	2	2	B	2	High	Step stool sand ladder(s) are in use and in good repair. Inspect step stool and ladders all the time.	Ensure that the SOP for ladder usage is up to date and that training has been delivered. Ensure that ladder inspections are documented and recorded. Ensure staff are not using tables or chairs to climb up on to hang things up.	Reg. 851 S. 73 portable ladder requirements;
Special Events	General	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	2	B	2	High	Violence and harassment program in place Doors include large windows	Review violence & harassment program High Risk areas: Recommend reconfiguring desks so that the guest goes to back of room and staff chair is closest to door to expedite escape route	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
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					#N/		#N/A			
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					#N/		#N/A			

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize		Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards	
Peer Support Ctr	Administration	See Administration Tab	See Administration Tab				See Administration Tab				
Peer Support Ctr	See 'Common Area Tab'	See 'Common Area Tab'	See 'Common Area Tab'				See 'Common Area Tab'				
Peer Support Ctr	General	Biological/Hygiene Hazards-bodily fluids	3	5	D	4	Low	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling glasses. Ensure frequent hand washing for employees who are handling used glasses.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker	
Peer Support Ctr	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	4	C	4	Low	Facilities maintain HVAC system	Report any issues to Facilities	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker	
Peer Support Ctr	General work conditions	Biological/Hygiene Hazard - potential illness from contaminated surfaces	2	4	C	4	Low	Staff clean daily. Sink and soap available for hand washing.	Maintain good housekeeping and hygiene practices.	Reg. 851 S. 136 provide lunchroom	
Peer Support Ctr	General work conditions	Chemical Hazards - potential exposure to consumer chemicals	2	4	C	4	Low	WHMIS training provided to all staff. WHMIS Reference materials in kitchen area. All staff trained. PPE is available	Continue current practice. Continue to hold staff accountable for following process and policy. Continue to monitor WHMIS training and program. Continue to ensure that MSDS sheets are up to date. Start to education on the new WHMIS 2015 system	WHMIS Reg. 860, Reg. 851 S. 79 - 84 personal protective equipment requirements, S. 130 - exposure to biological, chemical, physical agents	
Peer Support Ctr	Emergency Equipment	Equipment Fire Hazard: general electrical hazard	2	3	B	3	Medium	Fire Extinguishers in good condition and located near Space heaters are discouraged	Ensure all fire extinguishers are secured, and inspected monthly. Emergency numbers need to be are posted with fire plan. Conduct annual fire drill.	Fire Code; Reg. 851 S. 123 fire extinguishers	

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Hazard Assessment

Recognize		Risk Evaluation				Controls		Reference to Legal Requirements/ Standards		
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating		Controls in Place	Action Items (Controls Required)
Peer Support Ctr	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry) Electro-magnetic radiation hazard	3	3	C	3	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Peer Support Ctr	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - radiation - cords and electrical equipment	2	3	B	3	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of the body.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
Peer Support Ctr	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures	3	4	D	2	Medium	Some ergonomic key board Some Adjustable chairs Looking at new stand-sit desk in the future	Continue to provide ergo assessments on each work station (1) existing staff and (2) new staff	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Peer Support Ctr	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Health Hazard: Sitting for prolonged period's of time	2	4	C	2	Medium		Ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Peer Support Ctr	General	Material Handling Hazards - lifting, awkward postures, repetitive movements, - potential for musculoskeletal disorders	3	4	D	3	Low	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered. Carts are available. Lift training done	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Peer Support Ctr	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	1	3	B	3	Medium		Continue to promote strong communication and expectations with office staff and sales. Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Peer Support Ctr	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	2	2	B	3	Medium	Facilities maintain site	Clean area more frequently as required (housekeeping). Observe for carpet wear (trip hazard)	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice
Peer Support Ctr	General work conditions	Violence/Emergency Plan potential serious injury/fatality from aggressive people	1	2	A	3	High	Violence and harassment program in place Doors include large windows	Review violence & harassment program High Risk areas: Recommend reconfiguring desks so that the guest goes to back of room and staff chair is closest to door to expedite escape route	OHSA S. 32.0.2 An employer shall develop and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
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					#N/		#N/A			
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					#N/		#N/A			

Hazard Assessment

Recognize Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Risk Evaluation				Risk Rating	Controls	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
			Exposure	Occurrence	Probability	Consequences				
Purple Bikes Workshop	Administration	See Administration Tab	See Administration Tab						See Administration Tab	
Purple Bikes Workshop	See 'Common Area Tab'	See 'Common Area Tab'	See 'Common Area Tab'						See 'Common Area Tab'	
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Chemical Hazards - potential injury/illness from use of chemicals, oils, grease for repair purposes, old paints found poor chemical storage	3	2	B	3	Medium		Continue to ensure all staff have received WHMIS training and current MSDS binder is available. Ensure proper labeling of all containers. Annually review WHMIS Program with Management and the JHSC. Place flammable cabinets in chemical storage containers and reduce inventory	WHMIS Reg. 860, Reg. 851 S. 79 - 84 personal protective equipment requirements, S. 130 - exposure to biological, chemical, physical agents
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Equipment Hazard - potential shock from damaged equipment, power tools, drills	3	3	C	3	Medium	H&S Rep monthly inspections of this area. Problems are reported and issues dealt with.	Ensure preventive maintenance is adequate for ALL equipment. Add equipment to PM Schedule and document maintenance. Ensure proper LOTO procedures for equipment during repairs. Ensure that ALL LOTO tasks are recorded.	Reg. 851 S. 42, 75 - 76 Lock out requirements, OHSA S. 25 (1) (a-d) ensure equipment is properly maintained; procedures provided
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	3	3	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Ergonomic Hazards - potential musculoskeletal disorder from prolonged standing, repetitive movements and awkward postures during shift	3	2	B	3	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Fire Hazard - Soiled rags, potential for fire. Rags stored in plastic bin(s)	3	2	B	3	Medium	Rags not consistently stored properly	Used rags with flammable liquid should be stored in metal rag container with lid. Keep lid on tight. Store away from ignition sources.	Reg. 851 S.123 and Fire Code

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Material Handling/Lifting Hazard - potential strain injury from lifting bikes in and around the shop area	3	2	B	3	Medium	Staff receive heavy lifting training as part of regular OH&S training. Buddy system is used on occasion	Ensure that staff are lifting heavy, awkward items in a safe manner and that students and volunteers are assisted as required.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Potential eye injury from flying particles	3	2	B	2	High	Personal protection (safety glasses) are provided	Ensure that protective eye ware is in place for staff, students and volunteers to use. Train employees on the proper use, care and replacement of PPE.	Reg. 851 S. 84 (b) skin injury due to a sharp object; CSA Standard Protective Eyewear Z94.3.1-09
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Sharp Hazards - potential cuts from metal edges, parts, broken bike frames	3	2	B	3	Medium	First Aid kits are available.	Recommend protective gloves are made available for staff, students and volunteers.	Reg. 851 S. 79 - protective equipment, S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General	Slips, trips and falls Hazard - potential injury from tripping over tools, items on the floor, parts, Housekeeping issues	3	2	B	3	Medium	Area is clean and well organized. Tools are NOT left on the ground - put away.	Housekeeping is an issue: Ensure area is clean and well organized. Ensure tools are not left on the ground	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Cuts Hazard: Major hand/finger exposure areas near the cutter	3	2	B	3	Medium	First Aid kits are available.	Recommend protective gloves are made available for staff, students and volunteers.	Reg. 851 S. 79 - protective equipment, S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Entanglement Hazard - jewelry, loose clothing	3	2	B	3	Medium	Jewelry and loose clothing not permitted	Develop and implement jewelry policy. Provide awareness training to employees. Post signage as reminder for employees.	Reg. 851 S. 83(2) - remove jewelry and loose fitting clothing.

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Equipment Hazard: Loud Noise	3	2	B	3	Medium	General awareness Hearing protection provided	Continue to enforce PPE policy	Reg 851. S. 139 Noise levels and the use of personal protection equipment Reg. 851 S. 73 - maintenance of equipment
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Equipment Hazard: Machine secure (Tip-Over)	3	1	B	2	High		Properly bolt to prevent tip-overs	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker Reg. 851 S. 73 - maintenance of equipment
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General work conditions (including paint room)	Fire Hazard: exposed to flammable liquid	3	2	B	2	High	Fire extinguisher is available. Yellow chemical fire cabinet	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Health Hazard: Injection, inhalation hazard	3	2	B	3	Medium		Continue to enforce PPE policy Provide dust masks Any aerosols should be used in well ventilated areas	WHMIS Reg. 860,Reg 851. the use of personal protection equipment Reg. 851 S. 73 - maintenance of equipment
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Material Handling Hazard: Objects may be thrown or ejected by moving contact (including grinder)	3	2	B	3	Medium	Ensure material remains stable Safety glasses used No gloves used to prevent entanglement	Develop Safe Operating Procedures Preventative Maintenance program (includes daily inspection) Add proper guards and shields Adjust stone for 3mm clearance between stone and table Ensure table not damaged Never grind on side of stone Add E-Stop	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker Reg. 851 S. 73 - maintenance of equipment
Purple Bikes Workshop -Staff, students and volunteers repair bikes	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Over worked- long hours, interacting to time, resource or people pressures, other	3	4	D	3	Low	Basic wellness initiatives	Continue to promote strong communication and expectations with all staff Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance

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Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Small Machines, hand tools	Slips, Trips, and Falls Hazard: Poor Housekeeping, discarded material	3	2	B	2	High	General clean up- daily	Increase housekeeping practices Increase presence of portable booms and bins	Reg. 851 S.11 - Requires floors/ other surfaces to be kept free from hazards, snow and ice.
Purple Bikes Workshop -Staff, students and volunteers repair bikes	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	3	5	D	2	Medium	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			

