

<b>Department:</b> Finance & Corporate Services	<b>Position:</b> Administrative Assistant	<b>Prepared Date:</b> August 19, 2022	<b>Revised Date:</b> February 11, 2024
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**Instructions:** upon reviewing the hazards and applicable hazards associated with tasks - if being reviewed at time of orientation, worker is to complete acknowledgement section of form, if being reviewed for accuracy i.e., annual, post incident, inspection etc., leader assessor and supporting assessor (if applicable) is to be complete the accuracy review section of form. Once completed, please scan to health and safety.

<b>Acknowledgement - Orientation</b>	<b>Accuracy Review</b>
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<b>Date of acknowledgement:</b>	<b>Date of Review:</b>
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Signature acknowledges hazards and the required hazard controls for job position	Print Name	<b>Worker</b>	Print Name	<b>Lead Role</b>	<b>Supporting Role (optional)</b>
	Signature			Signature	

**RISK RANKING = PROBABILITY + SEVERITY + EXPOSURE**

<b>PROBABILITY</b> 1 NEVER - NEVER GOING TO HAPPEN 2 IMPROBABLE - NOT LIKELY TO HAPPEN 3 REMOTELY PROBABLE - HAZARD VERY RARELY OCCURS 4 PROBABLE - OCCURS OR IS PRESENT OCCASIONALLY 5 VERY PROBABLE - OCCURS OR IS PRESENT FREQUENTLY	<b>SEVERITY</b> 1- MINOR- NO LOST TIME, NO LOSS 2 - MODERATE - MEDICAL AIDS, RESTRICTED WORK, DMG >\$0 3 - SERIOUS - LOST TIME, DMG <\$5,000 4 - VERY SERIOUS - SEVERE INJURY, ACUTE HEALTH EFFECTS, DMG > \$5K 5 - CATASTROPHIC - FATAL, CHRONIC HEALTH, EXTREME DMG >\$25	<b>EXPOSURE</b> 1 - REMOTE - ONCE PER YEAR 2 - INFREQUENT - WEEKLY OR LESS 3 - OCCASIONAL - ONCE PER DAY 4 - FREQUENT - MORE THAN TWICE DAILY 5 - CONTINUALLY - ON A HOURLY BASIS	3-6	<b>LOW RISK</b>
			7-10	<b>MEDIUM RISK</b>
			11-15	<b>HIGH RISK</b>

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
Walking to and from the building, walking around worksites	Slip/trip/falls	Lacerations	S	3	2	4	9	Eng: Handrails on stairs Admin: SWP - housekeeping, PPE:
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	3	1	2	6	Eng: Ventilation preventative maintenance program Admin: SWP - air quality PPE: masks - optional
	Contact with sharps (needles) - blood born pathogens or biohazardous materials	Diseases, illness (acute or chronic)	S	1	1	1	3	Eng: Admin: SWP - housekeeping, exposure plan, SWP - drugs and drug paraphernalia PPE
Dealing with people (in person, at meetings, internal or external)	Public/Worker Interaction during/after office hours- workplace violence: stranger violence (i.e. robbery, bomb threats, cyber theft etc.),	Psychological (flashbacks, nightmares, coping thru	H	4	1	3	8	Eng: Firewalls Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in

**JOB FORMAL HAZARD ASSESSMENT**

**SAFETY**

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Dealing with people (in person, at meetings, internal or external)	client/customer violence, co-worker violence, violence related to domestic issues	avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)						place and lock down, Psychological Directive, personal security, tri leisure e-mails password requirement to change every 90 days PPE:
		Physical (bruises, stabs)	S	2	1	2	5	Eng: Open floor plan, FOP door access Admin: Workplace Violence prevention plan, workplace violence training, SWP – personal security PPE:
	Harassment & bullying	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	2	2	2	6	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling PPE:
	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	S	2	2	2	6	Eng: Admin: Adequate assigned work tasks, managing stress training, employee assistance provider PPE:
	Handshaking	contracting a pathogen through repeated hand shaking (pathogen – staphylococcus aureus)	H	2	2	2	6	Eng: Admin: Exposure plan, hand sanitizer PPE
	Contact with sick member of public or co-worker (influenza, covid-19)	Illness	H	3	3	3	9	Eng: Vaccinations (optional) Admin: Exposure plan PPE: Masks (optional)
	Worker has a pre-existing medical condition	Illness	H & S	2	2	2	6	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit, emergency response – procedure- mental health PPE

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Working on projects, assignments, etc. – tight deadlines	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	3	1	2	6	Eng: Admin: Psychological Directive, managing stress training PPE:
Filing and Storage of supplies and materials	Filing cabinet falling	Crush/pinch	S	3	2	3	8	Eng: Filing cabinets secured. Admin: SWP – filing and storage PPE:
	Materials falling	Struck by/struck against injuries	S	3	2	3	8	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
	Ergonomic issues - Material Handling	Musculoskeletal injuries	S	3	2	3	8	Eng: Counters at elbow level , carts Admin: SWP – ergonomic – lifting/carrying manual, safe lifting training, ergonomic training, SWP - cart PPE:
	Physical hazards – objects falling from overhead	Struck by/struck against injuries	S	3	3	3	9	Eng: Adequate storage area Admin: SWP – filing/storage PPE:
Using chemicals for cleaning etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Occupational illness (determined by SDS)	H	2	1	2	5	Eng: general ventilation Admin: WHMIS, SDS PPE: as required by SDS
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	2	2	3	7	Eng: Speaker option Admin: Limited use, SWP-ergonomic – basic office PPE:
	Biohazards – germs for phone	Illness	S	2	2	3	7	Eng: Speaker option Admin: SWP – housekeeping PPE:
Using equipment with energy source – computer, multipurpose printer	Contact with energy source	Struck by/struck against, burns, electrocution, fire	S	2	2	2	6	Eng: Admin: SWP – managing hazardous energy (lock out/tag out), SWP- multipurpose printer, SWP – electricity – working with or near, inspection process, manufacturer warning signage, emergency response procedure, fire extinguisher training PPE:
Computer use – correspondence, assist with bi-weekly payroll and account payable, records management, input into Asset Planner	Ergonomic issues – biomechanical (biomechanical = awkward or sustained postures, excessive forces, repetition, and/or compression/impact forces) associated with computer use or workstation design,	Repetitive Strain Injuries in and office environment such as neck, back, wrist, and other related issues.	S	5	2	5	12	Eng: Two monitors, keyboard, ergonomic chair, ergonomic mouse, sit/stand, foot/glute swinger Admin: Limited computer use, SWP – basic office PPE:

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		(high computer use)						
	Inadequate lighting	Eye strain	S	4	1	5	10	Eng: Open workstation, lights Admin: Variety in tasks PPE::
Manual and Material handling (lifting, pushing, pulling etc.) [manual office, equipment, sorting mails, uniforms]	Ergonomic - biomechanical associated with material handling of equipment, furniture and supplies including lifting, carrying, pushing, pulling etc.	Repetitive Strain Injuries in and office environment such as neck, back, wrist, and other related issues.	S	2	2	2	6	Eng: Elbow level counters, carts Admin: Ergonomic program, ergonomic training, safety lifting training, SWP - carts, SWP - festive decorating, SWP - garbage compactor, SWP - ladder: storage and handling, SWP - ladder: use of portable, SWP - ladder: use of step  PPE:
	Sharp edges - lacerations	Infection, compensation for injured body area by another body part (i.e. using left hand more)	S	2	2	2	6	Eng: Guards, rounded edges Admin: SWP - ergonomics - lifting/carrying manual, SWP - festive decorating, SWP - ladder: storage and handling, SWP - ladder: use of portable, SWP - ladder: use of step  PPE:
	Body parts -caught in or between items - pinch, crush	Compensation for injured body area by another body part (i.e using left hand more)	S	2	2	2	6	Eng: Guards, rounded edges, Admin: SWP - ergonomics - lifting/carrying - manual, SWP - festive decorating, SWP - garbage compactor, SWP - ladder: storage and handling, SWP - ladder: use of portable, SWP - ladder: use of step  PPE:
Social events - potluck	Hot surfaces	Burns	S	2	1	2	4	Eng: Admin: SWP - potluck PPE: oven mitts
	Contaminated food	Food poisoning	S	2	1	2	4	Eng: Admin: SWP - potluck PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	4	2	8	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure - general evacuation PPE:
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	1	4	2	7	Eng: Admin: Maintenance program of grass around facility PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	1	4	2	7	Eng: Admin: Emergency response procedures PPE:
Driving	Vehicle not suited for task	Collision	S	2	1	2	5	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control, lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control - seat belt Admin: Journey Management Directive, SWP - vehicle use PPE:

