

<b>Department:</b> Finance & Corporate Services	<b>Position:</b> Human Resource Generalist	<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.

Acknowledgement - Orientation			Accuracy Review		
<b>Date of acknowledgement:</b>			<b>Date of Review:</b>		
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	2	1	4	7	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
Dealing with people (in person, at meetings, staff discipline and/or terminations,	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	3	3	5	11	Eng: Firewall Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in

**JOB FORMAL HAZARD ASSESSMENT**
**SAFETY**

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
performance evaluations, grievances)	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	4	1	7	Eng: Open floor plan, FOP door access Admin: Workplace Violence prevention plan, workplace violence training, SWP – personal security PPE:
Dealing with people (in person, at meetings, staff discipline and/or terminations, performance evaluations, grievances)	Harassment & bullying	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	1	1	1	3	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling PPE:
		Mental Stress	S	3	2	1	6	Eng: Admin: Adequate assigned work tasks, managing stress training, employee assistance provider PPE:
		Handshaking	H	1	2	1	4	Eng: Admin: Exposure plan, hand sanitizer PPE
		Contact with sick member of public or co-worker (influenza, covid-19)	H	3	1	1	5	Eng: Vaccinations (optional) Admin: Exposure plan PPE: Masks (optional)
		Worker has a pre-existing medical condition	H & S	1	1	1	3	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit, emergency response – procedure- mental health PPE

**JOB FORMAL HAZARD ASSESSMENT**

**SAFETY**

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
Working on projects, assignments, etc. – tight deadlines	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	3	1	1	5	Eng: Admin: Psychological Directive, managing stress training PPE:
Filing and Storage of supplies and materials	Filing cabinet falling	Crush/pinch	S	2	2	2	6	Eng: Filing cabinets secured. Admin: SWP – filing and storage PPE:
	Materials falling	Struck by/struck against injuries	S	2	2	2	6	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
	Ergonomic issues - Material Handling	Musculoskeletal injuries	S	2	2	2	6	Eng: Counters at elbow level , carts Admin: SWP – ergonomic – lifting/carrying manual, safe lifting training, SWP cart, ergonomic training PPE:
	Physical hazards – objects falling from overhead	Struck by/struck against injuries	S	2	2	2	6	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	1	1	1	3	Eng: general ventilation Admin: WHMIS, SDS PPE: as required by SDS
Using telephone (land line or cell phone)	Stationary position	Musculoskeletal injuries	S	4	1	1	6	Eng: Speaker option Admin: Limited use, SWP-ergonomic – basic office PPE:
	Biohazards – germs for phone	Illness	S	4	1	1	6	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	5	1	5	11	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	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, ergonomic keyboard, ergonomic chair, ergonomic mouse, sit/stand desk, antifatigue mat 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, on wall monitor Admin: Variety in tasks PPE::
Manual and Material handling (lifting, pushing, pulling etc.) [manual office equipment]	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	1	5	Eng: Elbow level counters, carts Admin: Ergonomic program, ergonomic training, safety lifting training SWP - cart, SWP - festive decorating, 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	1	5	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	1	5	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:
Social events - potluck	Hot surfaces	Burns	S	2	1	1	4	Eng: Admin: SWP - potluck PPE: oven mitts
	Contaminated food	Food poisoning	S	2	1	1	4	Eng: Admin: SWP - potluck PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	4	1	7	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	1	6	Eng: Admin: Maintenance program of grass around facility PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	1	4	1	6	Eng: Admin: Emergency response procedures PPE:

Detail work process hazards, risk rating and controls 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