Hazard Assessment

Recognize	Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
The Purple Store	Administration	See Administration Tab	See Administration Tab						See Administration Tab	
The Purple Store	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'						See 'Common Area Tab'	
The Purple Store	Maintenance	See 'Maintenance Tab'	See 'Maintenance Tab'						See 'Maintenance Tab'	
The Purple Store	Staff handling cash	Biological/Hygiene - handling of money	2	3	B	4	Medium	Most students use debt. Hand sanitizer in place.	Proper hygiene reminders to wash hands before breaks/lunch. Ensure soap is always available by sinks to encourage proper hand washing.	WHMIS and Reg. 851 S. 130 - exposure to chemical, physical or biological subst. procedures and PPE, emerg procedures required
The Purple Store	Staff working at workstations, prolonged standing, dealing with customers, computer work, phone use.	Ergonomic Hazards - prolonged standing during shift; awkward postures; reaching for merchandise over counter - potential musculoskeletal injury	2	2	B	3	Medium	Most retail items are light, clothing, hats etc. Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue current practice	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
The Purple Store	General	Fire Hazard/ Emergency Hazard.	2	4	C	3	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
The Purple Store	Moving retail goods to displays etc.	Material Handling Hazard: lifting items to shelving	2	2	B	3	Medium	Staff place heavy items on the bottom shelves, light on the top. Hanging items are light new facility, new racking	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
The Purple Store	Obtaining items from/to storage as required	Material Handling Hazard: Unloading/loading packages.	2	2	B	3	Medium	Staff place heavy items on the bottom shelves, light on the top. Hanging items are light new facility, new racking	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. Carts are also used	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
The Purple Store	Setting up and receiving retail materials for patrons	Material Handling- ladder safety-step stools	2	4	C	2	Medium	ALL ladders are secured and inspected.	Ensure ladders are secured in storage. Post SOP for ladders (include who can and cannot use) Have a PM schedule for ladders and ensure proper ongoing inspection of equipment. Remove defective equipment from use or dispose of immediately.	Reg. 851 S. 73 - maintenance of ladders
The Purple Store	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Over worked- long hours, interacting to time, resource or people pressures, other	2	2	B	3	Medium	Basic wellness initiatives	Continue to promote strong communication and expectations with all staff Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
The Purple Store	Moving and opening boxes of products	Sharps Hazard (potential for cuts)– use of knives or box cutters	2	2	B	3	Medium		Use self retractable box cutters	Reg. 851 S. 84: Worker is protected against sharp, jagged object, etc.
The Purple Store	General	Slip, Trip, Fall Hazard - housekeeping - no items being stored in aisle ways and in entrance	2	2	B	4	Medium	Fire exits aisle ways and doors are free and clear .	Continue current practice. Assign responsibility to the area. Enforce housekeeping practices. Ensure area is included in JHSC monthly inspections.	Reg. 851 S. 11 - floors and other surfaces kept free of obstructions
The Purple Store	General	Stuck by Hazard: Staff coming into contact with displays (dislodging during set up etc.)	2	2	B	2	High	Shelving is secured. Load limits not clear or known. Light items on top, heavy on the bottom	Ensure products do not weigh more than the max. rating. Ensure that all materials are stored safely.	OHSA Sec. 25 (1) (a-d) ensure equipment is available and properly maintained;
The Purple Store	General	Violence Hazard - Potential for theft	2	2	B	3	Medium	Violence policy, procedures in place. Walk to deposit area in basement of the UCC in the morning. Security cameras in place.	Hold staff accountable for the safe handling of cash and theft prevention. If robbery, follow instructions of robber, hand over cash, note characteristics, activate alarm, call police.	OHS Act - Part III.0.1 - violence and harassment legislation Workplace Violence and Harassment: Understanding the Law MOL Guideline
					#N/		#N/A			
					#N/		#N/A			

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Hazard Assessment

Recognize	Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
					#N/		#N/A			

Hazard Assessment

Recognize			Risk Evaluation				Controls		Reference to Legal Requirements/ Standards	
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place		Action Items (Controls Required)
KITCHEN EQUIPMENT	Blenders Bread Warmer Carts Coffee Makers Commercial Oven Commercial Stove Fryer	Grill Heat Lamps Hoods Hot Plate Ice Machine Imperial Warmer Kettle	Microwaves Mixers Reducers Salamander Self Cooking Oven Shelving						Slicers Soup Table Steam Table Toaster Trays	
Loading/Garbage Area	See 'Common Area Tab'		See 'Common Area Tab'						See 'Common Area Tab'	
General	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Over worked- long hours, interacting to time, resource or people pressures, other	2	2	B	4	Medium	Basic wellness initiatives	Continue to promote strong communication and expectations with all staff Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Spoke Cafe	Staff receiving cash from patron- Point of Sale	Biological Hazard - potential illness from exposure to respiratory fluids (e.g. customer sneezing), bacteria from handling money	2	2	B	4	Medium	Some hand sanitizer bottles seen. Most students use debt	Ensure frequent hand washing for employees who are handling cash. Provide ongoing hygiene reminders. Provide hand sanitizer bottles/stations in the office.	WHMIS Reg. and Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required
Spoke Cafe	General	Biological/Hygiene Hazards- bodily fluids	2	3	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Spoke Cafe	General	Burn Hazard - Burns/Scalds-hot food	2	2	B	2	High	Towels and oven mitts are used for handling hot equipment	Continue to use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Spoke Cafe	Dispensing and handling of product for customer-RUSH area	Burns/Scalds Hazard - coffee machine, hot water dispenser, tea, other hot beverages and soups	2	2	B	2	High	Area has been completely renovated. Greater visibility for staff.	Never carry open containers and avoid the use of plastic transfer pales (they are too malleable when the soup is hot). Look for cart options.	Reg. 851 S.45 - material handling;
Spoke Cafe	General	Chemical Hazard - oven cleaner, sanitizer	2	2	B	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted. Ensure kit and eye wash station is not obstructed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential hazard of injury to the eye, <u>eye protection shall be</u>
Spoke Cafe	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Spoke Cafe	General	Equipment/Energy Hazard - potential shock from cord connected equipment	2	5	D	3	Low	Basic repairs are done by the maintenance dept. as required	Secure power cords in such a way that they do not create trip hazards. Review the LOTO policy for electrical equipment requiring repair.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
Spoke Cafe	Events on Deck/Grounds	Working in heat/ cold - exposure to elements	2	4	C	4	Low		Continue current practice of extra breaks, water, etc.	MOL Guideline for Heat Stress, OHSA - take every precaution reasonable.

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Spoke Cafe	General	Sun Exposure	2	3	B	3	Medium	Dress code Umbrellas Serving inside and outside most of the time (reduction of direct exposure)	Ensure workers and managers are aware of the dangers to sun exposure and limited direct exposure in peak times. Monitor daily UV ratings.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker;
Spoke Cafe	Host - greeting, seating	Ergonomic Hazard - potential for musculoskeletal disorders (MSD's) from prolonged standing, clearing tables, cleaning	2	3	B	4	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Spoke Cafe	Staff- manually moving tables and chairs	Material Handling Hazard - potential struck by injury	2	3	B	3	Medium	Task is usually done by two people Staff are trained-heavy lift training	Continue current process. Ensure that there is plenty of space in the area when tables and chairs are being moved	Reg. 851 S. 45 material handling S. 46 ensure material is secure from tipping/falling
Spoke Cafe	Serving Tables	Material Handling Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred experienced staff	Have a Tray: weight restriction for servers returning trays. Ensure all pathways are clear (housekeeping)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Spoke Cafe	General	Sharps Hazard - Cuts- knives and broken dinnerware	2	2	B	4	Medium	broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Spoke Cafe	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, carpet, objects in path	2	2	B	2	High	Recommend Non Slip footwear	Make non slip shoes mandatory in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy. Ensure adequate floor tiles	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Spoke Cafe	Cleaning spills, mopping floors,	Slips, Trips, and Falls Hazard - wet floors, drink spills	2	3	B	3	Medium	Signs put up and spills cleaned up right away. Area has been completely renovated. Greater visibility for staff. Self-serve beverage area.	Ensure spills are cleaned immediately. Review safety procedures & train employees on preventing slips, trips, & falls. Staff should wear anti-slip shoes.	Reg. 851 S. 11 requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Spoke Cafe	General	Temperature Hazard - Extreme Heat-outside events	2	5	D	3	Low	Frequent water breaks	Continue to have frequent water breaks Monitor humidity rating	MOL Heat Stress Guidelines; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Spoke Cafe	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	2	B	2	High	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Bar Area	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	2	B	4	Medium	Program in place Smart Serve Program Violence Policy is developed, includes harassment and domestic violence. Staff have been trained in these policies.	Continue to grow your violence & harassment program Really communicate your standards/policy/support	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1

Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Bar Area	General	Biological/Hygiene Hazards-bodily fluids	2	3	B	2	High	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling glasses. Ensure frequent hand washing for employees who are handling used glasses.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Bar Area	General	Chemical Hazard - compressed gas cylinders	2	3	B	2	High	Tanks are stored upright and chained	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders. Add to monthly inspection.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Bar Area	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Bar Area	General	Fire Hazard	2	3	B	3	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Bar Area	General	Material Handling Hazard (kegs and cases) - lifting, strains/sprains, overexertion	2	2	B	3	Medium	Staff move most kegs and tanks	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Bar Area	General	Material Handling Hazard /Ergonomic Hazard - lifting, prolonged standing, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred experienced staff Stress mat in bar area	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Bar Area	General	Sharps Hazard - Cuts- knives and broken dinnerware	2	2	B	4	Medium	Containers are available to collect broken glass. Broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Bar Area	General	Sharps Hazard - Cutting lemons and limes	2	2	B	4	Medium	All knives are kept sharp. General awareness	Review SOP and train employees Make sure you add the 'Bar' knives as part of the knife sharpening program	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Bar Area	General	Slips, Trips, and Falls Hazard -Working at the bar, working in small spaces with many people	2	3	B	3	Medium	Recommend Non Slip footwear No Slip Mat behind all counters	Ensure proper housekeeping and that all spills are quickly cleaned up	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Bar Area	General	Material Handling Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred experienced staff	Have a Tray: weight restriction for servers returning trays. Ensure all pathways are clear (housekeeping)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Bar Area	General	Burns from hot liquids spills (bumping into each other)	2	2	B	3	Medium	PPE in place for the handling of hot beverages. Care and attention to the task	Continue current practice. Be aware of crowding and an increased risk of burns as area becomes busier	Reg 851 S.84 -workers exposed to skin contact with hot objects, hot liquids shall be protected by wearing appropriate PPE
Dining Area	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	2	B	2	High	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support In emergency plan discuss steps to clear pool tables (balls being thrown)	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Dining Area	General	Biological/Hygiene Hazards	2	3	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Dining Area	General	Burn Hazard - Burns/Scalds-steam table, hot food, table burners	2	2	B	3	Medium	Towels and oven mitts are used for handling hot equipment	Use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis. Replace Personal Protective Equipment (PPE) as required. Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Dining Area	General	Burns (Soup) Transferring soup to serving area	2	2	B	2	High	General working awareness Preferred staff have culinary training	SOP is REQUIRED. Avoid moving large quantities of hot soup between kitchen areas where the route requires long path. Never carry open containers and avoid the use of plastic transfer pales (they are too malleable when the soup is hot). Look for cart options.	Reg. 851 S.45 - material handling;

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Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dining Area	General	Chemical Hazard - oven cleaner, sanitizer	2	3	B	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted.	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; ON Reg. 1101 First Aid Regulations
Dining Area	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Dining Area	Patio	Biohazard - During warmer weather, exposure to stinging/biting insects exists such as wasps, bees and mosquitoes where people may be working	2	4	C	4	Low	General Awareness	During mosquito season, encourage staying inside at dusk or wearing long sleeve clothing. Use repellents with no more than 30% DEET and follow instructions on container. Make sure there is no stagnant water on your lawn. If stinging insects are a nuisance, set up insect traps or purchase professional products to spray a nest. Follow instructions carefully.	OHSA take every precaution reasonable to protect the worker.
Dining Area	General	Working in heat/ cold - exposure to elements	2	3	B	4	Medium		Continue current practice of extra breaks, water, etc.	MOL Guideline for Heat Stress, OHSA - take every precaution reasonable.

