

Event Move In/Out Site-Specific Hazard Assessment

Job Steps	Hazards	Hazard Source	Hazard Control
1. Material handling/lifting loads	A. Sprains and Strains	Awkward position, wrong lifting technique, load too heavy or too large	Proper lifting technique, use cart and other available tools or equipment
	B. Falling material - feet/toes and other parts of the body struck by falling material	Improper handling, improper placement of load	Use of cart, do load securement when using forklift if necessary especially for large load, wearing safety shoes is strongly recommended.
	C. Other equipment in the area such as forklift and scissor/boom lift	Might struck by forklift/scissor lift due to; visibility issue, operator rushing and not noticing people around the area, contractor & exhibitors rushing not noticing the equipment in the area.	The use of high visibility vest is strongly recommended, operator must observe the speed limit.
	D. Slip and fall	Icy ground during winter	Walk slowly and/or use shoe grip if possible.
	E. Workplace violence and harassment	Co-worker and other people	Report to Show Management or call EXPO Security (780) 471.7222
Job Step	Hazards	Hazard Source	Hazard Control
2. Display/merchandise set up	A. Sharp materials	When using knife or cutter to open boxes	Proper knife or cutter handling technique, blade out away from body.
	B. Electrocution	Using broken or substandard electrical wire	Use only CSA approved type of electrical extension cord or power box.
	C. Falling material	Improper handling and/or improper placement of load on the display booth.	Heavy item should be on the lower portion, lighter item on top, wearing safety shoes is recommended.
	D. Fall from elevation	Setting up a display, scaffolding, higher than 10 feet high	Mandatory use of fall protection and must have the proper training and valid training ticket.
	E. Workplace violence and harassment	Co-worker and other people	Report to Show Management or call EXPO Security (780) 471.7222
Additional:			

Additional:			
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COMPANY NAME

TASK LOCATION

Please print and sign below (all members of the crew) prior to commencing work and initial when task is completed or at the end of the shift.

MANAGER/SUPERVISOR'S NAME

SIGNATURE

WORKERS' NAME

SIGNATURE

Reviewed By: (Show Management)

NAME

SIGNATURE

DATE

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