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|  | **Industry/Sector:** | Overnight Accommodation | **Department/Job Position:** | Security Surveillance and Patrols |
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| **Common Tasks and Duties:** | * Conduct routine internal patrols of the building * Perform external perimeter checks * Monitor surveillance equipment and security systems * Respond to alarms and investigate disturbances * Provide first aid, when trained and designated * Liaise with emergency services when necessary * Report maintenance or safety issues identified * Overnight coverage | **Reasonably Foreseeable or Common Hazards:** | * Musculoskeletal injuries (MSI) and ergonomics * Working with the public, violence and harassment * Working alone or in isolation * Slips, trips and falls * Extreme heat or cold (external patrols) * Blood and/or bodily fluid (first aid response) * Fatigue and psychological hazards * Stress from dealing with emergency or critical incidents |

Employers are to review this HIRA document and customize to their location, job tasks and site-specific hazards. To edit a row, simply use Microsoft word to edit (e.g. edit text, change risk ratings, delete a row, or add a new row). When determining risk follow the Guidance Document - Assessing Risk for HIRA Tools. When identifying controls, be sure to use the [Hierarchy of Controls](https://www.go2hr.ca/explore-all-resources/health-safety/identify-hazards-manage-risk) to control risk through elimination, substitution, engineering controls, administrative controls and Personal Protective Equipment (PPE). Once complete, this should be reviewed by the JHSC or a Worker H&S Rep, and reviewed annually thereafter.

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|  | **Full Name** | **Job Position** | **Signature** | **Date** |
| **Completed By:** |  |  |  |  |
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| **Task** | **Hazards/Risks** | **Inherent (Before Controls) Risk** | | | **General Control Measures** | **Residual (After Controls) Risk** | | | **Additional Notes** |
| **Probability** | **Severity** | **Rating** | **Probability** | **Severity** | **Rating** |
| Internal/external patrols and monitoring security systems | * MSI risks e.g. repetitive motion, overexertion, reaching, awkward postures (see more below) * Aggressive guests, violence and harassment * Slips, trips and falls * Struck by/against incidents | Likely | Serious | High Risk | * Security Industry License and training as required by province * Violence/harassment policies, risk assessments and training * Maintain situational awareness at all times, avoid distractions * Devices for immediately summoning assistance e.g. radios, apps, panic button, whistles etc. * Inspect the area, remove objects that pose tripping hazards * Clean up spills immediately, and use “Wet Floor” signage * Wear slip-resistant footwear | Possible | Serious | Med. Risk | Security measures implemented based on risk as part of violence risk assessment e.g. controlled access, physical barriers, panic buttons, CCTV and surveillance, adequate lighting, unobstructed walkways, alarm systems, cash handling protocols with secure drop safe (consider cashless) etc. |
| Responding to security incidents or complaints | Increased risk with encounters when responding to:   * Noise complaints * Guest disturbances or those under the influence * First aid calls (see below) * Confronting intruders or illegal behaviour | Likely | Serious | High Risk | * General control measures, and security measures identified in violence risk assessment and additional notes (above) * Emergency and security plan in place with procedures for responding to reasonably foreseeable emergency events * Process and ability to escalate calls to police and emergency services * Provisions for debriefing and psychological safety and mental health supports for workers involved in or witnessed critical/traumatic incidents | Possible | Serious | Med. Risk | For calls or situations with increased risk, work in pairs if possible and always ensure location is reported and communication device is accessible and in working order |
| Overnight coverage and fatigue | * Mental well-being and health * Slower reaction times or reduced ability increases incident risks * Communication errors * Increased absenteeism * Safety and service quality affected | Likely | Moderate | Med. Risk | * Schedule regular breaks during overnight shifts * Limit shift length and avoid excessive overtime * Avoid scheduling critical tasks during low-alert periods * Train staff to recognize signs of fatigue and develop a supportive culture that prioritizes rest and wellness * Encourage healthy sleep habits and work-life balance | Possible | Moderate | Med. Risk | See resources for employers from WorkSafeBC and go2HR on psychological safety, mental health and fatigue |

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| First aid response or other encounters with biohazards | * Exposure to biological hazards e.g. blood, bodily fluids * Sharps e.g. syringes and needles * Broken glass * MSI risks e.g. repetitive motion, overexertion, reaching, awkward postures (see more below) | Likely | Serious | High Risk | * Occupational First Aid (OFA) training * Written procedure for handling blood/bodily fluids and sharps * Training on sharps, biohazards and blood/bodily fluids * Hepatitis B vaccinations to be offered to workers at greater risk than the public for exposure to blood and bodily fluids * Equipment for sharps/glass disposal e.g. tongs, puncture-resistant gloves, sharps biohazard container etc. * PPE e.g. gloves, eye/face protection, plastic apron, N95 etc. | Possible | Serious | Med. Risk | Should blood/bodily fluid and sharps be identified, workers are to report to the supervisor to have designated and trained personnel with equipment and PPE to clean and dispose of blood/bodily fluid and sharps |
| Working outdoors | * Pets and animals (wildlife) * Vehicle traffic (parking lots and outdoors) * Struck by/against incidents * Extreme temperatures * Heat and cold stress-related illnesses | Likely | Moderate | Med. Risk | * Pet policy with guest education and signage * Never assume a pet or animal is friendly, even if you have a positive history with them * Be alert to signs of aggressive or fearful behaviour * Do not startle and do not initiate contact (e.g. petting or feeding) with a pet or animal * Should specific wildlife be identified as a hazard, additional training may be required and reference to BC wildlife guides * When working in outdoor areas with potential for vehicle or mobile traffic, stay on designated pedestrian pathways, be aware of traffic, wear high visibility apparel and required PPE * Additional training for adverse weather conditions including employees to recognize signs of heat stress and cold-related illnesses, and limit times outdoors when not required * Ensure appropriate seasonal clothing, including thermal layers for winter and breathable materials for summer | Possible | Moderate | Med. Risk | Should specific wildlife be identified as a hazard, a safe work procedure may need to be developed, see BC resources: <https://bcparks.ca> and <https://wildsafebc.com/>  See resources for employers from WorkSafeBC and go2HR on heat and cold stress prevention |
| Musculoskeletal injuries (MSI) and ergonomics | * Repetitive motions such as writing reports, using radios, or operating control panels * Awkward postures when bending, reaching, or twisting during patrols or equipment checks * Overexertion when restraining individuals or assisting with physical interventions * Pushing or pulling doors, gates, or emergency equipment * Fatigue from prolonged sitting and monitoring surveillance * Physical strain from standing or walking for extended periods without adequate breaks | Likely | Serious | High Risk | * Training on MSI prevention, ergonomics and safe lifting * Set-up workstations and provide ergonomic assessments to allow workers to adjust for individual fit and neutral postures * Position frequently used items in close proximity and at waist height * Provide adjustable chairs and ergonomic (anti-fatigue) mats to reduce foot fatigue when standing for long periods of time * Reminders during pre-shift briefings on MSI prevention * Warm-up, stretch and take breaks * Use safe lifting techniques, ask for help when needed * Push carts instead of pulling to reduce risk of strain * Rotate tasks throughout the shift to reduce repetitive motions * Report and replace worn or broken equipment * Store heavier items at waist height to avoid unnecessary lifting | Possible | Serious | Med. Risk | See resources for employers from WorkSafeBC and go2HR on MSI prevention and ergonomics |
| Working alone or in isolation | * Aggressive guests, violence and harassment * Personal safety risks * Delayed response to medical and H&S incidents or emergencies | Likely | Serious | High Risk | * Working Alone Policy with established check-in procedures * Violence/harassment policies, risk assessments and training * Security measures based on risk as part of violence risk assessment and as outlined above * Maintain situational awareness at all times, avoid distractions * Devices for immediately summoning assistance e.g. radios, apps, panic button, whistles etc. | Possible | Serious | Med. Risk | When possible, have staff work in pairs or groups, particularly in locations or at times with increased risk |