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| **Job/Position/Work Type**:  Indoor Event Set-up  Tables/Chairs/Display | **Location of Work:** | **Date:** Click here to enter a date. |
| **Assessment completed by**: | | **Reviewed/Revised:** |
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| **Activity/Task**  (List all tasks and activities of the job/work) | **Description of**  **Hazard**  Note: There may be more than one hazard associated with an activity or task. | **Likelihood (L)** | **Severity (S)** | **Risk Total = (L\*S)** | **Rating (High, Moderate, Low)** | **Hierarchy of Hazard Controls**  (OHS Code 2009, Part 2 section 9)  **Elimination/Substitution (E/S)** ifthis not an option the following hierarchy of controls is to be followed:   * **Engineering Controls (EC)** * **Administrative Controls (AC)** * **Personal Protective Equipment (PPE)** | High Risk  Moderate Risk  Low Risk |
| Booth fair/Display Table Attendee | Musculoskeletal injuries due to static body position, prolonged sedentary work, repetitive strain injuries;  Fatigue |  |  |  |  | EC: Use of anti-fatigue mats, ensure workstations are designed appropriately to ease stress on physical health  AC: Attendees are limited to 1 to 1.5 hours; chairs provided, rotating workers, adjust workstation to fit individual, shift positioning or take short breaks on a regular basis (e.g. standing, sitting, walking, and stretching), stay hydrated. | |
| Food & Beverage  service | Spill/slip hazard;  Burns |  |  |  |  | EC: Have clothes/spill absorption mats nearby; position service table out of main line of pedestrian traffic; first aid kit located near elevator.  AC: Notify Caretaking (403.329.2602) and/or Security Services (403.329.2345); use of approved U of L caterer; appropriate alcohol licensing and approvals. | |
| Use of extension cords | Slips, trips, falls;  Shock, electrocution |  |  |  |  | AC: Any cables/cords will be taped down using gaffer tape to mitigate tripping hazard; cords will be inspected and in good condition; no daisy chaining of extension cords. | |
| Lifting, moving materials, setting up display | Musculoskeletal injuries;  Collision with pedestrian traffic;  Falling objects |  |  |  |  | EC: Use of carts and dollies to move heavy/awkward loads  AC: Ask for assistance, use of spotter, use of proper lifting techniques, MSI online training <https://www.uleth.ca/risk-and-safety-services/musculoskeletal-injury-msi-program-manual-material-handling>  PPE: Closed-toed shoes, gloves as required | |
| Public interaction | Aggressive/unruly behavior from visitors;  Bodily injury (physical violence);  Work-related stress;  Physical/mental harassment |  |  |  |  | AC: staff on-site to monitor, encourage pedestrian flow, and access points to offices, labs and elevator are not blocked; notify Security Services (403.329.2345) or 911 (in extreme emergency); when possible, work in teams of no less than two; Orientation/training; have access to a device for communication (e.g. radio, phone); take regular breaks, stay hydrated; signage indicating activity upon approach | |
| Building evacuation | Blocking egress walkways/doors, fire extinguishers, pull stations, visual alarms or electrical panels;  Bodily injury;  Burns;  Toxic inhalation;  Structural collapse |  |  |  |  | AC: staff on-site to monitor, encourage pedestrian flow, and monitor egress routes to ensure they are not blocked; notify Security Services (403.329.2345) or 911 (in extreme emergency); enact institutional evacuation procedure; review and follow Emergency Response Plan; call **911** as required and notify Campus Security Services at 403-329-**2345.** Orientation provided to event participants on location of emergency exits, nearest Assembly Point(s), fire extinguisher and first aid station; signage indicating activity upon approach  PPE: Campus Incident Response Team (CIRT) to wear high visibility vests | |
| Working Alone | Lack of communication;  Isolation;  Medical emergency;  Sudden illness;  Physical/mental harassment and/or violence |  |  |  |  | E/S: Work in teams of no less than two, avoid working alone when doing high risk activities (e.g. working at heights, in confined spaces, with electricity, with hazardous substances/materials, with hazardous equipment, or where there is a potential for violence)  AC: Review and follow Working Alone policy and procedures. Establish a check-in procedure; have access to communication device (e.g. phone, radio) | |

(When describing the controls to reduce the risk associated with each hazard the above hierarchy must be followed, with personal protective equipment as the last means of control)

*By signing this form, you acknowledge that you understand the hazards and associated controls:*

Supervisor’s Name: Supervisor’s Signature:

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| **Worker Name** | **Signature** | **Date** |
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