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Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dining Area	General	Ergonomic Hazard – potential musculoskeletal disorder from awkward pulling and pushing	2	3	B	3	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	General	Fire Hazard - warming burners etc.	2	4	C	3	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Dining Area	General	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	3	B	3	Medium	General working awareness Preferred experienced staff	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. Have a Tray: weight restriction for servers returning trays. Informal 6 plate limit (weight)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	General	Material Handling Hazard - traffic flow	2	2	B	3	Medium	General working awareness Preferred experienced staff	Have a Tray: weight restriction for servers returning trays. Ensure all pathways are clear (housekeeping)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	General	Sharps Hazard - Cuts- knives and broken dinnerware	3	2	B	4	Medium	Broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dining Area	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, stairs	2	2	B	2	High	Recommend Non Slip footwear	Make non slip shoes mandatory as serving staff do enter kitchen area. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy. Ensure adequate floor tiles	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Dining Area	Host - greeting, seating customers	Ergonomic Hazard - potential for musculoskeletal disorders (MSD's) from prolonged standing, clearing tables, cleaning	2	3	B	4	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	Staff- manually moving tables and chairs	Material Handling Hazard - potential struck by injury	2	3	B	3	Medium	Task is usually done by two people. Staff are trained-heavy lift training.	Continue current process. Ensure that there is plenty of space in the area when tables and chairs are being moved	Reg. 851 S. 45 material handling S. 46 ensure material is secure from tipping/falling
Dining Area	Staff receiving cash from patron- Point of Sale	Biological Hazard - potential illness from exposure to respiratory fluids (e.g. customer sneezing), bacteria from handling money	2	3	B	4	Medium	Some hand sanitizer bottles seen. Most students use debt	Ensure frequent hand washing for employees who are handling cash. Provide ongoing hygiene reminders. Provide hand sanitizer bottles/stations in the office. Contact Facilities if bodily fluids are present (blood, vomit)	WHMIS Reg. and Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required
Dishwashing Area	General Dishwashing Area	Biological/ Hygiene Hazards - bodily fluids, mould	2	3	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Safe Handling Training	Review policies on the appropriate procedures for safe handling. Ensure frequent hand washing for employees. Proper Preventative Maintenance program to be created.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dishwashing Area	General Dishwashing Area	Chemical Hazards	2	1	A	3	High	Chemicals automatically fed into dishwasher. MSDS sheets available at kitchen office.	Ensure chemicals are stored securely to prevent tipping and spilling. Continue to ensure WHMIS training is completed for all staff specific to the chemicals they are using. Ensure safety glasses are used when changing containers chemicals do become airborne. Conduct annual review of the WHMIS program and refresh training. Ensure that MSDS sheets remain updated.	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential hazard of injury to the eye, eye protection shall be provided;
Dishwashing Area	General Dishwashing Area	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Dishwashing Area	General Dishwashing Area	Equipment Hazard- Extreme Heat/Poor Air Quality	2	2	B	3	Medium	Ventilation System	Contact Facilities if lights are not functioning Continue to have frequent breaks Fans in place where they will not create other hazards Water Breaks	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dishwashing Area	General Dishwashing Area	Equipment Hazard- Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	3	B	3	Medium	General working awareness Preferred staff have culinary training	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dishwashing Area	General Dishwashing Area	Equipment Hazard- Burns/Scalds-steam, hot water	2	2	B	3	Medium	Equipment has self regulating temperature device	Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Dishwashing Area	General Dishwashing Area	Sharps Hazard/Cuts - Exposure to broken dishware and cutlery	2	1	A	3	High	General awareness Broken dishes and glasses to be disposed in separate container	Review SOP and train employees on the use of sharp materials and containment of objects Include in monthly inspection	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Dishwashing Area	General Dishwashing Area	Slips, Trips, and Falls Hazard - slippery floors, floor tiles	2	1	A	2	High	Mats in area	Enforce non slip shoes in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Dry Storage	Staff - receiving deliveries, stocking fridge/freezer, lifting boxes of frozen food, milk crates, food shipments onto shelves	Material Hazard - potential struck by injury from products falling off of shelves	2	4	C	2	Medium	Staff place heavy items on the bottom shelves, light on the top.	Continue to ensure employees are putting products away in designated areas and in a safe manner. Provide information on shelving throughout building regarding rating for maximum weight. Recommend review of the Safe Operating Procedure for material Handling/Safe Lifting.	Reg. 851 S. 45 store items in such a way that they shall not tip, collapse or fall. OSHA Sec. 25 (1) (a-d) ensure equipment is available and properly maintained; CSA Standard for Racking A344.2-05

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Hazard Assessment

Recognize			Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards	
Dry Storage	General	Biological/ Hygiene Hazards - rodent droppings	2	4	C	4	Low	Following Ministry of Health & Health Unit protocols	Contact Facilities if rodent and other pest become evident	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker	
Dry Storage	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.	
Dry Storage	General	Equipment Hazard- Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred staff have culinary training that are familiar with kitchen processes	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline	
Dry Storage	General	Sharps Hazard - knives cutting boxes and dry good packaging	2	2	B	4	Medium		Ensure staff are using safety box cutters (self retractable blade)	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker	
Dry Storage	General	Slips, Trips, and Falls Hazard - step ladder, floor tiles	2	2	B	3	Medium	ALL ladders are secured and inspected.	Ensure ladders are secured in storage. Post SOP for ladders (include who can and cannot use) Have a PM schedule for ladders and ensure proper ongoing inspection of equipment. Remove defective equipment from use or dispose of immediately.	Reg. 851 S. 73 - maintenance of ladders	

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Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events	Cleanup	Biological/Hygiene Hazards -bodily fluids	5	3	D	2	Medium	General working awareness PPE (gloves available)	Create kit so employees can use when encountering bodily fluids (PPE). Review policies on the appropriate procedures.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Events	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	3	2	B	2	High	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support In emergency plan discuss steps to clear pool tables (balls being thrown)	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Events	Event set up and tare down (including boxes, displays, screens etc.)	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	3	3	C	3	Medium	Small roll carts are available 2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Ensure outside area is clear of obstruction and good conditions Review and implement an Safe Operating Procedure (SOP) for Material Handling /Safe Lifting and train staff. Best practices include: use material handling devices, for heavy or awkwardly shaped items, use two persons to lift, turn with feet-avoid twisting when carrying a load, etc. When vacuuming, don't slouch, keep elbow at 90 degrees, etc.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Event Setup	Equipment/Energy Hazard - potential shock from electrical cord equipment	3	5	D	2	Medium	All cords are properly maintained by maintenance	Ensure power cords do not create trip hazards. Ensure all electrical equipment is in good condition including receptacle. Do not link multiple extension cords together (fire risk)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events	Event set up and tare down: sweeping	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	3	3	C	3	Medium	Small roll carts are available 2 person process available	Provide ongoing ergonomic awareness to employees. Ensure area is clear of obstruction and good conditions Review and implement an Safe Operating Procedure (SOP) for proper handling of vacuum. Best practices include: turn with feet-avoid twisting, don't slouch, keep elbow at 90 degrees, etc.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Event Setup	Equipment/Energy Hazard - Fire and/or shock potential from electrical cord equipment	3	5	D	2	Medium	All cords are properly maintained by maintenance	Ensure power cords do not create trip hazards. Ensure all electrical equipment is in good condition including receptacle. Ensure electrical cords are not plugged in together making a chain effect	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Events	General	Burn Hazard - Burns/Scalds-steam table, table burners	3	2	B	3	Medium	Towels and oven mitts are used for handling hot equipment	Use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis. Replace Personal Protective Equipment (PPE) as required. Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Events	General	Chemical Hazard - compressed gas cylinders (including BBQ)	3	3	C	2	Medium	Tanks are stored upright and chained	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Always tested after gas connection is performed. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	3	4	D	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Events	General	Fire Hazard	3	3	C	2	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Events	General	Equipment/Noise Hazard - potential hearing loss from noisy equipment/sound equipment/people	3	1	B	2	High	Hearing protection is available and worn as required.	Review Noise/Sound Policy. Continue to hold staff accountable for following process and policy. Conduct noise testing to ensure are within legislated standards (85dBA).	Reg. 851 S. 139 sound level requirements
Events	General	Sharps Hazard - Cuts- knives and broken dinnerware	3	2	B	3	Medium	Broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Events	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, carpet, objects in path	3	2	B	2	High	Recommend Non Slip footwear	Make non slip shoes mandatory in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events	Moving Kegs and other heavy objects	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	3	2	B	3	Medium	Small roll carts are available 2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. Ensure outside area is clear of obstruction and good conditions	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Moving tables and chairs	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	3	2	B	3	Medium	2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Moving tables/food	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, stairs	3	1	B	2	High	Recommend Non Slip footwear (current floor causing issues)	Make non slip shoes mandatory. Ensure pathway is clear and no slip-trip hazards are present.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Freezer	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	2	B	4	Medium	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Freezer	General	Working in cold - exposure to elements	2	4	C	4	Low	Self Regulating temperature equipment devices Following Ministry of Health & Health Unit protocols	Recommend to include in preventative maintenance program Ensure alarm system or anti-door locking mechanism is installed Insure inside door 'glows' in dark incase of power-outage Ensure nothing stored near doors that can accidentally fall/place in front of doors allowing entrapment	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Freezer	General	Sharps Hazard - knives cutting boxes and dry good packaging	2	2	B	4	Medium	General Awareness	Ensure staff are using safety self retractable blade box cutters	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Freezer	General	Slips, Trips, and Falls Hazard - step ladder, housekeeping	2	2	B	3	Medium	General awareness	Preventative Maintenance (PM) and inspections of all ladders and step stools. Ensure proper storage when not in use. Recommend quarantine area for ladders requiring maintenance. Post SOP for Using Ladders and Step stools. Ensure non-slip feet.	Reg. 851 S. 73 portable ladder requirements; OHSA S. 25 (1) (b), OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchen	General	Biological/ Hygiene Hazards - cutting boards	1	2	A	3	High	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling food. Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Burns (contact) either with the hot-plate handle or the entire plate being handled by tongs. Hot-plate "ovens" and plate heating in kitchen area	1	2	A	2	High	General working awareness Preferred staff have culinary training	Heating oven for hotplates are best situated at counter height (see your manufacturer's operation equipment manual OEM), and a SOP is recommended for proper manual handling with gloves and tongs (depending on the plate design). Advising that there is a hotplate is important.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Burns (Soup) Transferring soup to serving area	1	2	A	2	High	General working awareness Preferred staff have culinary training	* SOP is REQUIRED. Avoid moving large quantities of hot soup between kitchen areas where the route requires stairs and/or a long path. Never carry open containers and avoid the use of plastic transfer pales (they are too malleable when the soup is hot). Look for cart options.	Reg. 851 S.45 - material handling;
Kitchen	General	Chemical Hazard - compressed gas storage	1	4	C	3	Medium	Tanks are stored upright and chained	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Kitchen	General	Chemical Hazard - oven, grill and hood cleaning, sanitizer,	1	2	A	3	High	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available Using right Personal Protective Equipment	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted. Ensure kit and eye wash station is not obstructed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential hazard of injury to the eye, eye protection shall be