**JOB FORMAL HAZARD ASSESSMENT**
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Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
	(road conditions) – weather conditions i.e. fog, snow, ice, heavy rain, sun in eyes	Collision	S	3	1	2	6	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control, lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control – seat belt Admin: Journey Management Directive, SWP – vehicle use PPE:
		Fatigue	H&S	3	1	2	6	Eng: Admin: Psychological Directive, SWP – vehicle use PPE:
		Mental Stress	H&S	2	1	2	4	Eng: Admin: Psychological Directive, SWP – vehicle use PPE:
Driving	(road conditions)– high traffic volume on the route i.e. potential for aggravation	Mental Stress	H&S	2	1	2	4	Eng: Admin: Psychological Directive, SWP – vehicle use PPE:
Driving	(road conditions) – road maintenance and construction activity while on road	Mental Stress	H&S	2	1	1	4	Eng: Admin: Psychological Directive, SWP – vehicle use PPE:
Driving	(driver) – worker doesn't have the required licensing for the class of vehicle	Collision	S	1	1	2	4	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control, lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control – seat belt Admin: Journey Management Directive, SWP – vehicle use PPE:
Driving	(driver) – worker is too tired to travel	Collision	S	1	1	2	4	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control, lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control – seat belt Admin: Journey Management Directive, SWP – vehicle use PPE:
Driving	(driver) – worker is too sick to drive	Collision	S	1	1	2	4	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control, lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control – seat belt Admin: Journey Management Directive, SWP – vehicle use PPE:
Driving	(driver) – worker is too stressed or distracted to focus on driving i.e. from having to make up time, passengers in vehicle etc.	Collision	S	1	1	2	4	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control, lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control – seat belt Admin: Journey Management Directive, SWP – vehicle use PPE::
Driving	Driving on a variety of road surfaces throughout the year. – mechanical breakdown	Mental Stress	H	2	1	2	5	Eng: Admin: Psychological Directive, SWP – vehicle use PPE:
		Collision	S	3	1	2	6	Eng: active hazard controls - vehicle features may include: automatic emergency braking, forward collision warning, adaptive cruise control,

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								lane departure warning, lane-keeping assistance and blind spot monitoring, passive hazard control – seat belt Admin: Journey Management Directive, SWP – vehicle use PPE:
Handling cash	Workplace Violence	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	2	2	2	6	Eng: Secured office Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in place and lock down, Psychological Directive, personal security PPE:
		Physical (bruises, stabs)	S	2	2	2	6	Eng: Open floor plan, FOP door access Admin: Workplace Violence prevention plan, workplace violence training, SWP – personal security PPE:
	Pathogens on paper and coins	Influenza, acute illness	S	2	2	2	6	Eng: Admin: SWP – ATM maintenance, SWP – bank deposits PPE: Nitrile gloves (optional)
Detail work process hazards, risk rating and controls, for additional tasks listed on the task inventory sheet, are located in applicable work process formal hazard assessment								

**Recommended Additional Control(s) Required**

Hazard	Types of Control(s) Required	Person Responsible	Target Date	Date of Completion

**Hazard Control**

If the hazards cannot be **eliminated** as close to where the problem is created as possible, reduce the risk of exposure to the hazard by:

**Engineering**

- Substitution
- Redesign of workplace
- Isolation/closed processes
- Automation/material handling devices
- Ventilation (general dilution/local exhaust)
- Purchasing criteria (tools/equipment etc.
- Storage
- Air monitoring

**Administrative**

- Policies/practices/procedures
- Work/rest schedules
- Limiting hours of work
- Scheduling/rotation of exposed workers
- Wet methods as opposed to dry sanding or sweeping
- Training
- Organizing and planning work

**Personal Protective Equipment**

- Eye/face protection
- Head protection
- Foot protection
- Hearing protection
- Respiratory protective equipment
- Fall protection
- Protective clothing/Gloves

Or a **combination** of any of the three above