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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

|  |  |
| --- | --- |
| 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

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

|  |
| --- |
| **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: *
 |

#

# 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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