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen		Chemical Hazard - potential carbon monoxide exposure from poorly maintained gas-fired equipment	1	4	C	2	Medium	Pre-use checks performed. Equipment is well maintained. Records need to be kept	Continue with Carbon Monoxide testing program- linked with Facilities	WHMIS Regulation; Reg. 833 Carbon Monoxide TWAEV and STEV.
Kitchen	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	1	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Kitchen	General	Equipment Hazard - potential injury from defective equipment	1	4	C	3	Medium	H&S Rep monthly inspections of this area. Problems are reported and issues dealt with	Ensure preventive maintenance is adequate for ALL equipment. Add equipment to PM Schedule and document maintenance. Ensure proper LOTO procedures for equipment during repairs. Ensure that ALL LOTO tasks are recorded.	Reg. 851 S. 42, 75 - 76 Lock out requirements, OHSA S. 25 (1) (a-d) ensure equipment is properly maintained; procedures provided
Kitchen	General	Equipment Hazard (Fryer) - Burns/Scalds	1	2	A	2	High	Oil is cooled before filtering. General working awareness Preferred staff have culinary training	Continue to ensure oil is changed when cooled (60 Degrees C). Post written SOP for handling oil/waste grease and train staff. A significant onus must be placed on good kitchen level supervision. Recommend changing in morning before startup	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Equipment Hazard (other)- Burns/Scalds-Cleaning Grill	2	2	B	3	Medium	Towels and oven mitts are used for handling hot equipment	Minor burns on this frequently used kitchen equipment is often felt to be an uncontrollable risk. However, review for such things as the design of the grill scraper, whether gloves are worn at appropriate times (and the right ones)	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Equipment Hazard (other)- Burns/Scalds-steam, oil, grease etc.	1	2	A	3	High	Towels and oven mitts are used for handling hot equipment	Use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis. Replace Personal Protective Equipment (PPE) as required. Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Equipment Hazard - Entanglement (mixers)	2	2	B	2	High	Guarding on mixers General working awareness Preferred staff have culinary training	SOP is REQUIRED. Any even modest-quat floor level mixers have enough power to kill (e.g. there is a known case reported in the US that involved mixer with a 32" diameter bowl used in a pizzeria and the death of a worker.) LOTO procedures are required for cleaning and maintenance. Essentially the	Reg. 851 Section 24, 76 (Lock-Out-Tag-Out), and 83
Kitchen	General	Equipment Hazard- Extreme Heat/Poor Air Quality	1	2	A	3	High	Ventilation System	Facilities to maintain Recommend cleaning ALL vents (dusty)	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Kitchen	General	Equipment Hazard- Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	1	3	B	3	Medium	General working awareness Preferred staff have culinary training	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Equipment Hazard - Radiation Exposure (Microwaves)	2	3	B	3	Medium	General kitchen training	*SOP recommended. Pictures with a simple guideline may assist as a reminder when posted near the microwave; include recommended microwave time settings, procedures when heating liquids in brand new dishware, what not to place in microwaves, etc. (Also check microwave seals for leakage and general maintenance, especially when there are unusual heating results)	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided; S.130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Equipment Hazard- Fire/Emergency - hoods, flame control on equipment	1	2	A	3	High	Cleaned monthly by a contractor.	Continue current practice. Ensure that residue does not build up on the hood. Review a written PM schedule for fire suppression system and cleaning. (180 day for pizza oven hoods)(min 3 month for hotel restaurants) (1 month for fast food, wood burning)	Fire Code; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Kitchen	General	Equipment Hazards- Biological/ Hygiene Hazards	1	2	A	3	High	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling food. Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchen	General	Equipment- Sharps Hazard - Exposure to blades and knives (slicer etc.)	1	2	A	3	High	Staff are trained on safe use of equipment. Guards in place.	Continue to train employees on the use of sharp materials. Include in monthly inspection	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Fire Hazard	1	2	A	2	High	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills. Proper hood inspection and cleaning.	Fire Code; Reg. 851 S. 123 fire extinguishers
Kitchen	General	Material Handling - waste oil	2	2	B	2	High	Use a two man lift and cart to transport waste oil to outside container.	Continue to ensure oil is changed when cooled (60 Degrees C). Review written SOP for handling oil/waste grease and train staff. A significant onus must be placed on good kitchen level supervision. Supervisory inspections are also recommended to check on the SOP and proper adherence to procedure.	Reg. 851 S.45 - material handling; OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Kitchen	General	Material Handling Hazard – handling heavy items e.g. bags of carrots, flour, potatoes, can weigh up to 50 lbs.	1	3	B	2	High	Staff use buddy system to lift items which are heavy. Carts are available to transport heavy items. Lift training is done.	Continue current practice (carts) Encourage the use of 'buddy system' when lifting heavy items or to use the cart to reduce tissue stress. To lift a bag, put one knee against-pull up leg, rest on knee, stand upright.	Reg. 851 S.45 - material handling; OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker MSD Guideline
Kitchen	General	Material Handling Hazard - traffic flow, mixing with serving staff	1	2	A	2	High	General working awareness Preferred experienced staff	Ensure all staff understand where they can and cannot travel. Make sure they understand the flow of the kitchen and the hazards they would typically encounter.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline, Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

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Kitchen	General	Material Handling Hazard- Ladders	3	3	C	2	Medium	ALL ladders are secured and inspected.	Ensure ladders are secured in storage. Post SOP for ladders (include who can and cannot use) Have a PM schedule for ladders and ensure proper ongoing inspection of equipment. Remove defective equipment from use or dispose of immediately.	Reg. 851 S. 73 - maintenance of ladders
Kitchen	General	Sharps Hazard/cuts - knives left on counter/general use (cutting, etc.)	1	2	A	3	High	Have external company sharpening knives	Continue to train employees on the use of sharp materials. Ensure usage of the knife block for safe storage of knives.	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchen	General	Slips, Trips, and Falls Hazard - slippery floors	1	2	A	2	High	Recommend Non Slip footwear (current floor causing issues)	Make non slip shoes mandatory in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy. Ensure adequate floor tiles are in good condition	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Kitchen	General	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers/staff.	1	2	A	3	High	Informal program in place	Continue to grow the violence & harassment program	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1

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Hazard Assessment

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Maintenance	General	Chemical Hazard - oven cleaner, sanitizer, dishwasher chemicals	3	2	B	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted. Ensure kit and eye wash station is not obstructed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential hazard of injury to the eye, eye protection shall be provided; ON Reg. 1101 First Aid Regulations
Maintenance	General	Material Handling Hazard - potential musculoskeletal disorders (MSD's), strain injury from reaching, awkward posture, lifting heavy wet wash-transfer to dryer	3	2	B	3	Medium	Ergonomics awareness is in place	Review ergonomic review of all work processes to identify any additional risks.	Reg. 851 S.45 - material handling; OHSa Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Maintenance	General	Slip, Trip and Fall Hazard - potential injury from slipping and falling on wet floor	3	2	B	3	Medium	Floors are kept dry and are cleaned frequently. Wet floor signs available.	Continue current practice	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Maintenance	Loading and unloading linens into washer/dryer	Equipment - potential injury from poorly maintained equipment	3	6	D	1	Medium	H&S Rep monthly inspections of this area. Problems are reported and issues dealt with.	Ensure preventive maintenance is adequate for ALL equipment. Add equipment to PM Schedule and document maintenance. Ensure proper LOTO procedures for equipment during repairs. Ensure that ALL LOTO tasks are recorded.	Reg. 851 S. 42, 75 - 76 Lock out requirements, OHSA S. 25 (1) (a-d) ensure equipment is properly maintained; procedures provided
Maintenance	Loading and unloading linens into washer/dryer	Equipment Hazards- Biological/ Hygiene Hazards	3	2	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Ensure frequent hand washing for employees who are handling food products. Post rules on using washing machine Chemicals must be properly closed/sealed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents;
Spoke Office	Emergency Equipment	Biohazard Hazard: First Aid	2	5	D	4	Low		Continue to ensure that all first aid kits are secured, and inspected monthly. First Aid responders names need to be posted with the first aid kit and/or emergency number.	Regulation 1101
Spoke Office	Emergency Equipment	Equipment Fire Hazard: general electrical hazard	2	4	C	3	Medium	Fire Extinguishers in good condition and located near Space heaters are discouraged	Ensure all fire extinguishers are secured, and inspected monthly. Emergency numbers need to be are posted with fire plan. Conduct annual fire drill.	Fire Code; Reg. 851 S. 123 fire extinguishers
Spoke Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry)	1	4	C	3	Medium		Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly

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Spoke Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - radiation- cords and electrical equipment	2	6	D	3	Low		Secure power cords in such a way that they do not create trip hazards. Continue current practice.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
Spoke Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures	2	3	B	2	High	Some ergonomic key board Adjustable chairs	Continue to review ergonomic policy and best practices	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Spoke Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Health Hazard: Sitting for prolonged period's of time	2	5	D	3	Low		Create small wellness program Ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Spoke Office	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	4	C	4	Low	Ventilation System	Contact Facilities if lights are not functioning Continue to have frequent breaks Fans in place where they will not create other hazards Water Breaks	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Spoke Office	General work conditions	Biological/Hygiene Hazard - potential illness from contaminated surfaces	2	2	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Maintain good housekeeping and hygiene practices.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Spoke Office	General work conditions	Chemical Hazards - potential exposure to consumer chemicals	2	4	C	3	Medium	WHMIS training provided to all staff. WHMIS Reference materials in kitchen area. All staff trained. PPE is available	Continue current practice. Remove chemicals from office	WHMIS Reg. 860,
Spoke Office	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	1	2	A	3	High		Continue to promote strong communication and expectations with staff Review simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Spoke Office	General work conditions	Violence/Emergency Plan - potential serious injury/fatality from aggressive people	1	3	B	3	Medium	Violence and harassment program in place	Review violence & harassment program	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Spoke Office	staff moving daily bank deposits from facility to the bank or to the safety deposit box in the basement of the UCC	Violence: potential injury/theft from robberies (no robberies to date). Safe was open during inspection	2	4	C	3	Medium	Violence policy, procedures in place. Staff move money to safe. Deposits done daily by manager walk to deposit area in basement of the UCC in the morning	Best practices for bank deposits include: use unmarked bag to carry cash, vary route and time going to bank or hire security company to pick up deposits, deposits should not be made alone, travel to bank by vehicle-not on foot, etc. If robbery, follow instructions of robber, hand over cash, note characteristics, activate alarm, call police.	OHS Act - Part III.0.1 - violence and harassment legislation Workplace Violence and Harassment: Understanding the Law MOL Guideline OHSA take every precaution reasonable to protect the worker
Spoke Office	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	2	3	B	3	Medium	General cleaning	Clean area more frequently as required (housekeeping).	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice
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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Storage	General work conditions	Chemical Hazard - compressed gas storage	2	3	B	3	Medium	General precautions	Ensure containers are secured at all times. Develop SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Storage	General work conditions	Chemical Hazard - Storage	2	4	C	3	Medium	General housekeeping practices	Continue to store chemicals in appropriate area; if no longer required ensure proper disposal, waste should not be stored onsite any longer than 90 days Consider a improper chemical storage room/cabinet	WHMIS Reg. and Reg. 851 S. 130 - exposure to biological, chemical, physical agents, S. 22 - flammable liquids
Storage	Electrical Panels	Electrical Hazard: Keeping panel area free of objects	2	4	C	3	Medium	General housekeeping practices	Ensure all electrical panels have an area of free space of 1 meter in front of them, Signage must also be clearly visible	Electrical Code Rule 2-308 – The floor area, 1 meter (3.28 feet) in front of the panel, must be kept clear.
Storage	General work conditions	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Storage	General work conditions	Equipment/Energy Hazard - potential shock from cord connected to equipment	2	4	C	2	Medium	Area is tidy	Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow) Keep all cords away from touching body	Reg. 851 S. 42-44 Electrical Requirements; OHS S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Storage Room	General work conditions	Fall/Struck by Hazard - Risk of collapse of large boxes/items. Loose items could potentially fall.	2	3	B	3	Medium	Area is tidy	Continue current practice and regularly monitor	Reg. 851 S. 45 - Material Handling - prevent from fall, collapse

