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**Hazard Risk Assessment**

Click Here to Enter the Name of Site, Event, Project or Program

Prepared by Risk Management

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Abstract

According to the Canadian Centre for Occupational Health and Safety, a **hazard** is any source of potential damage, harm or adverse health effects on something or someone. A hazard risk assessment is a physical inspection of a facility, site, program, event or project that is used to identify hazards that have the potential to cause harm with a focus on both staff and visitor safety. When conducting a hazard risk assessment, TRCA considers incidents that have occurred in the past three years. Using the findings of a hazard risk assessment, TRCA can then determine appropriate ways to treat the risk through avoidance, prevention, reduction, acceptance or transferring the risk.

Hazard assessments can be done during design and implementation; before a task, event or project is done; while the project or event is occurring; during inspections that are formal, informal, with a supervisor or the health and safety committee; and after an incident, injury or near-miss occurs.

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# INTRODUCTION

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| Date of Assessment: | Click or tap to enter a date. |
| Time of Assessment: | Hour:Minute AM/PM |
| Site/Program/Event/Project: | Click or tap here to enter text. |
| Assessment Completed by: | Click or tap here to enter text. |

# HISTORY

Click here to provide a summary of incident history, trends and any other additional information.

# HAZARD ASSESSMENT CHECKLIST

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| **Parking Lot** |
| 1. Are the entrances and exits well marked?  Yes  No   Comments: |
| 1. Does the parking lot have signs with security reminders (ex. “lock your car”)?  Yes  No   Comments: |
| 1. Is there sufficient lighting?  Yes  No   Comments: |
| 1. Have vehicles been broken into?  Yes  No   Comments: |
| 1. Are all exit signs visible and free of damage?  Yes  No   Comments: |
| 1. Are all walkways free of objects?  Yes  No   Comments: |
| 1. Do all roadways have clear signage to provide direction?  Yes  No   Comments: |
| 1. Are all roadways clear and free of objects?  Yes  No   Comments: |

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| **Emergency Prepardness** |
| 1. Is the First Aid Cabinet fully stocked?  Yes  No   Comments: |
| 1. Are there caps covering the emergency eyewash?  Yes  No   Comments: |
| 1. Is the emergency eyewash free of dust, dirt and other debris?  Yes  No   Comments: |
| 1. Does the emergency eyewash function properly when turned on?  Yes  No   Comments: |
| 1. Are all extinguishers in their designated location?  Yes  No   Comments: |
| 1. Has an emergency contact number been established for use during regular  Yes  No   hours of operation?  Comments: |
| 1. Has an emergency contact number been established for use after regular  Yes  No   hours of operation?  Comments: |
| 1. Are emergency numbers posted on phones?  Yes  No   Comments: |
| 1. Are emergency phones accessible in all areas?  Yes  No   Comments: |

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| **Security** |
| 1. Does the facility have a security system?  Yes  No   Comments: |
| 1. Are surveillance video cameras in working order?  Yes  No   Comments: |
| 1. Is the security system adequate?  Yes  No   Comments: |
| 1. Are signs posted indicating that there is a security system in use?  Yes  No   Comments: |
| 1. Are all entry ways secured from unauthorized access?  Yes  No   Comments: |

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| **Signage** |
| 1. Is there signage displayed in areas where PPE is required?  Yes  No   Comments: |
| 1. Are offices designed so that public and private spaces are clearly identified?  Yes  No   Comments: |
| 1. When you enter the building, are there signs to identify where you are?  Yes  No   Comments: |
| 1. Are there signs inside the building to show you where to get emergency  Yes  No   assistance if needed?  Comments: |
| 1. Are rules for visitors clearly posted?  Yes  No   Comments: |
| 1. Are there exit signs?  Yes  No   Comments: |
| 1. Can the posted signs be easily seen by everyone?  Yes  No   Comments: |
| 1. Are the hours of operation clearly posted?  Yes  No   Comments: |
| 1. Is there a disclaimer or waiver sign?  Yes  No   Comments: |

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| **Elevators** |
| 1. Is there an emergency phone or emergency call button in each elevator?  Yes  No   Comments: |
| 1. Is there a response procedure for elevator emergencies?  Yes  No   Comments: |

