

Appendix II-A-1 Instructions for Completing Hazard Assessment Checklist and Corrective Action Form

- Step #1 - Complete Hazard Assessment Checklist Form
- Step #2 - Transfer information by item number to Hazard Assessment Corrective Action Form

Note: Employee must be observed while completing the task

Priority (status) for corrective action	
H (high)	very hazardous, previous accident or high potential of accident
M (medium)	hazardous with moderate risk
L (low)	low risk
O.K.	
N/A	not applicable

Date _____

Council _____

Assessment completed by:

Name _____

Position _____

Name _____

Position _____

**Hazard Assessment Checklist Form
Buildings (including outdoor rinks & arenas)
Form 1 of 11**

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Clean and maintain building interior & exterior		
B	Crawl space vents		
C	Service Furnace/heaters		
D	Service exhaust fans and emergency lighting		
E	Service electrical outlet/source		
F	Service plumbing/fixtures		
G	Inspect attic space		
H	Painting		
I	Service lights		
J	Clean and maintain drainage		
K	Flood rink, paint lines		
L	Remove snow from ice surface		
M	Operating a concession		
N	Operating an artificial ice plant		

See the following applicable procedures and practices: G-8, G-9, G-10, G-12, TSE-9, SWP-1, SWP-2, SWP-5

Hazard Assessment Checklist Form

Green Areas

Form 2 of 11

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Repair gates and fence		
B	Clean up fallen trees		
C	Docks – clean and repair		
D	Snow removal		
E	Grass cutting		
F	Litter pick up and disposal		
G	Vegetation control		
H	Clean and maintain drainage		

See the following applicable procedures and practices: G-1, G-4, G-5, G-6, G-8, G-10, TSE-1, TSE-2, TSE-3, TSE-4, TSE-5, TSE-6, TSE-7, TSE-8, TSE-11, TSE-13, VLE-3, VLE-4, VLE-5, VLE-6, VLE-7, VLE-8, VLE-9, VLE-11, VLE-13, VLE-14, VLE-15, SWP-1, SWP-3

Hazard Assessment Checklist Form
Fire Departments
Form 3 of 11

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Clean and hang turnout gear/hoses		
B	Clean and inspect breathing apparatus		
C	Clean and check fire fighting tools		
D	Clean, refuel and inspect fire truck		
E	Clean, re-fuel and inspect pumps		

See the following applicable procedures and practices: G-1, G-7, G-8, G-10, G-12, G-17, VLE-4, VLE-5, VLE-6, VLE-7, VLE-8, SWP-1, SWP-3

**Hazard Assessment Checklist Form
Road Maintenance
Form 4 of 11**

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Load gravel/sand/salt		
B	Hook up snow plow assembly		
C	Drive designated route		
D	Backing		
E	Spreading load		
F	Sweeping paved roads		
G	Crack repairs in pavement		
H	Maintain drainage		
I	Maintain signs		
J	Maintain vegetation control		

See the following applicable procedures and practices: G-1, G-7, G-8, G-10, G-17, VLE-1, VLE-2, VLE-3, VLE-4, VLE-5, VLE-6, VLE-7, VLE-8, VLE-9, VLE-10, VLE-11, VLE-12, VLE-13, VLE-14, VLE-15, SWP-1

**Hazard Assessment Checklist Form
Solid Waste
Form 5 of 11**

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Pick up waste at roadside		
B	Maintain animal control		
C	Maintain WDS		
D	Sort waste		
E	Conduct burning		

See the following applicable procedures and practices: G-1, G-8, G-9, G-10, G-17, VLE-1, VLE-2, VLE-3, VLE-4, VLE-5, VLE-6, VLE-7, VLE-8, VLE-9, VLE-10, VLE-11, VLE-13, VLE-14, VLE-15, VLE-16, SWP-1, SWP-2, SWP-3, SWP-4