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Storage	General work conditions	Chemical Hazard - compressed gas storage	2	3	B	3	Medium	General precautions	Ensure containers are secured at all times. Develop SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Storage	General work conditions	Chemical Hazard - Storage	2	4	C	3	Medium	General housekeeping practices	Continue to store chemicals in appropriate area; if no longer required ensure proper disposal, waste should not be stored onsite any longer than 90 days Consider a improper chemical storage room/cabinet	WHMIS Reg. and Reg. 851 S. 130 - exposure to biological, chemical, physical agents, S. 22 - flammable liquids
Storage	General work conditions	Fire Hazard: exposed to flammable liquid/conditions	2	3	B	3	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Storage	General work conditions	Material Handling Hazard - lifting, awkward positions, strains/sprains, overexertion	2	1	A	3	High	Small carts/trolleys	Ensure adequate carts for the type of work made available. Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Storage	General work conditions	Material Handling Hazard - shelving (falling stock)	1	2	A	3	High	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered. Small carts/trolleys are available. Lift training done	Ensure all shelving is in good condition. Ensure heavier items are stored mid range to bottom and lighter material on near top. Provide ongoing ergonomic awareness to employees. Develop Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Storage	Ladders	Slip, Trip, Fall Hazard - Use of ladders and step stools	2	2	B	2	High	General work practices and training	Preventive Maintenance and inspections of all ladders and stepstools. Ensure proper training on use and proper storage when not in use. Recommend quarantine area for ladders requiring maintenance. Recommend SOP for Using Ladders and Stepstools. Ensure non-slip feet/adequate brake system.	Reg. 851 S. 73- portable ladder requirements and OHSA Sec 25(1)(b)

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Storage	General work conditions	Chemical Hazard - compressed gas storage	2	3	B	3	Medium	General precautions	Ensure containers are secured at all times. Develop SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Storage	General work conditions	Chemical Hazard - Storage	2	4	C	3	Medium	General housekeeping practices	Continue to store chemicals in appropriate area; if no longer required ensure proper disposal, waste should not be stored onsite any longer than 90 days Consider a improper chemical storage room/cabinet	WHMIS Reg. and Reg. 851 S. 130 - exposure to biological, chemical, physical agents, S. 22 - flammable liquids
Storage	General work conditions	Slips, Trips & Falls Hazard - resulting in an employee falling	2	2	B	2	High	General Awareness Sound Housekeeping practices Frequent Inspections	Make non slip shoes mandatory. Ensure pathway is clear and no slip-trip hazards are present. Develop SOP for Slip, Trip, Fall prevention, and non-slip shoe policy.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
		Recognize			#N/		#N/A			
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Hazard Assessment

Recognize			Risk Evaluation				Controls		Reference to Legal Requirements/ Standards	
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place		Action Items (Controls Required)
Western Film	Administration	See Administration Tab	See Administration Tab				See Administration Tab			
Western Film	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'				See 'Common Area Tab'			
Western Film	Cleanup	Biological/Hygiene Hazards-bodily fluids	3	3	C	2	Medium	General working awareness PPE (gloves available)	Create kit so employees can use when encountering bodily fluids (PPE). Review policies on the appropriate procedures. Facilities should be called.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Western Film	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	3	1	B	2	High	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Western Film	General	Equipment/Noise Hazard - potential hearing loss from noisy equipment/sound equipment/people	3	3	C	3	Medium	Hearing protection is available and worn as required.	Review Noise/Sound Policy. Continue to hold staff accountable for following process and policy. Conduct noise testing to ensure are within legislated standards (85dBA).	Reg. 851 S. 139 sound level requirements
Western Film	General	Fire Hazard	3	4	D	2	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Western Film	General	Psychosocial Hazard: Rushing to get task done. Stress. Over worked- long hours, interacting to time, resource or people pressures, other	3	2	B	3	High	Basic wellness initiatives	Continue to promote strong communication and expectations with all staff Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Western Film	General	Slip, trip and fall -clutter and housekeeping issues	3	1	B	2	High	Area is free of clutter	Place this hazard on the regular monthly inspections of this environment. Hold students, volunteers and staff accountable for housekeeping in this area. Facilities clean after each event	Reg. 851 S. 11 - floors and other surfaces kept free of obstructions; OHSA S. 25 (2) (h) take every precaution reasonable

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Western Film	General	Slip, trip and fall- stairs and dark environment	3	1	B	2	High	Area is free of clutter Flashlights are used	Place this hazard on the regular monthly inspections of this environment. Ensure step lighting is always working. Inform Facilities if not working.	Reg. 851 S. 11 - floors and other surfaces kept free of obstructions; OHSA S. 25 (2) (h) take every precaution reasonable
Western Film	General	Violence Hazard - Potential for theft (equipment, money handling), intoxicated or disgruntled patrons	3	1	B	2	High	Violence policy, procedures in place. Walk to deposit area in basement of the UCC in the morning.	Hold staff accountable for the safe handling of cash and theft prevention. If robbery, follow instructions of robber, hand over cash, note characteristics, activate alarm, call police.	OHS Act - Part III.0.1 - violence and harassment legislation Workplace Violence and Harassment: Understanding the Law MOL Guideline
Western Film	Movie poster displays	Material handling hazard- moving movie posters to hang site	3	3	C	3	Medium	Care and attention to the task. Posters are not heavy.	Ask for assistance, or obtain a cart to move posters	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Western Film	Moving chairs, line dividers, carts, waste bins	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures.	3	3	C	3	Medium	Small roll carts are available 2 person process available	Provide ongoing ergonomic awareness to employees. Review and implement an Safe Operating Procedure (SOP) for Material Handling /Safe Lifting and train staff.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Western Film	Odd event where electrical cords are used	Equipment/Energy Hazard - potential shock from cord connected equipment	3	3	C	2	Medium	All cords are properly maintained by maintenance	Ensure power cords do not create trip hazards. Ensure all electrical equipment is in good condition including receptacle. Do not link multiple extension cords together (fire risk)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Western Film	Projection Booth and Projectionist tasks	Equipment/Energy Hazard - potential shock from cord connected equipment	3	3	C	2	Medium	Repairs are done by the projectionist as required.	Secure power cords in such a way that they do not create trip hazards. Continue current practice.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
Western Film	Projection Booth and Projectionist tasks	Shatter hazard - removal of old projector bulb replace with a new one.	5	3	D	4	Low	Bulb is replaced once/year. Projectionist performs task. Trained. No risk of shatter. Face shield is worn as a precaution (older system)	Continue current practice	Reg. 851 S. 79 - protective equipment requirements; S. 84 - exposure to sharp objects; Reg. 851 S. 42, 75 - 76 Lock out requirements, OHSA S. 25 (1) (a-d) ensure equipment is properly maintained; procedures provided
Western Film	Projection Booth and Projectionist tasks	Slip, trip and fall clutter and housekeeping issues (wires etc.)	3	2	B	3	Medium	Area is free of clutter	Place this hazard on the regular monthly inspections of this environment. Hold students, volunteers and staff accountable for housekeeping in this area.	Reg. 851 S. 11 - floors and other surfaces kept free of obstructions; OHSA S. 25 (2) (h) take every precaution reasonable

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Western Film - Concession stand operations	Dealing with disgruntle customers (suppliers) and unwanted guests	Violence Hazard - Potential for theft (equipment, money handling), intoxicated or disgruntled patrons	3	2	B	3	Medium	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support In emergency plan discuss steps to clear pool tables (balls being thrown)	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Western Film - Concession stand operations	General	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	3	2	B	3	Medium	Small roll carts are available 2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Ensure outside area is clear of obstruction and good conditions Review and implement a Safe Operating Procedure (SOP) for Material Handling /Safe Lifting and train staff	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Western Film - Concession stand operations	General	Slip, trip and fall clutter and housekeeping issues (wires etc.)	3	2	B	3	Medium	Area is free of clutter	Place this hazard on the regular monthly inspections of this environment. Hold students, volunteers and staff accountable for housekeeping in this area.	Reg. 851 S. 11 - floors and other surfaces kept free of obstructions; OHSA S. 25 (2) (h) take every precaution reasonable
Western Film - Concession stand operations	Moving and opening boxes of products	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements	3	3	C	3	Medium	Staff get job task break to fill drinks, take cash etc. Ergonomics awareness is in place for major tasks at the USC.	Continue to review Ergonomics Policy to ensure it meets requirement of MSD Guideline. Provide ongoing ergonomic awareness to Employees. Document training.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Western Film - Concession stand operations	Moving and opening boxes of products	Sharps Hazard (potential for cuts)- use of knives or box cutters	3	2	B	3	Medium	Containers are available to collect broken glass.	Ensure you use a broken glass container that has a lid. Use self retractable box cutters	Reg. 851 S. 84: Worker is protected against sharp, jagged object, etc.

