



## FORMAL HAZARD ASSESSMENT

<b>TITLE:</b> Office Work				<b>FHA #:</b> 005						
<b>Positions Considered:</b>			<b>Assessment Team:</b>				<b>Date Created:</b> 2022-07-15			
Manager Supervisor Administrative Assistant			Jason Cook Elmer Banks Christine Allen				<b>Revision #:</b>			
							<b>Last Revision Date:</b>			
Tasks	Health	Safety	Hazards Associated with Task <i>Identify hazards (as applicable) presented by; operations, equipment, vehicles, materials, products, working conditions and environment.</i>	Raw Risk Rating			Controls <i>Consider the Hierarchy of Controls.</i>	Residual Risk Rating		
				Severity	Probability	Overall Risk Rating		Severity	Probability	Overall Risk Rating
Client/Customer Interactions	x		Potential Harassment	2	2	4	<b>Eng:</b> <b>Adm:</b> De-escalation training, Annual Violence and Harassment Training, Respectful Workplace Policy, Video/audio surveillance on the property. <b>PPE:</b>	2	1	2
		x	Potential Physical Violence	3	1	3	<b>Eng:</b> Reception area with glass barrier, locking doors leading to the staff area. <b>Adm:</b> De-escalation training, Annual Violence and Harassment Training, Respectful Workplace Policy, Table-top drill training, Lockdown procedure (contained within the ERP), Working alone procedure/training, Video/audio surveillance on the property. <b>PPE:</b>	2	1	2
		x	Infectious Diseases <i>Illnesses caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. (i.e., COVID-19, norovirus, influenza)</i>	2	2	4	<b>Eng:</b> Reception area with glass barrier. <b>Adm:</b> Pandemic procedure/plan, Signage (If you're sick stay home/proper hand washing, etc.). <b>PPE:</b> Sanitizer in each room of the office, disposable masks available in the office.	2	1	2



Computer Work	x	Repetitive Strain Injuries (Arm/wrist/body positioning, static position, poor posture)	2	2	4	<p><b>Eng:</b> Ergonomic office equipment; keyboard, mouse, wrist rests, chair.</p> <p><b>Adm:</b> CCOHS Office Ergonomics training course, Stress and Fatigue policy, Annual Ergonomic Assessments, Scheduled breaks, Task variation.</p> <p><b>PPE:</b></p>	2	1	2
	x	Eye Strain/Fatigue	2	1	2	<p><b>Eng:</b> Adequate lighting, Adequate computer equipment, Anti-glare computer screen.</p> <p><b>Adm:</b> CCOHS Office Ergonomics training course, Stress and Fatigue policy, Adjustable monitor settings.</p> <p><b>PPE:</b></p>	1	1	1
	x	Awkward Posture	2	3	6	<p><b>Eng:</b> Sit/Stand Desk, Ergonomic chair, Adjustable workstation.</p> <p><b>Adm:</b> CCOHS Office Ergonomics training course, Stress and Fatigue policy, Annual Ergonomic Assessments, Scheduled breaks, Task variation</p> <p><b>PPE:</b> Hands free headset</p>	2	1	2
	x	Prolonged Sitting (Causing bodily injury, metabolic syndrome, poor mental health)	2	3	6	<p><b>Eng:</b> Sit/Stand Desk, Ergonomic chair.</p> <p><b>Adm:</b> CCOHS Office Ergonomics training course, Stress and Fatigue policy, Scheduled breaks, Task variation.</p> <p><b>PPE:</b></p>	2	1	2
Office Maintenance and Housekeeping	x	Overexertion (Lifting, sweeping, bending)	3	2	6	<p><b>Eng:</b></p> <p><b>Adm:</b> CCOHS Office Ergonomics training course, Stress and Fatigue policy, Scheduled breaks, Task variation.</p> <p><b>PPE:</b></p>	2	2	4
	x	Electrical shock from outlets or frayed cordage	3	1	3	<p><b>Eng:</b> Cord wrap strap</p> <p><b>Adm:</b> Training and Competency Assessment, Office duties safety moment annually, Office inspection monthly.</p> <p><b>PPE:</b></p>	1	1	1
	x	Physical Injury from Reaching, Twisting or Bending	2	3	6	<p><b>Eng:</b></p> <p><b>Adm:</b> CCOHS Office Ergonomics training course, Scheduled breaks, Task variation, Manual lifting SWP.</p> <p><b>PPE:</b></p>	2	1	2
General Office Duties	x	Tripping on cordage or other objects	2	2	4	<p><b>Eng:</b> Cord wrap straps</p> <p><b>Adm:</b> Training and Competency Assessment, Office duties safety moment annually, Office inspection monthly.</p> <p><b>PPE:</b> Appropriate footwear</p>	1	1	1



	x	Injury from lifting/moving heavy items	3	2	6	<b>Eng:</b> <b>Adm:</b> Manual lifting SWP, SWP using a portable ladder, Training and Competency Assessment, Office duties safety moment annually. <b>PPE:</b>	2	1	2
	x	Catching loose clothing / jewelry in paper shredder	3	1	3	<b>Eng:</b> Automatic shut off switch. <b>Adm:</b> Training and Competency Assessment, Office duties safety moment annually. <b>PPE:</b>	1	1	1
	x	Contact with Chemicals from copier/printer toner	3	2	6	<b>Eng:</b> <b>Adm:</b> Training and Competency Assessment, WHMIS 2015, Office duties safety moment annually. <b>PPE:</b> Gloves, Eyewear.	2	2	4



## Risk Matrix

		Severity		
		1 - Minor	2 - Moderate	3 - Major
Probability	3 - Very Likely	Medium 3	High 6	Extreme 9
	2 - Unlikely	Low 2	Medium 4	High 6
	1 - Rare	Low 1	Low 2	Medium 3

**Probability** pertains to the extent of how likely it is for the risk to occur.

The 3 risk rating levels for this component are:

1. **Rare** – unlikely to happen or has never happened.
2. **Unlikely** – has the possibility to happen or has happened at least once.
3. **Likely** – almost sure to happen or has happened multiple times.

**Severity** is to determine the level of effects that the hazard could cause.

The 3 risk rating levels for this component are:

1. **Minor** – can cause injuries/illnesses requiring first aid or negligible property damage.
2. **Moderate** – can cause moderate injuries/illnesses requiring medical aid or moderate property damage.
3. **Major** – can cause irreversible injuries/illnesses or fatality or may cause serious property damage.

### Overall Risk Rating

**Severity x Probability = Overall Risk Rating**

**Low** - no further action needed; proper control measures are in place.

**Medium** – proceed with caution and monitor at regular intervals.

**High** – must be reviewed and reassessed prior to work proceeding.

**Extreme** – work must be stopped until adequate controls have reduced hazard to an acceptable level.

