



Taber Public Library

Hazard Assessment Form

1. Building Environment

- \* air quality  satisfactory  unsatisfactory
- \*furnace  satisfactory  unsatisfactory
- \*flooring  satisfactory  unsatisfactory
- \*lighting  satisfactory  unsatisfactory
- \*plumbing  satisfactory  unsatisfactory
- \*doors/windows/skylights  satisfactory  unsatisfactory
- \*pest control  satisfactory  unsatisfactory
- \*noise level  satisfactory  unsatisfactory
- \*cleanliness  satisfactory  unsatisfactory

2. Tasks

All tasks include some form of reading, writing, walking, sitting, lifting, stretching, pulling, pushing and repetitive motion.

Are guidelines available for staff to follow in carrying out various tasks?  yes  no

3. Hazardous Materials

- \* are hazardous materials kept in a safe place?  yes  no
- \*are proper steps taken when handling hazardous material?  yes  no
- \*are hazardous materials clearly labeled?  yes  no
- \*are procedures in place for coming into contact with unexpected hazardous material ie: book drop?  yes  no

4. Equipment

- \*all equipment kept in good repair  yes  no
- \*staff trained on all equipment  yes  no
- \*yearly maintenance checks on major equipment  yes  no

5. Emergency Response

- \*are emergency response guidelines in place  yes  no
- \*is there is first aid kit on the premises – is it routinely checked  yes  no
- \*is there a security system in place  yes  no
- \*are staff familiar with how the security system works  yes  no
- \*adequate number of appropriate fire extinguishers in place and inspected regularly  yes  no
- \*are staff familiar with how to use a fire extinguisher  yes  no
- \* are smoke detectors inspected regularly  yes  no
- \* is emergency lighting checked month a month  yes  no
- \* is there a designated muster point  yes  no

Date: \_\_\_\_\_

Filled out by: \_\_\_\_\_