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Western Film - Concession stand operations	Receiving, using, storing compressed gas cylinders	Chemical Hazard - compressed gas storage	3	2	B	3	Medium	Tanks are stored upright and chained	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Always tested after gas connection is performed. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Western Film - Concession stand operations	Staff cleaning and servicing slushy machine	Equipment hazard- electrical hazard- plug to unplug machine is behind a shelf very difficult to access	3	2	B	2	High		Develop SOP and pre-use checklist for equipment. Train staff and document training. Consider a new outlet for this machine to improve access.	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided; Reg. 851 S.40-44, S. 75-76 - electrical equipment, lock out tag out requirements; CSA Z460-05 Control of Hazardous
Western Film - Concession stand operations	Staff dispensing hot cheese sauce over nachos	Burn hazard-contact burn with hot cheese	3	2	B	3	Medium		Ensure that the staff are aware that the risk of burn is present. Training as required. PPE gloves as required.	Reg 851 S.84 -workers exposed to skin contact with hot objects, hot liquids shall be protected by wearing appropriate PPE
Western Film - Concession stand operations	Staff dispensing slushy beverage and serving to patron	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements	3	2	B	3	Medium	Staff get job task break to fill drinks, take cash etc. Ergonomics awareness is in place for major tasks at the USC.	Continue to review Ergonomics Policy to ensure it meets requirement of MSD Guideline. Provide ongoing ergonomic awareness to Employees. Document training.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize	Risk Evaluation					Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Western Film - Concession stand operations	Staff handling money	Biological Hazard - potential illness from exposure to respiratory fluids (e.g. customer sneezing), bacteria from handling money	3	2	B	3	Medium	Some hand sanitizer bottles seen. Most students use debt Continue to follow health guideline	Ensure frequent hand washing for employees who are handling cash. Provide ongoing hygiene reminders. Provide hand sanitizer bottles/stations in the office. Continue to follow health guidelines	WHMIS Reg. and Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required
Western Film - Concession stand operations	Staff making and bagging popcorn for patrons	Burn hazard - contact with hot corn popper kettle	3	2	B	3	Medium	Process is to bag away from the kettle	Ensure that the process is followed. Hold staff accountable. Provide gloves as required.	Reg 851 S.84 -workers exposed to skin contact with hot objects, hot liquids shall be protected by wearing appropriate PPE
Western Film - Concession stand operations	Staff making and bagging popcorn for patrons	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements	3	2	B	3	Medium	Staff get job task break to fill drinks, take cash etc. Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue to review Ergonomics Policy to ensure it meets requirement of MSD Guideline. Provide ongoing ergonomic awareness to Employees. Document training.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
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Hazard Assessment

Recognize			Risk Evaluation				Controls		Reference to Legal Requirements/ Standards	
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place		Action Items (Controls Required)
KITCHEN EQUIPMENT	Blenders Bread Warmer Carts Coffee Makers Commercial Oven Commercial Stove Fryer	Grill Heat Lamps Hoods Hot Plate Ice Machine Imperial Warmer Kettle	Microwaves Mixers Reducers Salamander Self Cooking Oven Shelving				Slicers Soup Table Steam Table Toaster Trays			
Loading Area/Garbage Area	Loading Area/Garbage Area	See 'Common Area Tab'	See 'Common Area Tab'				See 'Common Area Tab'			
General	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Over worked- long hours, interacting to time, resource or people pressures, other	1	2	A	3	High	Basic wellness initiatives	Continue to promote strong communication and expectations with all staff Develop simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
Bar Area	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	2	B	3	Medium	Program in place Smart Serve Program Violence Policy is developed, includes harassment and domestic violence. Staff have been trained in these policies.	Continue to grow your violence & harassment program Really communicate your standards/policy/support	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Bar Area	General	Biological/Hygiene Hazards-bodily fluids	2	3	B	3	Medium	Following Minsitry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling glasses. Ensure frequent hand washing for employees who are handling used glasses.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Bar Area	General	Chemical Hazard - compressed gas cylinders	2	3	B	2	High	Tanks are stored upright and chained	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Bar Area	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Bar Area	General	Fire Hazard	2	5	D	2	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Bar Area	General	Material Handling Hazard (kegs and cases) - lifting, strains/sprains, overexertion	2	2	B	3	Medium	Staff move most kegs and tanks	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Bar Area	General	Material Handling Hazard /Ergonomic Hazard - lifting, prolonged standing, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred experienced staff Stress mat in bar area	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Bar Area	General	Sharps Hazard - Cuts- knives and broken dinnerware	2	3	B	4	Medium	Containers are available to collect broken glass. Broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Bar Area	General	Sharps Hazard - Cutting lemons and limes	2	2	B	4	Medium	All knives are kept sharp. General awareness	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Bar Area	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, stairs	2	2	B	2	High	Recommend Non Slip footwear No Slip Mat behind all counters	Ensure proper housekeeping and that all spills are quickly cleaned up	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Bar Area	Stocking Ice	Slips, Trips, and Falls Hazard -Working at the bar, working in small spaces with many people	2	3	B	3	Medium	Floors are clean and free of hazard. Staff are well trained.	Continue current practice. Be aware of crowding of staff behind the bar as area becomes busier Clean up any lose or fallen ice cubes!	OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Bar Area	Stocking Ice	Material Handling Hazard /Ergonomic Hazard	2	4	C	4	Low		Ensure carts made available. Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. (weight)	Reg. 851 S. 45 material handling; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Bar Area	General	Slips, Trips, and Falls Hazard -Working at the bar, working in small spaces with many people	2	3	B	3	Medium	Floors are clean and free of hazard. Staff are well trained.	Continue current practice. Be aware of crowding of staff behind the bar as area becomes busier	OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker

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Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Bar Area	Serving Tables	Material Handling Hazard /Ergonomic Hazard - lifting trays	2	2	B	3	Medium		Ensure carts made available. Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. (weight)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Bar Area		Burns from hot liquids spills (bumping into each other)	2	3	B	3	Medium	PPE in place for the handling of hot beverages. Care and attention to the task	Continue current practice. Be aware of crowding and an increased risk of burns as area becomes busier	Reg 851 S.84 -workers exposed to skin contact with hot objects, hot liquids shall be protected by wearing appropriate PPE
Dining Area	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan potential serious injury/fatality from aggressive customers.	2	2	B	2	High	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Dining Area	General	Biological/Hygiene Hazards	2	3	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice.Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Dining Area	General	Burn Hazard - Burns/Scalds-steam table, hot food, table burners	2	2	B	3	Medium	Towels and oven mitts are used for handling hot equipment	Use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis. Replace Personal Protective Equipment (PPE) as required. Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required

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Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dining Area	General	Burns (Soup) Transferring soup to serving area	2	2	B	2	High	General working awareness Preferred staff have culinary training	SOP is REQUIRED. Avoid moving large quantities of hot soup between kitchen areas where the route requires stairs and/or a long path. Never carry open containers and avoid the use of plastic transfer pales (they are too malleable when the soup is hot). Look for cart options.	Reg. 851 S.45 - material handling;
Dining Area	General	Chemical Hazard - oven cleaner, sanitizer	2	3	B	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available	Continue to train on WHMIS Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted.	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; ON Reg. 1101 First Aid Regulations
Dining Area	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Dining Area	General	Ergonomic Hazard – potential musculoskeletal disorder from awkward pulling and pushing	2	2	B	3	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dining Area	General	Fire Hazard -candles, warming burners	2	3	B	3	Medium	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Dining Area	General	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	2	High	General working awareness Preferred experienced staff	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. Have a Tray: weight restriction for servers returning trays. Informal 6 plate limit	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	General	Material Handling Hazard - traffic flow	2	1	A	4	Medium	General working awareness Preferred experienced staff	Have a Tray: weight restriction for servers returning trays. Ensure all pathways are clear (housekeeping)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	General	Sharps Hazard - Cuts- knives and broken dinnerware	3	2	B	4	Medium	Broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Dining Area	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, stairs	2	2	B	2	High	Recommend Non Slip footwear	Make non slip shoes mandatory as serving staff do enter kitchen area. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy. Ensure adequate floor tiles	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dining Area	Host - greeting, seating customers	Ergonomic Hazard - potential for musculoskeletal disorders (MSD's) from prolonged standing, clearing tables, cleaning	2	3	B	4	Medium	Ergonomics awareness is in place for major tasks at the USC. Ergo assessments are self administered.	Continue to conduct ergonomic self-review of all work processes to identify any additional risks. Incorporate ergo awareness into training and monitoring of staff.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dining Area	Staff- manually moving tables and chairs	Material Handling Hazard - potential struck by injury	2	3	B	3	Medium	Task is usually done by two people. Staff are trained-heavy lift training.	Continue current process. Ensure that there is plenty of space in the area when tables and chairs are being moved	Reg. 851 S. 45 material handling S. 46 ensure material is secure from tipping/falling
Dining Area	Staff receiving cash from patron- Point of Sale	Biological Hazard - potential illness from exposure to respiratory fluids (e.g. customer sneezing), bacteria from handling money	2	3	B	3	Medium	Some hand sanitizer bottles seen. Most students use debt	Ensure frequent hand washing for employees who are handling cash. Provide ongoing hygiene reminders. Provide hand sanitizer bottles/stations in the office. Contact Facilities if bodily fluids are present (blood, vomit)	WHMIS Reg. and Reg. 851S.130 - where a chemical, biological or physical hazard exists training on procedures and PPE is required
Dishwashing Area	General Dishwashing Area	Biological/ Hygiene Hazards - bodily fluids, mould	2	2	B	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Safe Handling Training	Review policies on the appropriate procedures for safe handling. Ensure frequent hand washing for employees. Proper Preventative Maintenance program to be created.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Dishwashing Area	General Dishwashing Area	Chemical Hazards	2	2	B	3	Medium	Chemicals automatically fed into dishwasher. MSDS sheets available at kitchen office.	Ensure chemicals are stored securely to prevent tipping and spilling. Continue to ensure WHMIS training is completed for all staff specific to the chemicals they are using. Ensure safety glasses are used when changing containers chemicals do become airborne. Conduct annual review of the WHMIS program and refresh training. Ensure that MSDS sheets remain updated.	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential hazard of injury to the eye, eye protection shall be provided;

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Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dishwashing Area	General Dishwashing Area	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	1	A	2	High	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a
Dishwashing Area	General Dishwashing Area	Equipment Hazard- Extreme Heat/Poor Air Quality	2	2	B	3	Medium	Ventilation System	Contact Facilities if lights are not functioning Continue to have frequent breaks Fans in place where they will not create other hazards Water Breaks	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dishwashing Area	General Dishwashing Area	Equipment Hazard- Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred staff have culinary training	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Dishwashing Area	General Dishwashing Area	Equipment Hazard- Burns/Scalds-steam, hot water	2	2	B	3	Medium	Equipment has self regulating temperature device	Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Dishwashing Area	General Dishwashing Area	Sharps Hazard/Cuts - Exposure to broken dishware and cutlery	2	1	A	4	Medium	General awareness Broken dishes and glasses to be disposed in separate container	Review SOP and train employees on the use of sharp materials and containment of objects Include in monthly inspection	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dishwashing Area	General Dishwashing Area	Slips, Trips, and Falls Hazard - slippery floors, floor tiles	2	1	A	2	High	Mats in area	Enforce non slip shoes in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Dry Storage	All staff - receiving deliveries, stocking fridge/freezer, lifting boxes of frozen food, milk crates, food shipments onto shelves	Material Hazard - potential struck by injury from products falling off of shelves-racking load limits are known	2	4	C	2	Medium	Staff place heavy items on the bottom shelves, light on the top.	Continue to ensure employees are putting products away in designated areas and in a safe manner. Provide information on shelving throughout building regarding rating for maximum weight. Recommend review of the Safe Operating Procedure for material Handling/Safe Lifting.	Reg. 851 S. 45 store items in such a way that they shall not tip, collapse or fall. OSHA Sec. 25 (1) (a-d) ensure equipment is available and properly maintained; CSA Standard for Racking A344.2-05
Dry Storage	General	Biological/Hygiene Hazards - rodent droppings	2	4	C	4	Low	Following Ministry of Health & Health Unit protocols	Contact Facilities if rodent and other pest become evident	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Dry Storage	General	Environmental Hazard (Lighting): Poor lighting can lead to injury	1	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Dry Storage	General	Equipment Hazard-Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	3	B	3	Medium	General working awareness Preferred staff have culinary training that are familiar with kitchen processes	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Dry Storage	General	Sharps Hazard - knives cutting boxes and dry good packaging	2	2	B	4	Medium		Ensure staff are using safety box cutters (self retractable blade)	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to
Dry Storage	General	Slips, Trips, and Falls Hazard - step ladder, floor tiles	2	2	B	3	Medium	ALL ladders are secured and inspected.	Ensure ladders are secured in storage. Post SOP for ladders (include who can and cannot use) Have a PM schedule for ladders and ensure proper ongoing inspection of equipment. Remove defective equipment from use or dispose of immediately.	Reg. 851 S. 73 - maintenance of ladders
Events	Cleanup	Biological/Hygiene Hazards-bodily fluids	2	2	B	2	High	General working awareness PPE (gloves available)	Create kit so employees can use when encountering bodily fluids (PPE). Review policies on the appropriate procedures.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Events	Dealing with disgruntle customers and unwanted guests	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers.	2	2	B	2	High	Program in place	Continue to grow your violence & harassment program Really communicate your standards/policy/support In emergency plan discuss steps to clear pool tables (balls being thrown)	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Events	General	Equipment/Noise Hazard - potential hearing loss from noisy equipment/sound equipment/people	2	2	B	3	Medium	Hearing protection is available and worn as required.	Review Noise/Sound Policy. Continue to hold staff accountable for following process and policy. Conduct noise testing to ensure are within legislated standards (85dBA).	Reg. 851 S. 139 sound level requirements

