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| **Location:** | **Assessment Date:** | **□ New** | **□ Revised** |
| **Department:**  | **Hazard Assessment Team:**  | **Name:**  | **Title:**  |
| **Job Title: Senior Manager**  | **Name:**  | **Title:**  |
| **Shift:** | **Name:**  | **Title:**  |
| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Create business plans, develop & manage operating budget(s), review financial statements, develop sources of revenue, and approve contracts for services, manage operations, develop/policies/proc-edures/ standards | Psychological stress may include workload, techno stress, mental fatigue etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Static posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Biohazard Exposure: bacteria, virus etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Prolonged screen time  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Electricity exposure |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| HR related tasks (oversee recruitment, preform interviews, employee and labour relations, payroll and benefits, plan and implement orientation program, in-service, and continuing education, review & assess staffing levels and needs). | 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:** |
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|  |  |  |  |  |  | **Engineering:** |
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|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

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| **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:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Communicate and collaborate with team  | Psychological stress may include exposure to challenging behaviours, workload, mental fatigue, interpersonal conflict etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Biohazard Exposure: blood, bodily fluids, bacteria, virus etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
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| **Administrative:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Telephone use  | Psychological stress may include workload, mental fatigue, work design etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture/movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Maintain system of records management* Storage
* Collection
* Retention
* Destruction of records
* Financial accounts
* Trust accounts

Sign all instruments such as * Agreements
* Checks
* Invoices
 | Psychological stress may include exposure to workload, mental fatigue etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static Posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Prolonged screen time  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Interview, orient, direct, evaluate, manage the performance of Direct Reports;  | Psychological stress may include exposure to challenging behaviours, workload, mental fatigue, interpersonal conflict etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as cords, clutter, office equipment etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static Posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include unwanted behaviours, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Conduct presentations  | Psychological stress: may include interpersonal conflict, work design challenging behaviours etc  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include unwanted behaviours, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Biohazard Exposure: blood, bodily fluids, bacteria, virus etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Meet with [patient/resident/client] their families, caregivers to discuss and resolve concerns/complaints and suggestions.  | Biohazard Exposure: i.e bodily fluid, blood, virus, bacteria, etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress may include exposure to challenging behaviours, workload, mental fatigue, interpersonal conflict etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include unwanted behaviours, hitting, kicking, possible weapons etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static postures |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Attend meetings and training sessions including: [patient/resident/client] staff meeting, safety meetings  | Potential exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological Stress may include interpersonal conflict, workload, mental fatigue etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static postures |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
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| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Mentor and direct team members and health care partners.  | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Biohazard Exposure: blood, bodily fluids, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological Stress; interpersonal conflict, role conflict, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward Posture/Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Restricted space/area |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
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| **PPE:**  |
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| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Oversee and participate in the completion of audit and compliance reviews as required. | Psychological stress: may include interpersonal conflict, job conflict, work conditions, work design, etc |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Prolonged screen use |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp points/edges |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static postures  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Biohazard Exposure: i.e bodily fluid, blood, virus, bacteria, etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Complete documentation/reports as required | Sharp edges: may include paper  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward Posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include interpersonal conflict, job conflict, work conditions, time pressure, work design, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Prolonged screen time |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Attend and participate in special events | Biohazard Exposure: blood, bodily fluids, bacteria, virus, etc. |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include interpersonal conflict, job conflict, work conditions, time pressure, work design, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include unwanted behaviours, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Collaborate and engage with other agencies and/or stakeholders.  | Psychological stress: may include interpersonal conflict, job conflict, work conditions, time pressure, work design, etc. |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Biohazard Exposure: blood, bodily fluids, bacteria, virus, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to physical aggression or violence*(which may include unwanted behaviours, hitting, kicking, etc.)* |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven pavement/floor surfaces, cords, resident equipment, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Consult and collaborate with health care team and community services  | Biohazard Exposure: i.e bodily fluid, blood, virus, bacteria, etc.  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Psychological stress: may include interpersonal conflict, time pressure, job conflict, work conditions, work design, etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| 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:**  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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, mental fatigue, etc. |  |  |  |  |  | **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** |
| 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  |  |  |  |  |  | **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:**  |