

| Task Assessed: | | Administrative / Office Related Tasks | | | Assessment Team: | | FHA #: 13 | | | |
|--|--|---|-----------|----------|--|--|--|-------------------------|-------------|---|
| Positions Considered: | | Owner, Manager, Medical Attendant | | | Date: | June 1, 2021 | Company SWP: | H&S Manual Chapter 16.0 | Revision #: | 5 |
| Referenced Legislation: | | BC OH&S Regulations Part 4, Section 4.46-4.53 | | | Specialized PPE or Equipment: | | Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer | | | |
| Task | Hazards Associated with Task | Severity | Frequency | Priority | Existing Controls | Outstanding Implementation Assigned To | Expected Completion Date | | | |
| 1) Working at a Desk, Answering Phone, Computer Work | Musculoskeletal injuries Repetitive strain injuries | 1 | E | 1E | ENG: Adjustable Desk and Chair ADMIN: Ensure sufficient lighting, Take frequent breaks away from computer / laptop, Stretch hands / wrists / forearms frequently, Ensure workstation is set up correctly for occupant, Do a different task, Use available personal protective equipment, i.e., headsets, wrist guards, foot rests etc. | | | | | |
| 2) General Office Work Includes Filing, Walking, Standing, Operating Office Equipment / Machinery, Reaching Up, Climbing Up, General Housekeeping, | Slips, trips & falls Falling objects Physical injuries | 2 | E | 2E | ADMIN: Keep exits, walkways and storage areas clear of clutter, tripping hazards, Clean up any spills immediately, Ensure mats are properly secured, Conduct regular work site inspections, Follow Good Housekeeping Safe Work Practices, Do not leave file or desk drawers open, No running in office areas, Follow manufacturers operating procedures for office machinery / equipment, Familiarization with worksite emergency response procedures | | | | | |
| 3) Material Handling Lifting, Carrying | Musculoskeletal injuries Repetitive strain injuries | 2 | E | 2E | ADMIN: Familiarization with the material handling safe work practice, Get assistance when necessary and do not lift over 25lbs, Use proper lifting techniques, Step stools should be made available to access materials on higher shelves, Use of dolly etc. to transport heavy items, when possible, Not placing heavy items on high shelves. | | | | | |
| 4) Dealing with Co-Workers, Clients and General Public | Workplace Violence | 2 | D | 2D | ADMIN: Avoid working alone, Familiarization with policies, safe work practices / safe job procedures, Ensure employees are educated on what to do in an emergency, i.e. call security & know how to call from location where they are working | | | | | |

| | | | | | | | |
|---|--|---|---|----|--|--|--|
| 5) Working Alone | Becoming injured Workplace Violence | 2 | D | 2D | ADMIN: Ensure regular check -in procedures are in place for any employees working alone, Ensure there is an effective means of communication in place, i.e. 2-way radio, cell phone etc., First Aid kits on site, Familiarization with policies, safe work Practices / safe job procedures | | |
| 6) Airborne Particles Causing Possible Respiratory Illness / Injury | | 2 | D | 2D | ENG: ADMIN: Signage, SWP, Safety Program, New Worker Orientation, ERP, Housekeeping, Social Distancing-6 feet apart, Personal Hand Sanitization Techniques, PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer | | |
| 7) Awkward Posture / Body Position | | 1 | E | 1E | ENG: ADMIN: SWP Ergonomics, Ergonomics Training Program Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer | | |
| 8) Chemicals / Detergents | | 2 | D | 2D | ENG: ADMIN: SDS, Signage, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer | | |
| 9) Body Part Contacting Pinch Point | | 1 | D | 1D | ENG: ADMIN: SDS, Signage, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer | | |
| 10) Congested Work Areas (Tight Spaces, Other Workers, Head, and Knee Bangers, etc.) | | 2 | B | 2B | ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer | | |

| | | | | | | |
|--|---|---|----|--|--|--|
| 11) Damaged Cables / Electrical Devices | 2 | D | 2D | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, Manufacturer's Instructions, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 12) Dropping Material Resulting in Possible Damage OR Injuries | 2 | D | 2D | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 13) Electrical Hazards / Worker Injury due to Electric Shock | 2 | B | 2B | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 14) Ergonomics | 2 | E | 2E | <p>ENG: ADMIN: Signage, SWP, Safety Program, Ergonomics Training, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 15) Force / Pressure | 1 | E | 1E | <p>ENG: ADMIN: Ergonomics Training Program, SWP Ergonomics, Avoid Prolonged or Excessive Grasping of Mouse, Type on Keyboard Lightly, Avoid Resting Weight on Elbows on the Edge or on the Surface of Desk. PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 16) Heavy Manual Lifting / Moving Causing Injury | 2 | D | 2D | <p>ENG: ADMIN: Ergonomics Training, Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |

| | | | | | | |
|----------------------------------|---|---|----|--|--|--|
| 17) Housekeeping | 2 | D | 2D | <p>ENG: ADMIN: Ergonomics Training, Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 18) Improper Cleaning | 2 | C | 2C | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP, Respiratory Protection COP, SDS, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 19) Insect Bites | 1 | C | 1C | <p>ENG: Work Process Change ADMIN: Insect Repellant, Signage, SWP, Safety Program, Housekeeping PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 20) Lack of Communication | 2 | C | 2C | <p>ENG: ADMIN: Ergonomics Training, Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 21) Poor Lighting / Illumination | 3 | B | 3B | <p>ENG: Hardwired external office lights ADMIN: SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP, Training PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 22) Sharp or Unfinished Edges | 2 | D | 2D | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, Proper Lifting Techniques, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |

| | | | | | | |
|---|---|---|----|---|--|--|
| 23) Static Electricity | 2 | D | 2D | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 24) Worker Illness Due to Biological / Blood Borne Pathogens | 2 | B | 2B | <p>ENG: ADMIN: Signage, SWP, Safety Program, New Worker Orientation, ERP, Housekeeping PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 25) Worker Illness Due to Chemical Exposure / WHMIS & TDG Hazards | 2 | D | 2D | <p>ENG: ADMIN: Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, Manufacturer's Instructions, ERP, WHMIS PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 26) Worker Illness Due to Infectious Virus- Pandemic- COVID-19 | 2 | D | 2D | <p>ENG: ADMIN: Signage, SWP, Safety Program, New Worker Orientation, ERP, Housekeeping, Social Distancing-6 feet apart, Personal Hand Sanitization Techniques, PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |
| 27) Worker Injury Due to Slip, Trip and Fall | 2 | B | 2B | <p>ENG: ADMIN: Aware of Ground Conditions, Signage, SWP, Safety Program, Housekeeping, Pre-Use Inspections, New Worker Orientation, ERP PPE: Pocket Mask with One-Way Valve and Oxygen Inlet, Hand Protection / Cut Resistance or Medical Examination Gloves as Necessary to the task, Face Masks / Shields when in Close Contact with Other Workers / Public, Hand Sanitizer</p> | | |