**Hazard Assessment Checklist Form
Lagoon
Form 6 of 11**

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Collect and send samples		
B	Discharge lagoon		
C	Valve operation		
D	Rodent control		
E	Manholes (inspections, cleaning, covering, uncovering)		
F	Fencing and gates		
G	Vegetation control		
H	Truck dump station		

See the following applicable procedures and practices: G-7, G-8, G-10, G-17, TSE-3, TSE-5, TSE-6, TSE-11, TSE-13, VLE-16, SWP-1, SWP-2, SWP-3, SWP-4

Hazard Assessment Checklist Form Wastewater Treatment Plant Form 7 of 11

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Maintain and clean system		
B	Record daily effluent discharge		
C	Collect monthly samples		
D	Record TSS, BOD and DO as required		
E	Clean UV disinfection as required		
F	Monitor sludge levels in all tanks		
G	Monitor and service pumps		
H	Storage and handling chemicals		
I	Service and maintain safety equipment		
J	Truck dump station		
I	Sludge disposal		

See the following applicable procedures and practices: G-3, G-7, G-8, G-9, G-10, G-11, G-12, G-17, TSE-9, TSE-12, TSE-14, VLE-16, SWP-1, SWP-2, SWP-3, SWP-4

Hazard Assessment Checklist Form
Water and Sewer Mains
Form 8 of 11

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Excavations/shoring/back filling		
B	Fusion and welding		
C	Tapping for service connection		
D	Flushing and swabbing of mains		
E	Service manholes/lift stations		
F	Service catch basins		
G	Valve operation		

See the following applicable procedures and practices: G-1, G-2, G-3, G-4, G-5, G-6, G-7, G-8, G-9, G-10, G-11, G-12, G-17, TSE-1, TSE-9, TSE-13, VLE-4, VLE-5, VLE-15, SWP-1, SWP-3, SWP-4

**Hazard Assessment Checklist Form
Raw Water Reservoir
Form 9 of 11**

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Collect and send samples		
B	Charge reservoir bi-annually		
C	Valve operation		
D	Rodent control		
E	Fencing & gates		
F	Vegetation control		
G	Adding copper sulphate		

See the following applicable procedures and practices: G-7, G-8, G-10, G-17, TSE-1, TSE-5, TSE-6, TSE-11, TSE-13, SWP-1, SWP-2, SWP-3, SWP-4

Hazard Assessment Checklist Form
Water Treatment Plant
Form 10 of 11

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Operate and maintain system in clean/order state		
B	Collect samples bi-weekly or as required		
C	Storage and handling chemicals		
D	Clean UV disinfection as required		
E	Monitor all tanks for build up of any substances		
F	Monitor and service pumps		
G	Clean reservoirs as required and operate valves semi-annually		
H	Service and maintain safety equipment		
I	Pump maintenance		

See the following applicable procedures and practices: G-3, G-7, G-8, G-9, G-10, G-11, G-12, G-17, TSE-9, TSE-12, TSE-14, VLE-16, SWP-1, SWP-2, SWP-3, SWP-4

Hazard Assessment Checklist Form Large Equipment Form 11 of 11

Item #	Tasks (include but are not limited to)	Hazard	Priority
A	Operating equipment		
B	Mounting of attachments		
C	Operating attachments		
D	Fueling of equipment		
E	Servicing and maintenance of equipment		
F	Servicing and maintenance of attachments		
G	Vehicle inspection		

See the following applicable procedures and practices: G-1, G-8, G-10, G-11, G-17, VLE-1, VLE-2, VLE-3, VLE-4, VLE-5, VLE-6, VLE-7, VLE-8, VLE-9, VLE-10, VLE-11, VLE-12, VLE-13, VLE-14, VLE-15, VLE-16, SWP-1, SWP-3

Hazard Assessment Corrective Action Form

Area: _____

Date _____ Completed by: _____

Council _____

Item #	Priority	Recommended Corrective Action	Estimated Date of Completion	Responsibility	Completed