



# CHF Canada's Risk Management Program Risk Management Checklist

Housing co-op name \_\_\_\_\_

Street address \_\_\_\_\_

Unit number \_\_\_\_\_

CHF Canada does not collect any personally identifiable information about individual co-op members. The questions on this checklist focus only on risks in the units related to insurance claims.

Check the following areas and answer the questions.

If the answer is "Yes," no further action is necessary.

If the answer is "No," a work order or a plan to address the risk identified may be required.

<b>OUTSIDE WALKWAYS / FOOTPATH</b> Risk of injury	YES	NO
<b>1. Does the unit have a walkway?</b> <i>(If not, skip to question 4.)</i>		
<b>2. Are downspouts directed away from walkways?</b> <i>(Water draining onto a walkway will freeze in cold weather. Icy walkways can cause slip and fall injuries.)</i>		
<b>3. Is your walkway free of any uneven or damaged areas?</b> <i>(A member or visitor could trip and fall if the walkway is uneven.)</i>		
<b>ELECTRICAL</b> Risk of fires or injuries	YES	NO
<b>4. Do all of the outlets and light switches have cover plates?</b> <i>(Missing cover plates could cause a fire or result in an electrical shock.)</i>		
<b>APPLIANCES</b> Risk of fire or serious water damage	YES	NO
<b>5. Is there a washer and dryer in the unit?</b> <i>(If not, skip to question 8)</i>		
<b>6. Is the washing machine's water intake hose in good condition?</b> <i>(Worn, broken and leaking hoses can cause serious water damage. Replace rubber hoses with new, braided metal hoses.)</i>		
<b>7. Is the dryer's vent hooked up?</b> <i>(Most dryers require a vent. Hot, humid air that is not vented outside could cause mould, and an overheated dryer could cause a fire. It is also important to empty the lint catcher every time the dryer is used. Built-up lint causes fires.)</i>		
<b>SMOKE AND CARBON MONOXIDE DETECTORS</b> Risk of personal injury	YES	NO
<b>8. Test the smoke detectors and carbon monoxide detectors. Do they work?</b> <i>(Replace smoke detectors that are more than 10 years old. Check the sticker on the side of the smoke detector to find its age. If there is no sticker, replace the smoke detector.)</i>		

# Risk Management Checklist continued

<b>PLUMBING</b> Risk of water overflow and water damage	YES	NO
<b>9. Can all taps be turned off completely?</b> <i>(Taps that drip waste water.)</i>		
<b>10. Does your toilet work properly?</b> <i>(The water in your toilet should not run continuously. This wastes water.)</i>		
<b>11. Is there a hot water tank in the unit?</b> <i>(If not, skip to question 12)</i>		
<b>12. Is the hot water tank in good condition?</b> <i>(The water heater might need to be replaced if it's rusty, leaking, producing discoloured water, making unusual sounds, not heating the water enough or if it is more than 12 years old. Leaky or burst tanks cause serious water damage. Check the label found on the hot water tank to find out its age. There should be a date or a serial number that includes the month and year it was installed.)</i>		

Please complete this section if you were unable to complete the 2018 Risk Management Checklist for this unit:

<b>BALCONY</b> Prevent accidents and injury	YES	NO
<b>13. Does the unit have a balcony?</b> <i>(If not, skip to question 16)</i>		
<b>14. Grab the balcony railing and shake it. Is the railing secure?</b>		
<b>15. Is the balcony in good condition?</b> <i>(The balcony is not in good condition if it is deteriorated, rotted or bouncy, or if there are nails or sharp edges sticking out. A balcony in poor condition should be fixed or replaced.)</i>		
<b>STAIRWAY HANDRAILS</b> Prevent slip and fall injuries	YES	NO
<b>16. Does the unit have stairways with more than 3 stairs?</b> <i>(If not, skip this section)</i>		
<b>17. Do all stairways have a handrail?</b> <i>(Handrails are required on both sides of the stairs if the stairs are more than 110 cm (3.5 ft) wide. Missing handrails should be installed.)</i>		
<b>18. Grab the stairway handrail and shake it. Is the handrail secure?</b> <i>(Loose handrails should be tightened or replaced.)</i>		
<b>COMMENTS</b>		

If you have any questions or concerns, please email Deniz Bilgen at [dbilgen@chfcanada.coop](mailto:dbilgen@chfcanada.coop).

*The information in this checklist describes the conditions observed in the unit when the form was completed, and is intended to support the CHF Canada Risk Management Program. No responsibility is assumed by CHF Canada, The Co-operators or the individual or firm who completed this checklist, for any loss or damage which may be suffered, by any party, as a result of having relied on the information contained in this form.*