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| **Lighting** |
| 1. Are stairways well lit?  Yes  No   Comments: |
| 1. Are any bulbs missing?  Yes  No   Comments: |
| 1. Are any areas too dark?  Yes  No   Comments: |
| 1. Are any areas too light?  Yes  No   Comments: |
| 1. Are building entrances and/or exits well lit?  Yes  No   Comments: |

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| **Maintenance & Housekeeping** |
| 1. Are all walkways and aisle ways free of obstructions, storage and/or clutter?  Yes  No   Comments: |
| 1. Are all areas cleaned on a regular basis?  Yes  No   Comments: |
| 1. Are all walkways free of other items that could cause a tripping hazard?  Yes  No   Comments: |
| 1. **Office Area –** Are there any spills, debris or garbage?  Yes  No   Comments: |
| 1. **Outside Facility –** Are there any spills, debris or garbage?  Yes  No   Comments: |
| 1. **Inside Facility –** Are there any spills, debris or garbage?  Yes  No   Comments: |
| 1. **Floors –** Is there loose material, debris or worn carpeting?  Yes  No   Comments: |
| 1. **Floors –** Are the floors slippery, oily or wet?  Yes  No   Comments: |
| 1. **Stairways and Aisles** – Are handrails and/or handholds in place?  Yes  No   Comments: |
| 1. **Stairways and Aisles -** Are stairwells and corridors free of storage and clutter?  Yes  No   Comments: |
| 1. Is furniture in good repair and safe to use?  Yes  No   Comments: |
| 1. **Material Storage -** Are tools and equipment safetly secured and stored when  Yes  No   not in use to avoid a tripping hazard?  Comments: |
| 1. **Material Storage -** Are materials neatly and safety piled?  Yes  No   Comments: |
| 1. **Material Storage -** Are all materials stored in stable racks to prevent falling?  Yes  No   Comments: |
| 1. **Material Storage –** Are there stepladders or stools to get to materials  Yes  No   on higher shelves?  Comments: |
| 1. **Material Storage –** Are storage shelves overloaded?  Yes  No   Comments: |
| 1. **Material Storage -** Are large and heavy objects stored on lower shelves?  Yes  No   Comments: |
| 1. **Material Storage -** Are materials neatly and safety piled?  Yes  No   Comments: |
| 1. **Material Storage -** Are flammable materials such as cardboard and  Yes  No   paper stored away from fire hazards and not accumulated?  Comments: |
| 1. Are extension cords used extensively?  Yes  No   Comments: |
| 1. Are wall and ceiling fixtures fastened securely?  Yes  No   Comments: |
| 1. Are shelves securely fastened to the wall when necessary?  Yes  No   Comments: |
| 1. Are there empty rooms that should be locked when not in use?  Yes  No   Comments: |
| 1. Are there any sharp or protruding objects?  Yes  No   Comments: |

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| **Other** |
| 1. **Washroom -** Can the public use the same washroom as staff?  Yes  No   Comments: |
| 1. **Washroom –** Can the lights in the washrooms be turned off?  Yes  No   Comments: |
| 1. **Washroom –** Are washrooms checked before the building is vacated?  Yes  No   Comments: |
| 1. Is potable drinking water adequately provided?  Yes  No   Comments: |
| 1. Are there shady areas available for visitors to sit out of the sun?  Yes  No   Comments: |
| 1. Adequate drainage is provided in wet areas?  Yes  No   Comments: |

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# IDENTIFICATION OF SITE-SPECIFIC HAZARDS

A site-specific hazard is a hazard that has not been identified in the previous Hazard Identification Checklist. Site-specific hazards are unique to the site, program, event or project currently being assessed. Extra space for additional hazards identified is available by clicking the space below, and clicking the plus sign in the lower right corner.

1. **Site Specific -** Click or tap here to enter text.

Comments: Click or tap here to enter text.

# ANALYSIS

Click or tap here to enter text.

# Appendix A – Photos

Additional space for photos is available by scrolling over the last available photo box and clicking the plus sign in the lower left corner.



Enter a description of the photo above here.



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