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Events	Event set up and tare down (including boxes, displays, screens etc.)	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	Small roll carts are available 2 person process available use of elevator	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Ensure outside area is clear of obstruction and good conditions Review and implement an Safe Operating Procedure (SOP) for Material Handling /Safe Lifting and train staff. Best practices include: use material handling devices, for heavy or awkwardly shaped items, use two persons to lift, turn with feet-avoid twisting when carrying a load, etc.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Event Setup	Equipment/Energy Hazard - potential shock from electrical cord equipment	2	3	B	2	High	All cords are properly maintained by maintenance	Ensure power cords do not create trip hazards. Ensure all electrical equipment is in good condition including receptacle. Do not link multiple extension cords together (fire risk)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Events	General	Burn Hazard - Burns/Scalds-steam table, table burners	2	2	B	3	Medium	Towels and oven mitts are used for handling hot equipment	Use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis. Replace Personal Protective Equipment (PPE) as required. Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required

Hazard Assessment

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Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events	General	Chemical Hazard - compressed gas cylinders (including BBQ)	2	4	C	2	Medium	Tanks are stored upright and chained always tested after gas connection is performed	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders
Events	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Events	General	Fire Hazard	2	3	B	2	High	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills.	Fire Code; Reg. 851 S. 123 fire extinguishers
Events	General	Sharps Hazard - Cuts- knives and broken dinnerware	2	2	B	3	Medium	Broken dinnerware is to be given to dishwasher for proper disposal	Review SOP and train employees	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Events	General	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, carpet, objects in path	2	2	B	2	High	Recommend Non Slip footwear	Make non slip shoes mandatory in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

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Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Events	Moving Kegs and other heavy objects	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	2	High	Small roll carts are available 2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting. Ensure outside area is clear of obstruction and good conditions	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Moving tables and chairs	Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	2	High	2 person process available	Ensure carts made available. Provide ongoing ergonomic awareness to employees.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Events	Moving tables/food	Slips, Trips, and Falls Hazard - slippery floors, uneven tiles, stairs	2	1	A	1	High	Recommend Non Slip footwear (current floor causing issues)	Make non slip shoes mandatory. Ensure pathway is clear and no slip-trip hazards are present.	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Freezer	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	2	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.

Hazard Assessment

Recognize	Risk Evaluation				Controls					
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Freezer	General	Equipment Hazard- Extreme Cold	2	3	B	3	Medium	Self Regulating temperature equipment devices Following Ministry of Health & Health Unit protocols	Recommend to include in preventative maintenance program Ensure alarm system or anti-door locking mechanism is installed Insure inside door 'glows' in dark incase of power-outage Ensure nothing stored near doors that can accidentally fall/place in front of doors allowing entrapment	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Freezer	General	Equipment Hazard- Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	2	2	B	3	Medium	General working awareness Preferred staff have culinary training	Provide ongoing ergonomic awareness to employees. (Material Handling/Safe Lifting)	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Freezer	General	Sharps Hazard - knives cutting boxes and dry good packaging	2	3	B	4	Medium	General Awareness	Ensure staff are using safety self retractable blade box cutters	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Freezer	General	Slips, Trips, and Falls Hazard - step ladder, housekeeping	2	3	B	3	Medium	General awareness	Preventative Maintenance (PM) and inspections of all ladders and step stools. Ensure proper storage when not in use. Recommend quarantine area for ladders requiring maintenance. Post SOP for Using Ladders and Step stools. Ensure non-slip feet.	Reg. 851 S. 73 portable ladder requirements; OHSA S. 25 (1) (b), OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Biological/ Hygiene Hazards - cutting boards	1	1	A	3	High	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling food. Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchen	General	Burns (contact) either with the hot-plate handle or the entire plate being handled by tongs. Hot-plate "ovens" and plate heating in kitchen area	1	2	A	2	High	General working awareness Preferred staff have culinary training	Heating oven for hotplates are best situated at counter height (see your manufacturer's operation equipment manual OEM), and a SOP is recommended for proper manual handling with gloves and tongs (depending on the plate design). Advising that there is a hotplate is important.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Burns (Soup) Transferring soup to serving area	2	2	B	2	High	General working awareness Preferred staff have culinary training	* SOP is REQUIRED. Avoid moving large quantities of hot soup between kitchen areas where the route requires stairs and/or a long path. Never carry open containers and avoid the use of plastic transfer pales (they are too malleable when the soup is hot). Look for cart options.	Reg. 851 S.45 - material handling;
Kitchen	General	Chemical Hazard - compressed gas storage	2	4	C	3	Medium	Tanks are stored upright and chained	Ensure containers are secured at all times and out of way for any unwanted contact or collision. Review SOP for storage of compressed gas cylinders include handling, use and storage of compressed gas cylinders.	Reg. 851 S. 49 proper storage of compressed gas cylinders

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Chemical Hazard - oven, grill and hood cleaning, sanitizer,	2	3	B	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available Using right Personal Protective Equipment	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted. Ensure kit and eye wash station is not obstructed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential
Kitchen		Chemical Hazard - potential carbon monoxide exposure from poorly maintained gas-fired equipment	2	2	B	2	High	Pre-use checks performed. Equipment is well maintained. Records need to be kept	Continue with Carbon Monoxide testing program- linked with Facilities	WHMIS Regulation; Reg. 833 Carbon Monoxide TWAEV and STEV.
Kitchen	General	Environmental Hazard (Lighting): Poor lightening can lead to injury	1	4	C	4	Low	General Maintenance	Contact Facilities if lights are not functioning	Reg.851 S. 21 21. Where natural lighting is inadequate to ensure the safety of any worker, artificial lighting shall be provided and shadows and glare shall be reduced to a minimum.
Kitchen	General	Equipment Hazard - potential injury from defective equipment	2	3	B	2	High	H&S Rep monthly inspections of this area. Problems are reported and issues dealt with	Ensure preventive maintenance is adequate for ALL equipment. Add equipment to PM Schedule and document maintenance. Ensure proper LOTO procedures for equipment during repairs. Ensure that ALL LOTO tasks are recorded.	Reg. 851 S. 42, 75 - 76 Lock out requirements, OSHA S. 25 (1) (a-d) ensure equipment is properly maintained; procedures provided
Kitchen	General	Equipment Hazard (Fryer) - Burns/Scalds	1	2	A	2	High	Oil is cooled before filtering. General working awareness Preferred staff have culinary training	Continue to ensure oil is changed when cooled (60 Degrees C). Post written SOP for handling oil/waste grease and train staff. A significant onus must be placed on good kitchen level supervision. Recommend changing in morning before startup	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Equipment Hazard (other)- Burns/Scalds-Cleaning Grill	1	2	A	3	High	Towels and oven mitts are used for handling hot equipment	Minor burns on this frequently used kitchen equipment is often felt to be an uncontrollable risk. However, review for such things as the design of the grill scrapper, whether gloves are worn at appropriate times (and the right ones)	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Equipment Hazard (other)- Burns/Scalds-steam, oil, grease etc.	1	2	A	2	High	Towels and oven mitts are used for handling hot equipment	Use proper oven mitts when handling hot items instead of a towel. Inspect protective equipment on a regular basis. Replace Personal Protective Equipment (PPE) as required. Review and implement SOP for working with hot objects.	Reg. 851 S. 84 exposure to hot liquid; S. 130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Equipment Hazard - Entanglement (mixers)	1	2	A	2	High	Guarding on mixers General working awareness Preferred staff have culinary training	SOP is REQUIRED. Any even modest-quat floor level mixers have enough power to kill (e.g. there is a known case reported in the US that involved mixer with a 32" diameter bowl used in a pizzeria and the death of a worker.) LOTO procedures are required for cleaning and maintenance. Essentially the equipment is not supposed to operate without inter-locked guard (i.e. bowl does not move without the guard). Training and the enforcement of no-jewelry policy is recommended	Reg. 851 Section 24, 76 (Lock-Out-Tag-Out), and 83
Kitchen	General	Equipment/Health Hazard- Extreme Heat/Poor Air Quality	1	2	A	3	High	Ventilation System	Facilitites to maintain Recommend cleaning ALL vents (dusty)	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Equipment Hazard- Material Handling Hazard /Ergonomic Hazard - lifting, awkward positions, strains/sprains, overexertion	1	2	A	3	High	General working awareness Preferred staff have culinary training	Provide ongoing ergonomic awareness to employees. Review Ergonomics Policy and SOP for Material Handling/Safe Lifting.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Kitchen	General	Equipment Hazard - Radiation Exposure (Microwaves)	2	3	B	3	Medium	General kitchen training	*SOP recommended. Pictures with a simple guideline may assist as a reminder when posted near the microwave; include recommended microwave time settings, procedures when heating liquids in brand new dishware, what not to place in microwaves, etc. (Also check microwave seals for leakage and	OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided;S.130 where a physical hazard exists training on procedures and PPE is required
Kitchen	General	Equipment Hazard- Fire/Emergency - hoods, flame control on equipment	1	2	A	3	High	Cleaned monthly by a contractor.	Continue current practice. Ensure that residue does not build up on the hood. Review a written PM schedule for fire suppression system and cleaning. (180 day for pizza oven hoods)(min 3 month for hotel restaurants) (1 month for fast food, wood burning)	Fire Code; OHSA S. 25 (1) (a-d) ensure equipment is available and properly maintained; procedures & protective devices provided
Kitchen	General	Equipment Hazards- Biological/ Hygiene Hazards	1	2	A	3	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Review policies on the appropriate procedures for handling food. Ensure frequent hand washing for employees who are handling food products.	OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Equipment- Sharps Hazard - Exposure to blades and knives (slicer etc)	1	1	A	3	High	Staff are trained on safe use of equipment. Guards in place.	Continue to train employees on the use of sharp materials. Include in monthly inspection	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OSHA S. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchen	General	Fire Hazard	1	2	A	2	High	Fire extinguisher is available.	Continue to ensure all that fire extinguishers are secured, and checked on monthly inspection. Provide extinguisher training and annual fire drills. Proper hood inspection and cleaning.	Fire Code; Reg. 851 S. 123 fire extinguishers
Kitchen	General	Material Handling - waste oil	3	2	B	2	High	Use a two man lift and cart to transport waste oil to outside container.	Continue to ensure oil is changed when cooled (60 Degrees C). Review written SOP for handling oil/waste grease and train staff. A significant onus must be placed on good kitchen level supervision. Supervisory inspections are also recommended to check on the SOP and proper adherence to procedure.	Reg. 851 S.45 - material handling; OSHA Sec. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
Kitchen	General	Material Handling Hazard – handling heavy items e.g. bags of carrots, flour, potatoes, can weigh up to 50 lbs.	2	3	B	3	Medium	Staff use buddy system to lift items which are heavy. Carts are available to transport heavy items. Lift training is done.	Continue current practice (carts) Encourage the use of 'buddy system' when lifting heavy items or to use the cart to reduce tissue stress. To lift a bag, put one knee against-pull up leg, rest on knee, stand upright.	Reg. 851 S.45 - material handling; OSHA Sec. 25 (2) (h) take every precaution reasonable to protect the worker MSD Guideline

