

RISK ASSESSMENT

The purpose of the Emily Carr risk assessment tool is to identify risks relating to critical activities/tasks and to plan hazard controls in order to protect the ECU community. Identifying tasks will also assist in determining what safe work procedures need to be amended or developed. Any additional equipment or resources required to implement a new safe work procedure will be acquired by ECU's centralized procurement process.

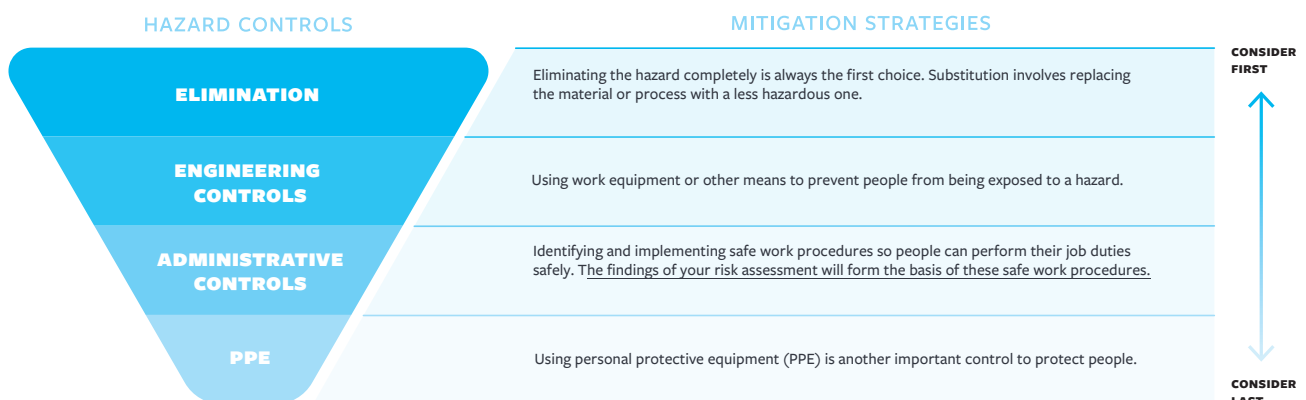
One risk assessment should be completed for each job classification in the Department/Area by the area manager, in collaboration with Department/Area staff.

As an example, a risk assessment for wood shops critical tasks would include: operating equipment, supervising and observing student work, performing routine maintenance.

RISK ASSESSMENT TOOL DIRECTIONS

- List activities/tasks.
 - Break down the job/event into individual activities/tasks – E.g. Students enter studio, staff deliver technical demonstration, reception responds to question, library staff deliver research methods tutorial
- Indicate hazards/risks for each activity/task:
 - Immediate physical hazard (fall from height, lifting heavy objects, slip/trip hazard, fumes)
 - Slow-acting hazard (repetitive motions, chronic exposure to substances,
 - Emerging hazard (communicable diseases, uncertain outcomes/effects)
- Assess the risk of harm (low risk, medium risk, or high risk).
 - E.g. Low – unlikely to cause harm
 - E.g. Medium – potential for harm. Proceed with caution.
 - E.g. High – **high potential for harm. Re-evaluate controls!**
- Select the appropriate control(s) for the activity/task:
 - Elimination: Eliminating the hazard completely or substituting by replacing a material or process with a less hazardous one.
 - Engineering: physical changes to the workplace and may include equipment ventilation, guardrails, and barriers.
 - Administrative: procedures so that the activity/task can be performed in the safest manner possible. Other administrative controls include signage and required training.
 - Personal Protective Equipment: Only considered after carefully considering previous control measures
- Re-evaluate the risk harm with control measures in place (low risk, medium risk, or high risk).
- Describe the mitigation strategy chosen.
 - E.g. Physical distancing - cordon off the waiting area
 - E.g. Administrative - sanitizing tools/equipment

(At a minimum, administrative and/or PPE controls will require a new safe work procedure)



ECU RISK ASSESSMENT TOOL

DEPARTMENT/AREA:	Job/Event:	EMAIL:	DATE:
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DESCRIPTION OF JOB/EVENT Describe key activities/tasks. Consider frequency (high and low) of activities that unfold. List equipment to be used.

