

Department: Contract	Position: Information Technologist	Prepared Date: August 19, 2022	Revised Date: September 25, 2023
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Instructions: Note: this is a contract position, TLC not responsible for training for persons fulfilling the role. 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.

Accuracy Review			
Date of Review		Date of Review	
Print Name	Lead Role	Supporting Role (optional)	Supporting Role (optional)
Signature			

RISK RANKING = PROBABILITY + SEVERITY + EXPOSURE

PROBABILITY 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	SEVERITY 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	EXPOSURE 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	LOW RISK
			7-10	MEDIUM RISK
			11-15	HIGH RISK

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	Cuts, lacerations,	S	2	3	1	6	Eng: Handrails on stairs Admin: SWP – housekeeping, PPE::
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	2	3	1	6	Eng: Ventilation preventative maintenance program Admin: SWP – air quality PPE: masks – optional
Dealing with people (in person, at meetings,)	Public/Worker Interaction during/after office hours– workplace violence: stranger violence (i.e. robbery, bomb threats, cyber theft etc), client/customer violence, co-worker violence, violence related to domestic issues	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder,	H	2	3	1	6	Eng: Firewall Admin: As per contract – contracting company responsible for training, tri leisure e-mails password requirement to change every 90 days 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)
		hypervigilance, difficulty concentrating)						
		Physical (bruises, stabs)	S	2	3	1	6	Eng: Admin: As per contract – contracting company responsible for training PPE:
Dealing with people	Harassment & bullying	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	2	3	1	6	Eng: Admin: As per contract – contracting company responsible for training PPE:
	Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	S	2	3	1	6	Eng: Admin: As per contract – contracting company responsible for training PPE:
	Handshaking	contracting a pathogen through repeated hand shaking (pathogen – staphylococcus aureus)	H	1	1	1	3	Eng: Admin: As per contract – contracting company responsible for training PPE:
	Contact with sick member of public or co-worker (influenza, covid-19)	Illness	H	1	1	1	3	Eng: Admin: As per contract – contracting company responsible for training PPE:
Working on projects, assignments etc.- tight deadlines	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H & S	2	3	1	6	Eng: Admin: As per contract – contracting company responsible for training PPE:
Filing and Storage of supplies and materials	Filing cabinet falling	Crush/pinch	S	2	1	2	5	Eng: Filing cabinets secured. Admin: SWP – filing and storage PPE:

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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)
	Materials falling	Struck by/struck against injuries	S	2	1	2	5	Eng: Designated storage areas Admin: SWP – filing and storage PPE:
	Ergonomic issues - Material Handling	Musculoskeletal injuries	S	2	3	2	7	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	2	1	2	5	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	2	1	2	5	Eng: Speaker option Admin: Limited use, SWP-ergonomic – basic office PPE:
Using equipment with energy source – computer, multipurpose printer	Contact with energy source	Struck by/struck against, burns, electrocution, fire	S	2	3	2	7	Eng: Admin: As per contract – contracting company responsible for 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. (high computer use)	S	3	3	3	9	Eng: Admin: As per contract – contracting company responsible for training PPE:
	Inadequate lighting	Eye strain	S	3	3	3	9	Eng: Admin: As per contract – contracting company responsible for training PPE:
Manual & Material handling (lifting, pushing, pulling etc.) – installing wiring	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	3	3	3	9	Eng: Admin: As per contract – contracting company responsible for training 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)
Manual handling of items (i.e. paper, manual office equipment)	Lacerations	Infection, compensation for injured body area by another body part (i.e. using left hand more)	S	2	1	2	5	Eng: Admin: PPE:
	Pinch, Crush	Compensation for injured body area by another body part (i.e using left hand more)	S	2	1	2	5	Eng: Admin: As per contract – contracting company responsible for training PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	1	2	5	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure – general evacuation PPE:
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	2	1	2	5	Eng: Admin: Maintenance program of grass around facility PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	2	1	2	5	Eng: Admin: Emergency response procedures PPE:

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