|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task:** **Administrative Duties** | **Assessment Date:****September 11, 2018** | **Revision #****6** | **Original Assessment Date:****October 21, 2002** |  | **Risk = Severity X Likelihood** |
| **Applicable Departments: All** |  | **Severity** | **Likelihood** |
| **HAA#: 009** | **Location(s): All regional offices** |  |  **1 - Minor First Aid/ Minor Damage** |  **1 - Unlikely** |
|  |  **2 - Medical Treatment/Major Damage** |  **2 - May Happen** |
|  |  |  **3 - Lost time or Fatality/ Catastrophic Damage** |  **3 - Highly likely** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tools and Materials** | **SWP 007, 009** |  | ***Enter rating*** | ***1, 2 = Low*** | **L** |
| **PPE Required:** | **N/A** |  | ***3, 4 = Medium*** | **M** |
| **Applicable OHS Legislation:** | **Act Part 3****Part 14 Lifting and Handling** |  |  |  ***6, 9 = High*** | **H** |
|  |  |  |  |  |  |  |  |  | **Health Risk Rating (L,M,H)** | **Safety Risk Rating (L, M, H)** |   |   |  |  |
| **Step #** | **Steps of task** | **Existing and/or Potential HEALTH and/or SAFETY Hazards** | **Hazard Control(s): (Engineered, Administrative, PPE)** |
|
| 1. | Set up work station | Strains and fatigue, etc. (office ergonomics) | M | M | Eng - Ergonomic chairADM - Placement of tools, equipment and materials |
| 2. | Use electrical equipment (computers, laminators, photocopier/printer, phones, paper shredder, etc.) | Electrical shock/equipment break down |  | L | ADM - Preventative maintenance of office equipmentADM - Pre-use inspection of electrical cords, double insulated computer and Eng - power surge barsADM - Monthly facility inspection |
|  |  | Heat |  | L | ADM - Allow equipment/materials to cool before handling |
|  |  | Pinch points |  | L | ADM - Use designated handling points |
| 3. | Use of office computer | Eye strain | L | L | ADM - Work/rest as per personal requirements |
|  |  | Wrist/back strain | L | M | ADM -Work/rest as per personal requirements |
| 4. | Paper handling (including paperwork, filing, etc.) | Papercuts |  | L | ADM - Care and attention when handling documentsADM – Put the lotion on the skin |
|  |  | Pinch points |  | M | ADM -Use designated handling points |
|  |  | Contact with filing drawers and doors |  | M | ADM - Close all drawers and doors when not in use |
| 5. | Packing/unpacking boxes | Tape gun or utility knife cuts |  | L | ADM - Keep hands away from blade, cut away from self |
|  |  | Lifting injuries | L | L | ADM - Follow Manual Lifting SWP 007 |
| 6. | Interaction with Others (via phone, email, face-to-face) | Harassment and Violence | L | L | ADM – follow H & V prevention proceduresADM – refer to Emergency Plans for appropriate response to H or V |
|  |
| **Sign off** | **Name(s)** | **Title** | **Signature** | **Date** |
| **Analysis by:** |  |  |  | **October 21, 2002** |
| **Reviewed by:** |  HSC | HSC |   | May 31, 2019 |
| **Notes / Additional Signatures:** |    |   |     |     |
| **Approved by:** | Jacob Wannop | Central Regional Manager |  | May 31, 2019 |