ACTIVITIES <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	HAZARDS <i>Categorize the potential source of harm.</i>	RISK OF HARM <i>Assess the risk of harm.</i>	HAZARD CONTROL <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	RE-EVALUATE RISK OF HARM <i>Re-evaluate the risk of harm with control measures in place.</i>
1.	IMMEDIATE SLOW-ACTING EMERGING	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:			List new equipment needed to implement the mitigation strategy. (i.e. PPE, pallet jack, ladder)	
Is a new safe work procedure required? YES NO				
2.	IMMEDIATE SLOW-ACTING EMERGING	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
Provide a detailed description of the mitigation strategies proposed to achieve the hazard controls:			List new equipment needed to implement the mitigation strategy. (i.e. PPE, pallet jack, ladder)	
Is a new safe work procedure required? YES NO				

ECU RISK ASSESSMENT TOOL

CRITICAL TASKS <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	HAZARDS <i>Categorize the potential source of harm.</i>	RISK OF HARM <i>Assess the risk of harm.</i>	HAZARD CONTROL <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	RE-EVALUATE RISK OF HARM <i>Re-evaluate the risk of harm with control measures in place.</i>
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<i>Is a new safe work procedure required?</i> YES NO				
4.	IMMEDIATE SLOW-ACTING EMERGING	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
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<i>Is a new safe work procedure required?</i> YES NO				
5.	IMMEDIATE SLOW-ACTING EMERGING	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
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<i>Is a new safe work procedure required?</i> YES NO				

ECU RISK ASSESSMENT TOOL

CRITICAL TASKS <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	HAZARDS <i>Categorize the potential source of harm.</i>	risk of HARM <i>Assess the risk of harm.</i>	hazard control <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	Re-evaluate risk of HARM <i>Re-evaluate the risk of harm with control measures in place.</i>
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<i>Is a new safe work procedure required?</i> YES NO				
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<i>Is a new safe work procedure required?</i> YES NO				
8.	IMMEDIATE SLOW-ACTING EMERGING	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
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<i>Is a new safe work procedure required?</i> YES NO				

ECU RISK ASSESSMENT TOOL

critical tasks <i>List critical tasks (those that must be completed) that unfold in the work area.</i>	method of HARM <i>Categorize the potential source of harm.</i>	risk of HARM <i>Assess the risk of harm.</i>	hazard control <i>Select the appropriate hazard control measure. Multiple may be selected.</i>	re-evaluate risk of HARM <i>Re-evaluate the risk of harm with control measures in place.</i>
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<i>Is a new safe work procedure required?</i> YES NO				
10.	IMMEDIATE SLOW-ACTING EMERGING	HIGH MEDIUM LOW	ELIMINATION ENGINEERING ADMINISTRATIVE PPE	HIGH MEDIUM LOW
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<i>Is a new safe work procedure required?</i> YES NO				

OH&S comments:

oh&s reviewer:	depar tment approver:	date:
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SAFE WORK PROCEDURES

Administrative controls are intended to provide clear instructions to a person on how to prepare for and how to perform a specific task.

Tasks that are simple (i.e. single step) can be briefly outlined. Tasks that are more complex will require a more detailed breakdown.

ACTIVITY/ TASK:		EQUIPMENT REQUIRED:
HAZARDS: <input type="checkbox"/> IMMEDIATE <input type="checkbox"/> SLOW-ACTING <input type="checkbox"/> EMERGING	HAZARD CONTROL MEASURE: <input type="checkbox"/> ENGINEERING <input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> PPE	REQUIRED PPE: <input type="checkbox"/> FACE MASK: N95+ <input type="checkbox"/> FACE MASK: NON-MEDICAL / CLOTH <input type="checkbox"/> EYE PROTECTION <input type="checkbox"/> GLOVES <input type="checkbox"/> OTHER: _____

PROVIDE A STEP-BY-STEP DESCRIPTION OF THE PROCEDURE:

OH&S COMMENTS:

UNIT APPROVER:

OH&S REVIEWER:

DATE: