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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 groundUneven pathwaysElectrical cordsHosesEtc. | slips, trips fallsbody injuries (e.g. strains, sprains, bruising, breaks, concussions) |  |  |  |  | EC: Cart service available for guest transportationAC: Site Orientation provided to booking party and notification provided in booking packageAC: Handicap parking stalls, traffic control and handicap accessAC: Vehicles kept off the main drivewayAC: Hoses/cords put away. If cords required, they will be fastened to the ground with duct tape or cord coversAC: First Aid Station and Designated First AiderAC: Contact 911 when required. Campus Security Services trained in First Aid response (403-329-2345AC: Inspection of grounds prior to the event.PPE: Suitable shoes recommended for traversing uneven ground |
| Extreme weather conditionsHot temperaturesCold temperaturesHigh windsTornadoThunder storm | sunburnheat stroke/heat stresschillsstruck by lightningstruck by flying debris |  |  |  |  | AC: Notification addressing weather provided to booking party in booking packageAC: Guests notified to wear suitable clothing and footwear to suit environment and all weather conditionsAC: All buildings are open and available to guests to escape from extreme weatherAC: Water stations provided for guestsAC: First Aid Station and Designated First AidersAC: Securement of tent to withstand high windsAC: Emergency Plan/Procedures developed and reviewedPPE: Sunscreen, clothing suitable for environment |
|  Insects on propertyMosquitoesBeesWaspsEtc. | Insect bites Allergies |  |  |  |  | AC: Emergency Plan/Procedures developed and reviewedAC: Notification provided to booking party in booking packageAC: First Aid Station and Designated First AidersAC: Contact 911 when required. Campus Security Services trained in First Aid response (403-329-2345)PPE: bug spray |
| Unruly/inebriated guests, large crowds | ViolenceIllnessInjury |  |  |  |  | AC: Alcohol consumed in designated areas only.AC: Bartenders monitoring guests throughout eventAC: Bartenders and caterers have Coutts Centre Emergency Contact List and orientated to emergency proceduresAC: First Aid Station provided in Washroom BuildingAC: Attendees not to exceed maximum occupancyAC: 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 distanceAC: Emergency Plan/Procedures developed and reviewedAC: 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 packageAC: Smoking only in designated areasAC: Fire extinguisher located near eventAC: P.A. System for communicationAC: All buildings are open and available to guests to escape from extreme weatherAC: Emergency Plan/Procedures developed and reviewedAC: Designated assembly/muster point socialized with booking party and guestsAC: 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 guestsAC: AED/First Aid Station located in washroom buildingAC: Designated Assembly/Muster PointAC: Bartenders and caterers provided with Coutts Centre Emergency Contact List and are orientated to emergency plan/procedures |
| Working Alone | IsolationMedical emergencyViolence |  |  |  |  | E/S: Work in pairsEC: If possible, lock doorAC: 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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