

- 1 If there are no separate meeting / interview rooms, but offices are used for this purpose, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.
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- 2 72(1)(b)(vi)
Select the Y response from the drop down list if there is another viable method of signalling for assistance. If there is no way to signal for assistance, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.
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- 3 Furniture can create a natural barrier for quick exit out of a room. If the furniture is arranged so that the interviewer could easily be prevented from leaving a room, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.
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- 4 Communicating and reviewing the process for signalling and providing aid is vital to preventing threats in an interview setting. If training, communication and practice are not regularly done, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.
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If the building does not have its own parking lot, click N/A to skip to the next section.

If any lots are not well marked, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

If signage is used as a reminder, it is best to be located near the pedestrian exit so that it may be seen by all as they leave the lot to enter the workplace. If the signage doesn't remind people, select N from the dropdown list. The hazard will need to be rated and control(s) implemented.

Lighting is an important factor in determining parking lot safety. A well lit parking lot removes spots where someone may be able to hide in the shadows. If lighting is insufficient to provide protection, select N from the dropdown list. The hazard will need to be rated and control(s) implemented.

If pool vehicles occasionally, regularly or permanently stationed in the parking lot overnight select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

If they are, consider where in the lot they may be. Does the parking area provide cover for vandalism or theft? If it does, select N from the dropdown list. The hazard will need to be rated and control(s) implemented.

Building

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Control

Members of the public can present their own challenges to staff members. If the building or work units are public facing, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

If the department or work unit is in a shared space, all hazard controls will need to be shared with the other user groups. While there may be no direct ability to go from one department to the other, it is best to know how the other department is preparing to control the hazards. A coordinated effort may provide the most effective control. If the workplace is part of a shared workspace, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

Systems can include doorbells or chimes that sound when unexpected doors open. If nothing warns employees when non regular entry doors are open, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

Arrangements do not have to prevent the private and public from interacting. These arrangements are designed to specifically give visitors an understanding of where they are permitted to move freely or need an invitation. If private and public spaces are indistinguishable, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

Identify what methods are in place of providing secure access to the building. This is not a hazard that needs to be ranked.

A system to minimize cards/keys/fobs allows buildings or work units to control who has access to the building. Limiting the access reduces the likelihood that any former employees would be able to access the building. If there is no system of controlling distribution of cards/keys/fobs, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

If codes/locks are not changed when cards/keys/fobs go missing, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

Yg issued ID tags when properly displayed provide staff with the knowledge that employees who are in the building have authorization to be there. If ID tags are not worn and visibly displayed, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

Building Perimeter

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- 1 Workplaces located in or near high crime areas need to understand the impact the area may have on worker safety. If the building is located in this type of area, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

- 2 If there have been persons who could pose danger to the staff, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

- 3 Regularly checking for signs of vandalism provides the opportunity to have a heightened awareness. Old signs of vandalism should be repaired so that anything new becomes obvious when it occurs. If there are signs of vandalism, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

- 4 Industrial areas have fewer people working and less passer-by traffic after 4 p.m. Less traffic allows for more time for an undesirable element to damage property or break in. If the workplace is located in an industrial area, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

- 5 The building entrance does not have to face the street. If the line of sight to the entrance is clear and can be viewed from the street, select the Y response from the drop down list. If visibility is restricted, select the N response. The hazard will need to be rated and control(s) implemented.

- 6 Poorly lit entrances provide additional cover for people to hide. If the entry is poorly lit, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

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Heavy shrub growth provides opportunity for someone to hide. If the entryway is overgrown, select the N response from the drop down list. The hazard will need to be rated and control(s) implemented.

Check the perimeter of the building to identify any other places where someone may hide. This is specifically important if the location has quick and easy access to get to. If there are blind spots with easy access, select the Y response from the drop down list. The hazard will need to be rated and control(s) implemented.

Access

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TRUE
FALSE

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Likelihood Classifications

- A Almost Certain - event is expected to occur in most circumstances
- B Likely - event will probably occur in most circumstances
- C Possible - event should occur at some time
- D Unlikely - event may occur at some time
- E Rare - event may occur only in exceptional circumstances

Consequence Classifications

- 1 Catastrophic - fatality or permanent disability, facility loss, loss of major supplies or customers
- 2 Major - extensive injuries, significant equipment damage, supplier and customer impact
- 3 Moderate - medical treatment, equipment damage, supplier and customer impact
- 4 Minor - first aid treatment, minor equipment damage, minor supplier and customer impact
- 5 Insignificant - no injuries, correctable supplier and customer impact

		Consequence				
		5	4	3	2	1
Likelihood	A	M	H	H	C	C
	B	M	M	H	H	C
	C	L	M	M	H	C
	D	L	M	M	M	H
	E	L	L	M	M	H

Low
Medium
High
Critical