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| **Job/Position/Work Type**:  Outdoor Events | **Location of Event:** | **Date: 01/11/2019** |
| **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 |
| Guests attending events  Uneven ground  Uneven pathways  Electrical cords  Hoses  Etc. | slips, trips falls  body injuries (e.g. strains, sprains, bruising, breaks, concussions) |  |  |  |  | EC: Cart service available for guest transportation  AC: Site Orientation provided to booking party and notification provided in booking package  AC: Handicap parking stalls, traffic control and handicap access  AC: Vehicles kept off the main driveway  AC: Hoses/cords put away. If cords required, they will be fastened to the ground with duct tape or cord covers  AC: First Aid Station and Designated First Aider  AC: Contact 911 when required. Campus Security Services trained in First Aid response (403-329-2345  AC: Inspection of grounds prior to the event.  PPE: Suitable shoes recommended for traversing uneven ground | |
| Extreme weather conditions  Hot temperatures  Cold temperatures  High winds  Tornado  Thunder storm | sunburn  heat stroke/heat stress  chills  struck by lightning  struck by flying debris |  |  |  |  | AC: Notification addressing weather provided to booking party in booking package  AC: Guests notified to wear suitable clothing and footwear to suit environment and all weather conditions  AC: All buildings are open and available to guests to escape from extreme weather  AC: Water stations provided for guests  AC: First Aid Station and Designated First Aiders  AC: Securement of tent to withstand high winds  AC: Emergency Plan/Procedures developed and reviewed  PPE: Sunscreen, clothing suitable for environment | |
| Insects on property  Mosquitoes  Bees  Wasps  Etc. | Insect bites  Allergies |  |  |  |  | AC: Emergency Plan/Procedures developed and reviewed  AC: Notification provided to booking party in booking package  AC: First Aid Station and Designated First Aiders  AC: Contact 911 when required. Campus Security Services trained in First Aid response (403-329-2345)  PPE: bug spray | |
| Unruly/inebriated guests, large crowds | Violence  Illness  Injury |  |  |  |  | AC: Alcohol consumed in designated areas only.  AC: Bartenders monitoring guests throughout event  AC: Bartenders and caterers have Coutts Centre Emergency Contact List and orientated to emergency procedures  AC: First Aid Station provided in Washroom Building  AC: Attendees not to exceed maximum occupancy  AC: Emergency Plan/Procedures developed and reviewed | |
| Wildlife may be on property | unpredictable behavior  Bites, kicks, sprays, scratches |  |  |  |  | AC: Notification provided to booking party in booking package and guests by emcee to report and respect wildlife – keep your distance  AC: Emergency Plan/Procedures developed and reviewed  AC: Bartenders and caterers have Coutts Centre Emergency Contact List and orientated to emergency procedures. | |
| Property Evacuation | Fire, tornado, high winds, violence, etc. |  |  |  |  | AC: Evacuation information provided to booking party in booking package  AC: Smoking only in designated areas  AC: Fire extinguisher located near event  AC: P.A. System for communication  AC: All buildings are open and available to guests to escape from extreme weather  AC: Emergency Plan/Procedures developed and reviewed  AC: Designated assembly/muster point socialized with booking party and guests  AC: Bartenders and caterers have Coutts Centre Emergency Contact List, monitor weather reports and are orientated to emergency procedures. | |
| Responding to medical emergencies | Heart attack, stroke, injuries, illness, etc. |  |  |  |  | AC: Emergency information provided to booking party and guests  AC: AED/First Aid Station located in washroom building  AC: Designated Assembly/Muster Point  AC: Bartenders and caterers provided with Coutts Centre Emergency Contact List and are orientated to emergency plan/procedures | |
| Working Alone | Isolation  Medical emergency  Violence |  |  |  |  | E/S: Work in pairs  EC: If possible, lock door  AC: Working alone policy and procedures | |
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(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 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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