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Material Handling Hazard - traffic flow, mixing with serving staff	1	2	A	2	High	General working awareness Preferred experienced staff	Ensure all staff understand where they can and cannot travel. Make sure they understand the flow of the kitchen and the hazards they would typically encounter.	Reg. 851 S. 45 material handling; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline, Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Kitchen	General	Material handling Ladder hazard	2	2	B	2	High	ALL ladders are secured and inspected.	Ensure ladders are secured in storage. Post SOP for ladders (include who can and cannot use) Have a PM schedule for ladders and ensure proper ongoing inspection of equipment. Remove defective equipment from use or dispose of immediately.	Reg. 851 S. 73 - maintenance of ladders
Kitchen	General	Sharps Hazard/cuts - knives left on counter/general use (cutting, etc.)	1	2	A	3	High	Have external company sharpening knives	Continue to train employees on the use of sharp materials. Ensure usage of the knife block for safe storage of knives.	Reg. 851 S. 84 (b) Potential injury to skin due to a sharp or jagged object worker shall be protected; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
Kitchen	General	Slips, Trips, and Falls Hazard - slippery floors	1	1	A	2	High	Recommend Non Slip footwear (current floor causing issues)	Make non slip shoes mandatory in the Kitchen. Ensure that the floors are cleaned on a regular basis to prevent build up of materials on the floor. Review SOP for Slip, Trip, Fall prevention, and non-slip shoe policy. Ensure adequate floor tiles are in good condition	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Kitchen	General	Violence/Emergency Plan - potential serious injury/fatality from aggressive customers/staff.	1	3	B	3	Medium	Informal program in place	Continue to grow the violence & harassment program	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1
Maintenance	General	Chemical Hazard - oven cleaner, sanitizer, dishwasher chemicals	3	2	B	3	Medium	WHMIS training provided to all staff First Aid Kits available First Aiders names are posted Eye wash station available	Ensure contents of the first aid kit meet Regulation 1101 requirements. Ensure the inventory checklist is signed off during monthly inspection, Keep ongoing First Aid Log. Ensure complete list or certificates of trained First Aiders are up to date and posted. Ensure kit and eye wash station is not obstructed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents; Reg 851 S. 124 potential hazard of injury to the eye an eyewash fountain shall be provided; Reg 851 S. 81 potential
Maintenance	General	Material handling Hazard - potential musculoskeletal disorders (MSD's), strain injury from reaching, awkward posture, lifting heavy wet wash-transfer to dryer	3	2	B	3	Medium	Ergonomics awareness is in place	Review ergonomic review of all work processes to identify any additional risks.	Reg. 851 S.45 - material handling; OHSA Sec. 25 (2) (h) take every precaution reasonable to protect the worker
Maintenance	Cleaning spills, mopping floors,	Slips, Trips, and Falls Hazard - wet floors, drink spills	3	2	B	3	Medium	Floors are kept dry and are cleaned frequently. Wet floor signs available.	Continue current practice	Reg. 851 S. 11: Requires floors and other surfaces used by a worker to be kept free of obstructions, hazards, etc.
Maintenance	General	Slip, Trip and Fall Hazard - potential injury from slipping and falling on wet floor	3	2	B	3	Medium	H&S Rep monthly inspections of this area. Problems are reported and issues dealt with.	Ensure preventive maintenance is adequate for ALL equipment. Add equipment to PM Schedule and document maintenance. Ensure proper LOTO procedures for equipment during repairs. Ensure that ALL LOTO tasks are recorded.	Reg. 851 S. 42, 75 - 76 Lock out requirements, OHSA S. 25 (1) (a-d) ensure equipment is properly maintained; procedures provided

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Hazard Assessment

Recognize		Risk Evaluation					Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
Maintenance	Loading and unloading linens into washer/dryer	Equipment - potential injury from poorly maintained equipment	2	6	D	4	Low	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Continue current practice. Ensure frequent hand washing for employees who are handling food products. Post rules on using washing machine Chemicals must be properly closed/sealed	WHMIS Regulation; Reg. 851 S. 130 exposure to biological, chemical, physical agents;
The Wave Office	Emergency Equipment	Biohazard Hazard: First Aid	2	4	C	4	Low		Continue to ensure that all first aid kits are secured, and inspected monthly. First Aid responders names need to be posted with the first aid kit and/or emergency number.	Regulation 1101
The Wave Office	Emergency Equipment	Equipment Fire Hazard: general electrical hazard	2	5	D	3	Low	Fire Extinguishers in good condition and located near Space heaters are discouraged	Ensure all fire extinguishers are secured, and inspected monthly. Emergency numbers need to be are posted with fire plan. Conduct annual fire drill.	Fire Code; Reg. 851 S. 123 fire extinguishers
The Wave Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - potential shock from cord connected equipment (touching with footwear (wet/dry)	2	5	D	3	Low		Secure power cords in such a way to ensure all electrical equipment is out of reach of footwear, especially when person has wet shoes/boots (rain/snow)	Reg. 851 S. 42-44 Electrical Requirements; OHSA S. 25 (1) (a-d) ensure equipment is available and properly
The Wave Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Equipment/Energy Hazard - radiation- cords and electrical equipment	2	4	C	4	Low		Secure power cords in such a way that they do not create trip hazards. Continue current practice.	OHSA - S. 25 (1)(b) - equipment provided is maintained; Reg 851 S. 44: Cord-connected electrical equipment.
The Wave Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Ergonomic Hazard: potential for musculoskeletal disorders (MSD's) from repetitive movements and awkward postures	2	4	C	3	Medium	Some ergonomic key board Adjustable chairs	Continue to review ergonomic policy and best practices	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline

Hazards are representative of activities observed on April 15th, 2016

Hazard Assessment

Recognize			Risk Evaluation				Controls			
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
The Wave Office	Frequent use of computers, filing, use of phone, photocopiers, printers, fax machines	Health Hazard: Sitting for prolonged period's of time	2	5	D	4	Low		Create small wellness program Ensure you are getting off chair to move around as frequent as possible. Recommend every 30-50 minutes.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker
The Wave Office	General work conditions	Biological/Hygiene Hazard - Indoor air quality	2	4	C	4	Low	Ventilation System	Contact Facilities if lights are not functioning Continue to have frequent breaks Fans in place where they will not create other hazards Water Breaks	MOL Heat Stress Guidelines; OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
The Wave Office	General work conditions	Biological/Hygiene Hazard - potential illness from contaminated surfaces	2	2	B	4	Medium	Following Ministry of Health & Health Unit protocols General working awareness Preferred staff have culinary training	Maintain good housekeeping and hygiene practices.	OHSA S. 25 (2) (h) take every precaution reasonable to protect the worker; MSD Guideline
The Wave Office	General work conditions	Chemical Hazards - potential exposure to consumer chemicals	2	5	D	3	Low	WHMIS training provided to all staff. WHMIS Reference materials in kitchen area. All staff trained. PPE is available	Continue current practice. Remove chemicals from office	WHMIS Reg. 860,
The Wave Office	General work conditions	Psychosocial Hazard: Rushing to get task done. Stress. Work Plan	2	2	B	3	Medium		Continue to promote strong communication and expectations with staff Review simple wellness program Improve housekeeping	CAN/CSA-Z1003-13/BNQ 9700-803/2013 - Psychological health and safety in the workplace - Prevention, promotion, and guidance
The Wave Office	General work conditions	Violence/Emergency Plan - potential serious injury/fatality from aggressive people	2	2	B	3	Medium	Violence and harassment program in place	Review violence & harassment program	OHSA S. 32.0.2 An employer shall Review and maintain a program to implement the policy with respect to workplace violence required under clause 32.0.1

Hazard Assessment

Recognize		Risk Evaluation				Controls				
Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
The Wave Office	staff moving daily bank deposits from facility to the bank or to the safety deposit box in the basement of the UCC	Violence: potential injury/theft from robberies (no robberies to date). Safe was open during inspection	2	2	B	1	High	Violence policy, procedures in place. Staff move money to safe. Deposits done daily by manager walk to deposit area in basement of the UCC in the morning	Best practices for bank deposits include: use unmarked bag to carry cash, vary route and time going to bank or hire security company to pick up deposits, deposits should not be made alone, travel to bank by vehicle-not on foot, etc. If robbery, follow instructions of robber, hand over cash, note characteristics, activate alarm, call police.	OHS Act - Part III.0.1 - violence and harassment legislation Workplace Violence and Harassment: Understanding the Law MOL Guideline OHS take every precaution reasonable to protect the worker
The Wave Office	Walking surfaces	Slip, Trip, Fall Hazard: Poor housekeeping	2	2	B	3	Medium	General cleaning	Clean area more frequently as required (housekeeping).	Reg. 851 S. 11 floors required to be clear of obstructions, hazards, debris, snow and ice
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			
					#N/		#N/A			

Hazard Assessment

Recognize

Risk Evaluation

Controls

Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
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Hazards are representative of activities observed on DATE at ADDRESS, CITY

Hazard Assessment

Recognize

Risk Evaluation

Controls

Work Process, Work Area or Job	Main Activities	Potential Hazard/Accident Description	Exposure	Occurrence	Probability	Consequences	Risk Rating	Controls in Place	Action Items (Controls Required)	Reference to Legal Requirements/ Standards
					#N/		#N/A			
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Hazards are representative of activities observed on DATE at ADDRESS, CITY

Hazard Assessment

	1	2	3	4	5	6
1 A	A	B	C	C	D	
2 A	B	B	C	D	D	
3 B	B	C	D	D	D	
4 B	C	C	D	D	E	
5 C	C	D	D	E	E	
6 C	D	D	E	E	E	

Hazard Assessment

	1	2	3	4	5
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25