|  |  |  |  |
| --- | --- | --- | --- |
| **Location:**  | **Assessment Date:**  | **□ New** | **x Revised** |
| **Department:**  | **Hazard Assessment Team:**  | **Name:**  | **Title:**  |
| **Job Title: Health Care Aide (HCA)** | **Name:**  | **Title:**  |
| **Shift: Days** | **Name:**  | **Title:**  |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Interacting with peopleIncluding: co-workers, visitors, contractors, volunteers and strangers | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include weapons i.e. fists, guns, or knives etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Medication Delivery  | Awkward positions/movements |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp edges |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Chemical exposure |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential exposure to cytotoxic or hazardous medication |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Exposure to sharps |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, resident equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: workload, mental fatigue, inadequate workspaces, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Assist patient/resident/ client with personal care/hygiene/activities of daily living | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Biohazard exposure: blood, bodily fluids, bacteria, virus, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include biting, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload, etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as resident equipment, cords, items on floor, uneven floor surfaces etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward postures/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Exposure to gases* O2
 |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sudden movements |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
| Restricted space/area: i.e. clutter |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Assist with patient/resident/ client transfers and use of adaptive aids | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include biting, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp edges |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Pinch points |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sudden movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as cords, resident equipment, items on the floor etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
| Psychological stress; interpersonal conflict, workload, workplace conditions, etc. |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| **General Tidying:** of patient/resident/ client equipment/belongings, work area – wiping/dusting desks and tables | Chemical exposure:  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Biohazard exposure: bodily fluid, blood, bacteria, virus, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as cords, resident equipment, items on the floor etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward postures/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive motion |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Pinch points |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp edges  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Restricted space/area: i.e. clutter |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Filling of oxygen tanks  | Awkward postures/movements |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Flammable contents  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Restrictive spaces |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as cords, resident equipment, items on the floor etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress; interpersonal conflict, workload, workplace conditions, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Heavy loads |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Compressed gas exposure |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Puncture hazard  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Respond to and report patient/resident/ client, family and co-worker concerns | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include weapons i.e. fists, guns, or knives etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static postures |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include interpersonal conflict, objections, role design etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Provide cognitive and emotional support  | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include biting, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress may include interpersonal conflict, workload, mental fatigue, grief etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Computer work  | Prolonged screen time  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Static posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Electricity exposure |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress may include workload, techno stress, mental fatigue etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Observe and Report on patient/resident/ client care - Charting  | Awkward postures  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp edges  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Responding to emergencies (Codes)  | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Biohazard exposure: blood, bodily fluids, bacteria, virus etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include weapons i.e. fists, guns, or knives etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, resident equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward postures/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Heavy loads (equipment or residents) |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Chemical exposure |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include, increased workload, mental fatigue, grief etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Meal Assistance* Prep
* Delivery
* Feeding
 | Awkward postures/movements  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven floor surfaces, resident equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp edges/shears |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Pinch points |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Extreme temperatures |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Hot surfaces such as plates, food, serveries, food content  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include biting, hitting, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include, increased workload, mental fatigue, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Attend staff meeting and/training including safety meetings | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress may include interpersonal conflict, workload, mental fatigue etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Outbreak Management  | Exposure to infectious diseases (influenza, norovirus, MRSA, Covid-19) |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Chemical exposure |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include, increased workload, mental fatigue, grief etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Physical fatigue from increased workload |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Facilitate move-ins and transfers  | Awkward postures/movements |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Pushing/pulling forces |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Heavy loads |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Working Alone  | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include weapons i.e. fists, guns, or knives etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |