



HAZARD ASSESSMENT FORM

Date: October 11, 2001	Location: Cheticamp (La Digue)	Harbour Authority: Denis AuCoin
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HAZARD ASSESSMENT SUMMARY

Identified Hazard	Priority	Required Action	Completed By	Date
Slips/Trips/Falls		<ul style="list-style-type: none"> Keep all ropes close to capstan, do not allow them to run across the wharf. Keep objects (ropes, pallets, hoses) off the wharf when not in use. Store in designated areas. Maintain good housekeeping Replace cracked, uneven, deteriorating wharf decks Develop an inspection program for ensuring wharf decks are level (no tripping/slipping/falling hazards) 		
Falling from Wharf/Risk of Drowning/Strike against Objects		<ul style="list-style-type: none"> Maintain capstan in good condition Replace missing and deteriorating capston Mount life rings on wharves and floating docks Indicate safe zone (yellow lines on deck to indicate 6.0" zone) Ensure ladders are installed, maintained and clear of all obstructions at all times. 		
<u>Hoist Operation</u> Falling from Wharf/Risk of Drowning/Strike Against Objects/Damage to Boats/ Personal Injury		<ul style="list-style-type: none"> Adhere to the safe load limit posted on the hoist Develop inspection program for controls, cables, hooks, guards, clearance, etc Only competent personnel operate and inspect the hoist Post sign at hoist indicating "Qualified Personnel Only" Install guardrails around hoist or hoist platform to prevent persons from falling in water when operating the hoist 		



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		<ul style="list-style-type: none"> • Never operate the hoist in heavy wind or rain, or other hazardous weather conditions. • Never hoist over people. • Never leave a load suspended • Cover all operating/moving parts with guards • Develop lockout/tagout procedure for defective hoists • Develop a safe work practice for “Hoist Operation” 		
Fire & Explosion		<ul style="list-style-type: none"> • Post emergency contact numbers in a highly visible area • Build a barrier around the fuel station/pump to prevent it from being struck by a motor vehicle. • Post “No Smoking/No Welding/No Burning/No Cutting” signs at fuel tanks and pumping station • Post the appropriate fire extinguisher at fueling station • Develop an inspection program to ensure all fire extinguishers and other fire protection equipment is available and in good condition. 		
<u>Forklift Operation</u> Struck By/Dropping a Load/Personal Injury/ Property Damage		<ul style="list-style-type: none"> • Mark all forklift roadways • Install backup alarms on all forklifts • Inform buyers and service personnel of “Forklift Area” • Keep forklift roadways well lit and free from obstruction • Ensure proper training for forklift operator • Inspect forklifts regularly • Develop lockout/tagout procedure for defective forklifts • Develop safe work practice for ‘Forklift Operation’ 		
<u>Fueling</u> Fuel Spill/Pollution to Ground and Water		<ul style="list-style-type: none"> • Dike the fuel tank to contain a spill • Post Environmental emergency contact number • Post “No Smoking/Welding/Cutting/Burning signs at fueling station and pumps. Designate areas for these tasks. • Ensure the appropriate size and type of fire extinguisher is located at the fueling station. Ensure it is easily accessible, inspected regularly, and maintain in operating condition. • Provide a Spill Kit (boom, absorbent pads, gloves, etc) 		



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		<ul style="list-style-type: none"> • Keep fueling stations clear of combustible materials • Train Harbour Authority personnel on the proper use of boom to contain the fuel. • Ensure an emergency stop button is in place • Provide adequate lighting at fueling stations • Develop an inspection program for the fuel tanks (i.e. ensure plugs for the drain holes are in place) • Review Environmental Management Plan 		
<p><u>Severe Weather Conditions</u> (Wind, Rain, Ice, Snow) Damage to Boats, Wharf, Property/Personal Injury/ Risk of Drowning</p>		<ul style="list-style-type: none"> • Build windbreaks • Close the wharf from public use • Create a policy for not working alone under these conditions • PFD required when working on the wharf under these conditions 		
Property Damage/ Personal Injury		<ul style="list-style-type: none"> • Signage to indicate “No Admittance” or “Authorized Personnel Only” in areas where public is prohibited 		
Stuck by Moving Motor Vehicles		<ul style="list-style-type: none"> • Post speed limits on all roadways leading to wharf 		
<p><u>Construction, Maintenance, Repair Work, Heavy Equipment Operation</u> Slips/Trips/Falls/ Risk of Drowning/Personal Injury</p>		<ul style="list-style-type: none"> • Barricade all areas where there is construction, maintenance and repair activity. • Use caution around overhead wires/cables • Ensure only competent operators run the heavy equipment • Ensure heavy equipment has back up alarms • Ensure mirrors, side glass, windshields, etc are in good condition • Ensure all people in construction area wear safety vests 		
<p><u>Welding/Cutting/Burning</u> Damage to eyes/Electrical Shock/Burns/ Fire & Explosion/Fumes & Gases</p>		<ul style="list-style-type: none"> • Ensure welders wear appropriate PPE • Develop and follow safe work practice for “Welding, Cutting and Burning” • Ensure a fire extinguisher easily accessible • Designate specific areas for these tasks 		



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<p><u>Transferring of Waste Oil</u> Fire/Spills</p>		<ul style="list-style-type: none"> • Develop proper procedures for transferring waste oil • Keep an MSDS for petroleum products onsite • Ensure contractors removing the waste oil have the appropriate training (Transportation of Dangerous Goods) • Conduct inspections of the contractors to ensure proper procedures are being adhered to. • Post “No Ignition Sources” at the waste oil tank • Keep all combustible materials a safe distance away from waste oil tank 		
<p><u>Use of the Slipway</u> Damage to Boats/Personal Injury</p>		<ul style="list-style-type: none"> • Keep slipway free from obstructions • Repair deteriorating surfaces on slipways • Ensure there are no protrusions on slipway • Identify and mark slipways intended for “Public Use” and those for “Authorized Personnel Only.” 		
<p>Electrical Contact</p>		<ul style="list-style-type: none"> • Maintain clear height from overhead power and telephone lines • Keep overhead lines away from fuel tanks • Keep all electrical outlets covered 		
<p>Emergency Situation</p>		<ul style="list-style-type: none"> • Post all emergency contact numbers in a highly visible area (Fire, Oil Spill, Coast Guard, Environment, 911, etc) • Install a phone at the wharf to communicate to emergency personnel 		
<p>Head Injury</p>		<ul style="list-style-type: none"> • Wear CSA approved hard hat in areas where there is risk of head injury (i.e. operating a hoist) 		
<p>Eye Injury</p>		<ul style="list-style-type: none"> • Wear safety glasses or goggles where there is a risk of eye injury (i.e. operating a hoist) 		
<p>Foot Injury</p>		<ul style="list-style-type: none"> • Wear CSA approved steel toed boots where there is a risk of foot injury (i.e. operating a hoist or forklift) 		



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Other Hazards/Considerations:	
Completed By: Jocelyne Clarke – FLS Paul Pace - FLS	Date: October 11, 2001
Reviewed By:	Date: