

1. Purpose

This document specifies the hazards, risk, controls and residual risk associated with office-based positions.

Table 1 – Formal Hazard Assessment Dashboard

Scope					
This document applies to all office-based positions within the organization.					
Activities / Operations / Tasks			PPE (Field Site Visits)		
<ul style="list-style-type: none"> General Duties: Entering Buildings, Walking in Office Areas, Traveling between Floors, Worksite conditions, etc. Handling and Moving Materials Use of Office Building Systems or Equipment 	<ul style="list-style-type: none"> Client, Customer, Contractor, Vendor and Employee Integrations Working at or Visiting Field Sites 	<ul style="list-style-type: none"> Driving (Sites, Meetings etc.) Other Tasks. 	<ul style="list-style-type: none"> Hard Hat Hearing Protection High Visibility Vest 	<ul style="list-style-type: none"> Ice Cleats Safety Footwear Safety Glasses 	<ul style="list-style-type: none"> Seat Belts Work Gloves
Major Equipment /Office Equipment			Highest Risk Task (Residual Risk)		
<ul style="list-style-type: none"> 3 Hole Punch Chairs Filing Cabinets Other Office Tools and Supplies 	<ul style="list-style-type: none"> Paper Cutters Photocopier Printer Telephone - Landline and/or Mobile 	<ul style="list-style-type: none"> Vehicle and Job Specific Equipment/Computer/Monitors Workstations Writing Tools 	<ul style="list-style-type: none"> Driving Repetitive/continuous use of computer equip./mouse, typing, use of phones Slips, Trips and Falls Stress 	<h1 style="font-size: 48px; margin: 0;">8</h1> <h2 style="font-size: 24px; margin: 0;">MEDIUM</h2>	
Hazard Impacts					
<ul style="list-style-type: none"> Adverse Environmental Impacts Carpal Tunnel Syndrome Cuts/Lacerations Electrical Shock / Arc Flash/Blast Eye Strain 	<ul style="list-style-type: none"> Fall Injuries Fall Injuries, Fatigue Health Effects: Breathing/Eye Contamination Hearing Loss 	<ul style="list-style-type: none"> MSD/RSI Physical/Psychological Harm Pinch/Crush Injuries from Falling Objects Property Damage 	<ul style="list-style-type: none"> Slips, Trips & Falls Strains, Sprains, Twisting Injuries Temperature Extremes/Burns Working and Driving Alone 		
Training Requirements		Critical Control			
<ul style="list-style-type: none"> Code of Conduct Driver Resources and Exam In-Seat Evaluation Onboarding P&L Violence and Harassment Training Slips, Trips & Falls Self Study Course WHMIS 2015 	<ul style="list-style-type: none"> Call/Check Ins Designated Walkways Dolly's and Carts Dust Control EFAP 	<ul style="list-style-type: none"> Emergency Equipment Ergonomic Equipment Harvard Inspections Housekeeping Practices Job Training/Coaching 	<ul style="list-style-type: none"> Lifting Techniques Manufactures Specifications Noise Dampers Phones/Radios Pre-Job Stretching 	<ul style="list-style-type: none"> Proper Ventilation Rest Breaks, Job Rotation Security Cameras Snow/Gravel Removal and Sanding Use of Stools/Ladders 	<ul style="list-style-type: none"> Vehicle Safety Equipment Warning Labels and Alarms Wipro ServiceNow WorkSpeed Requests

Table 2 – Hazard Assessment

#	Activity / Operation / Task	Hazard Description	Hazard Category	Routine (normal) / Non-Routine / Emergency	Hazard Impact	Initial Risk Probability	Initial Risk Severity	Risk Ranking	Risk Level	ACTION Priority Level	Legal and Other Requirements	Controls 1-Elimination 2-Substitution 3-Engineering 4- Administrative 5-PPE	Residual Risk Probability	Residual Risk Severity	Residual Risk Ranking	Residual Risk Level	ACTION Priority Level	Further Control Recommendations
0	Preventing Infectious Disease Transmission (e.g. COVID 19)	Transmission through Family, Coworkers, Public, Contractors, Contaminated Surfaces	Biological	Routine	Mild Symptoms or Moderate Illness, Severe Disease, Critically Ill. Medical Complications with lasting Health Effects, or Death	4	4	16	HIGH	Requires Immediate Action	Alberta Public Health Orders OHS Code: Hazard Assessment, Elimination and Control	1 – COVID Self-Assessment Form, Limited Building Access, Work from Home. 4 - WP 01176 Infectious Disease Precautions, WP 01181 - Communicable Disease Precautions – Home/Office Based Employees, WP 01182 Working at the facilities during a Pandemic, PG 00221 Pandemic Preparedness and Response Plan, COVID-19 Training: What You Need To Know, Physical Distancing, Limits on Room/Building, Travel, and Vehicle Occupancy, Handwashing, Use of Sanitizer, Cleaning Work Surfaces, Vehicles, Tools and Equipment, Respiratory Etiquette, Homewood Health. 5 - Task Specific and Disposable Gloves, Masks and Face Coverings.	4	2	8	MEDIUM	Acceptable with Current Controls	
1	General Duties: Entering buildings, walking in office areas, traveling between floors, work site conditions, etc.	Housekeeping issues: (Snow and gravel, files on the floor, boxes, file drawers open, etc.	Motion and Gravity	Routine	Fall injuries	4	2	8	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control OHS Code: General Safety Precautions Slips, Trips and Falls (Bulletin PH015)	1 - Snow and Gravel Removal 3 - Bundled cords 4 - Slips, Trips & Falls Self-Study Course, Good housekeeping practices, flag hazards, plan walk paths. 5 - Suitable Walking Footwear, Ice Cleats	4	1	4	LOW	Acceptable Risk	
		Working Alone	Psychosocial	Routine	Working alone without support may lead to injury in emergency situations	4	3	12	HIGH	Requires Immediate Action	OHS Code: Working Alone	3 - Facility Access Control, CCTV Cameras. 4 - WP 00572 - Working Alone, Security does rounds, janitors performing cleaning service, Emergency Response Plans, Cell Phone, Contact with Supervisor/Manager for Check-In Provisions	4	1	4	LOW	Acceptable Risk	
		Exposed wires; damaged cords	Electrical	Non-Routine	Electrical shock	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: Safeguards Canadian Electrical Code	4 - Maintenance and Inspections. Workspeed and Wipro ServiceNow for repair/replacement, Hazard Reporting Process.	3	1	3	LOW	Acceptable Risk	

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2	Handling and Moving Materials	Awkward lifting and carrying heavy loads (Deliveries, Boxes of Photocopy Paper, Binders, Moving Boxes, Computers and Related Equipment)	Motion and Gravity	Routine	Strains, sprains, twisting injuries	3	3	9	HIGH	Requires Immediate Action	OHS Code: Lifting and Handling Loads	3 - Use of trolleys /dolly's /carts. 4 - Wipro ServiceNow for Computer Equipment Moves, Get Assistance and Perform Team Lifts, Pre-lift Stretching, Proper Lifting Techniques, Communication. 5 - Flat walking footwear.	3	2	6	MEDIUM	Acceptable with Current Controls	
		Moving furniture including rolling furniture - pinch points/ moving parts / falling dividers or objects from top of shelves	Motion and Gravity	Routine	Strain, pinch, minor crush or other injuries from falling objects	2	2	4	LOW	Acceptable Risk	OHS Code: Lifting and Handling Loads OHS Regulation: Equipment	4 - Rolling wheels to move furniture and locking mechanisms to prevent unintentional movement, Workspeed for Furniture moves.	2	1	2	LOW	Acceptable Risk	
3	Use of Office Building Systems or Equipment	Repetitive / continuous use of computer equipment/mouse and repetitive typing	Motion	Routine	Potential for MSD/RSI's, Eye Strain, Fatigue, Carpal Tunnel Syndrome	4	3	12	HIGH	Requires Immediate Action	OHS Code: General Hazard Assessment, Elimination and Control	3 - Ergonomic Equipment 4 - Breaks, Task/Job Rotation, Stretches, Ergonomic Assessment, Resources and Program, Fit for Work Obligation by all Employees.	4	2	8	MEDIUM	Acceptable with Current Controls	
		Repetitive/ continuous use of telephones/ cell phones	Motion	Routine	Potential for MSD/RSI's.	4	3	12	HIGH	Requires Immediate Action	OHS Code: General Hazard Assessment, Elimination and Control	3 - Headset or Speaker Phone. 4 - Breaks, Task/Job Rotation, Stretches, Properly Positioned Phone, Ergonomics Program.	4	2	8	MEDIUM	Acceptable with Current Controls	
		Handling hot items: appliances, coffee machines, microwaves, etc.	Temperature	Routine	Temperature extreme resulting in burns	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control	4 - Allow items to cool before touching, Coffee Sleeves, Avoid Disposable Cups. 5 - Oven Mitts/Tea Towels etc.	3	1	3	LOW	Acceptable Risk	
		Falls from step stools/ladders	Gravity	Routine	Fall injuries	3	3	9	HIGH	Requires Immediate Action	OHS Code: Ladders	4 - Use stools and ladders in accordance with manufacturer's/OHS requirements, WP 01206 - Ladders. 5 - Flat Walking Shoes.	3	2	6	MEDIUM	Acceptable with Current Controls	
		Removing jammed paper from photo copier/fax machines.	Mechanical	Routine	Pinch Injuries	2	2	4	LOW	Acceptable Risk	OHS Code: Safeguards	4 - User guides, photocopiers have signage, on screen instructions, Wipro staff to assist, replacement program for problematic machines.	2	1	2	LOW	Acceptable Risk	
		Use of paper cutters: slide & vertical cutting arm	Motion	Routine	Cuts/Lacerations	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: Safeguards	3 - Manufacturers safety design - Guarding - inherent to equipment design. 4 - Keep Hands/Fingers out of the Danger Zone.	3	1	3	LOW	Acceptable Risk	

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4	Client, Customer, Contractor, Vendor and Employee Interactions	Harassment, Workplace Violence	Psychosocial	Non-Routine	Potential for physical and or psychological harm	3	3	9	HIGH	Requires Immediate Action	OHS Code: Violence OHS Act: Harassment Alberta Human Right, Citizenship and Multiculturalism Act Criminal Code of Canada - 265(1)(a)	3 - Access Control Systems, CCTVs, Security Measures. 4 - Violence and Harassment Training, Code of Conduct, Inclusive and Respectful Workplace Policy, Violence and Harassment Free Workplace Policy, Reporting of Security Incidents Policy, Integrity Line and Reporting options, Employee Family Assistance Program (EFAP) - Homewood Solutions, Not myself Today resources and program.	3	2	6	MEDIUM	Acceptable with Current Controls	
		Stress	Psychosocial	Routine	Minor to Significant Injury or Illness.	4	3	12	HIGH	Requires Immediate Action	OHS Code: General Hazard Assessment, Elimination and Control	4 - Kitchens for Healthy Eating options, Employee Family Assistance Program (EFAP) - Homewood Solutions, Not myself Today resources and program.	4	2	8	MEDIUM	Acceptable with Current Controls	
		Communication Errors	Work Environment (WE) - People	Routine	Minor to Significant Injury, Illness or Property Damage	4	2	8	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control	4 - Phones/Radios are Available, Verbal Repeat Back Communications., Follow-Up Emails.	4	1	4	LOW	Acceptable Risk	
		Inexperienced Workers	Work Environment (WE) - People	Routine	Minor to Significant Injury or Illness.	4	3	12	HIGH	Requires Immediate Action	OHS Code: General Hazard Assessment, Elimination and Control	4 - Request Help, Stop Work, Onboarding, On the Job Training, Coaching and Mentoring.	4	1	4	LOW	Acceptable Risk	
5	Working at or Visiting Field Sites	Slips, Trips, and Falls	Motion and Gravity	Routine	Personal Injury	4	3	12	HIGH	Requires Immediate Action	OHS Code: General Hazard Assessment, Elimination and Control OHS Code: General Safety Precautions Slips, Trips and Falls (Bulletin PH015)	3 - Snow Removal and Sanding Services, Gravel Removal. 4 - Field Level Hazard Assessment, Barricades or Flagging, Ice Melt or Floor Dry, Good Housekeeping Practices 5 - Site Specific PPE, Safety Footwear.	4	2	8	MEDIUM	Acceptable with Current Controls	
		Electrical Contact	Electrical	Non-Routine	Electrical Shock, Arc Flash, Arc Blast	2	4	8	MEDIUM	Acceptable with Current Controls	OHS Code: Utility Workers - Electrical Canadian Electrical Code	3 - Bonding / Grounding. 4 - Field Level Hazard Assessment, stay 7m Away (approach boundaries), Stay on Designated Walkways, Signs or Flagging 5 - Site Specific PPE.	1	4	4	LOW	Acceptable Risk	
		Pinch Points	Motion	Non-Routine	Personal Injury	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control OHS Code: General Safety Precautions	3 - Manufacturers Guarding. 4 - Field Level Hazard Assessment, Manufacturer Warning Labels, Positioning - Keep Body at a Safe Distance. 5 - Site Specific PPE, Cut Resistant Work Gloves.	3	1	3	LOW	Acceptable Risk	

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		Environmental Exposures	Chemical	Routine	Minor Health Effects: Breathing/Eye Contamination	4	2	8	MEDIUM	Acceptable with Current Controls	OHS Code: Chemical Hazards, Biological Hazards and Harmful Substances	3 - Dust Control Measures. 4 - Field Level Hazard Assessment, Emergency Equipment: Eye Wash Bottles, Limit Dust Exposure. 5 - Site Specific PPE, Safety Glasses.	4	1	4	LOW	Acceptable Risk	
		Noise	Noise	Routine	Hearing Loss	4	2	8	MEDIUM	Acceptable with Current Controls	OHS Code: Personal Protective Equipment OHS Code: Noise Exposure	3 - Noise Dampers / Silencers. 4 - Field Level Hazard Assessment, Limit Exposure, Increase Distance from Noise Source, Warning Signs. 5 - Site Specific PPE, Hearing Protection.	4	1	4	LOW	Acceptable Risk	
		Sharp Edges	Motion	Routine	Personal Injury - Cuts	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control OHS Code: General Safety Precautions	3 - Guarding Measures. 4 - Field Level Hazard Assessment, Warning Labels, Positioning: Keep Body at a Safe Distance. 5 - Site Specific PPE, Cut Resistant Gloves.	3	1	3	LOW	Acceptable Risk	
		Contact with Mobile Equipment	Mechanical and Motion	Non-Routine	Minor to Significant Injury	2	4	8	MEDIUM	Acceptable with Current Controls	OHS Code: Powered Mobile Equipment	3 - Back-Up Alarm, Warning Lights, Horn, Equipment Lights. 4 - Field Level Hazard Assessment, Trained and Certified Operators, Make Eye Contact with Operator, Maintain Safe Distance, Stay on Designated Walk Paths. 5 - Site Specific PPE, High Visibility Clothing or Vest.	2	3	6	MEDIUM	Acceptable with Current Controls	
		Chemicals (Various types/sources)	Chemical	Non-Routine	Minor to Major Health Effects	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: Chemical Hazards, Biological Hazards and Harmful Substances OHS Code: Fire and Explosion Hazards	3 - Tasks Performed in Good General Ventilation. 4 - Field Level Hazard Assessment, WHMIS 2015 Training, Safety Data Sheets, Emergency Equipment: Eye Wash, First Aid Kit and Spill Kits, EN02-3, Controlled and Hazardous Substances Procedure 5 - Site Specific PPE	3	1	3	LOW	Acceptable Risk	
		Extreme Temperatures (Hot. Cold)	Temperature	Routine	Personal Injury	4	2	8	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control	1 - Postpone Work in Extreme Weather Conditions. 4 - Field Level Hazard Assessment, WP 00107 - Extreme Weather Conditions, Safety Alert SA-042: Snow and Ice Conditions, Safety Alert SA-027: Heat Stress, Weather Reports, Watches and Warnings, Rest Breaks and Limit Exposure, Consume Fluids. 5 - Site Specific PPE, Clothing suited to conditions, Layer clothing in cold weather, Emergency Vehicle Kits, Sun Screen.	4	1	4	LOW	Acceptable Risk	

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		Falling Objects	Gravity	Routine	Minor to Significant Injury	2	3	6	MEDIUM	Acceptable with Current Controls	OHS Code: General Hazard Assessment, Elimination and Control OHS Code: General Safety Precautions OHS Code: Fall Protection	1 - Tie off Tools/Equipment, Safety Nets. 4 - Field Level Hazard Assessment, Drop Zones Identified (Barricades, Flagging). 5 - Site Specific PPE, Hard Hat.	2	1	2	LOW	Acceptable Risk	
		Spills	Chemical	Routine	Personal Injury or Illness, Adverse Environmental Impacts	3	2	6	MEDIUM	Acceptable with Current Controls	OHS Code: Chemical Hazards, Biological Hazards and Harmful Substances OHS Code: Fire and Explosion Hazards	3 - Spill Pallets (Secondary Containment). 4 - Field Level Hazard Assessment, Spill Kits, WHMIS 2015 Trained Personnel, Safety Data Sheets, Spill and Disposal Procedures, Maintain Distance. 5 - Site Specific PPE.	3	1	3	LOW	Acceptable Risk	
6	Driving (Between Locations, Sites, Meetings etc.)	Collision and Roll Over of Vehicles	Mechanical and Motion	Non-Routine	Personal injury or vehicle damage	4	4	16	HIGH	Requires Immediate Action		3 - Seatbelts, Airbags, Horn and Back-up Alarm, Vehicle Lights, Telematics GPS Tracking System. 4 - Driver's License (Class 5): Standard Vehicles, Driver Abstract Consent Form Release (every 3 years), Vehicle Familiarization (Review Vehicle Operator Manual), Driver Resources and Exam, In-Seat Driver Evaluation, Follow Rules of the Road, Avoid Driving in Extreme Weather.	4	2	8	MEDIUM	Acceptable with Current Controls	
		Distracted Driving	Psychosocial	Routine	Personal injury or vehicle damage	4	4	16	HIGH	Requires Immediate Action	OHS Code: General Hazard Assessment, Elimination and Control	4 - Procedures on avoiding distracted driving, pull off roadway to safe location to use electronic devices.	4	1	4	LOW	Acceptable Risk	
		Static Position	Motion	Routine	MSD/RSI's	3	2	6	MEDIUM	Acceptable with Current Controls	Traffic Safety Act: Use of Highway and Rules of the Road Regulation. Alberta Regulation 304/2002	4 - Rest Breaks and Body Stretches, Seat Adjustments and Proper Driving Posture, Ergonomic Program.	3	1	3	LOW	Acceptable Risk	
		Fatigue	Psychosocial	Routine	Personal injury or vehicle damage	4	4	16	HIGH	Requires Immediate Action		4 - Rest Breaks and Body Stretches, Carpooling, Journey Management (Pre-plan Trip).	4	2	8	MEDIUM	Acceptable with Current Controls	
		Weather	Temperature	Routine	Personal injury or vehicle damage	4	3	12	HIGH	Requires Immediate Action		1 - Avoid Driving in Extreme Weather. 3 - Seatbelts, Airbags, Vehicle Lights, Telematics GPS Tracking System. 4 - Driver's License (Class 5): Standard Vehicles, Driver Abstract Consent Form Release (every 3 years), Vehicle Familiarization (Review Vehicle Operator Manual), Driver Resources and Exam, In-Seat Driver Evaluation, Follow Rules of the Road.	4	2	8	MEDIUM	Acceptable with Current Controls	

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		Other Drivers	People	Routine	Personal injury or vehicle damage	4	1	4	LOW	Acceptable Risk		3 - Seatbelts, Airbags, Vehicle Lights, Telematics GPS Tracking System. 4 - Follow Rules of the Road, avoid driver conflicts (road rage).	4	1	4	LOW	Acceptable Risk	
		Visibility/ Lighting	Work Environment (WE)	Routine	Personal injury or vehicle damage	4	1	4	LOW	Acceptable Risk		1 - Clean windows to avoid glare. 3 - Vehicle Lights, Telematics GPS Tracking System. 4 - Follow Rules of the Road. 5 - Sunglasses (sunny conditions).	4	1	4	LOW	Acceptable Risk	
		Vehicle Condition	Mechanical	Routine	Personal injury or vehicle damage	4	1	4	LOW	Acceptable Risk		4 - Fleet Shared Services Vehicle. Preventative Maintenance (PM) Schedules, WP 00473 - Vehicle and Equipment Operator Safety Procedures, Vehicle Operator's Manual.	4	1	4	LOW	Acceptable Risk	
		Road Conditions (Gravel, Trails, Off-Road)	Mechanical and Motion	Non-Routine	Personal injury or vehicle damage	4	1	4	LOW	Acceptable Risk		2 - Alternate Route Planning. 3 - Seatbelts, Airbags, Vehicle Lights, Telematics GPS Tracking System. 4 - Driver Resources and Exam, In-Seat Driver Evaluation.	4	1	4	LOW	Acceptable Risk	
		Driving Alone	Psychosocial	Routine	Driving alone may lead to injury in emergency situations	4	3	12	HIGH	Requires Immediate Action	OHS Code: Working Alone	3 - Telematics GPS Tracking, Blackline Loner Device. 4 - WP 00572 - Working Alone, Cellphone, Dispatch Check-in Protocols, Emergency Response Provisions.	4	1	4	LOW	Acceptable Risk	
7	Other tasks, as required	No hazards identified at this time	--	--	--	--	--	--	--	--	OHS Code: General Hazard Assessment, Elimination and Control	4 - Use WP 00175 - Field Level Hazard Assessment for hazards not listed.	--	--	--	--	--	