

Activity 1B

Estimated Time	30 Minutes																
Objective	To provide you with an opportunity to identify existing and potential hazards in the workplace, report them to designated persons.																
Activity	Individually, in pairs or in groups, complete the following: Conduct a risk management audit of the hazards at your workplace. Use the checklist below or one provided by your centre. Write a summary of your findings. <table border="1"> <thead> <tr> <th colspan="4">Hazard Identification Checklist</th> </tr> <tr> <th>Risk Management Area</th><th>Points to check</th><th>Risk Level (circle)</th><th>Comments</th></tr> </thead> <tbody> <tr> <td>Fire Safety and Prevention</td><td> ☒ Fire evacuation plans, fire equipment and fire exits are clearly marked and accessible ☒ Smoke alarms are in working order ☒ Fire drills done monthly ☒ Staff are trained on fire safety and evacuation ☒ Power points/power boards and cords in safe working order ☒ Cooking appliances are located in safe area and are in working order ☐ _____ </td><td> Low <u>Medium</u> High </td><td> Fire extinguisher hidden by pallets. * Need relocating * pallets obstructing. </td></tr> <tr> <td>Storm Damage/Maintenance</td><td> ☒ Shade sails safe ☒ Fence is safe with working lock ☒ No damage to building inside/outside ☒ Playground equipment is safe ☒ No poisonous plants or plants/trees that may be hazards ☐ _____ </td><td> Low <u>Low</u> Medium High </td><td></td></tr> </tbody> </table>	Hazard Identification Checklist				Risk Management Area	Points to check	Risk Level (circle)	Comments	Fire Safety and Prevention	☒ Fire evacuation plans, fire equipment and fire exits are clearly marked and accessible ☒ Smoke alarms are in working order ☒ Fire drills done monthly ☒ Staff are trained on fire safety and evacuation ☒ Power points/power boards and cords in safe working order ☒ Cooking appliances are located in safe area and are in working order ☐ _____	Low <u>Medium</u> High	Fire extinguisher hidden by pallets. * Need relocating * pallets obstructing.	Storm Damage/Maintenance	☒ Shade sails safe ☒ Fence is safe with working lock ☒ No damage to building inside/outside ☒ Playground equipment is safe ☒ No poisonous plants or plants/trees that may be hazards ☐ _____	Low <u>Low</u> Medium High	
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