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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:** | |
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| **Administrative:** | |
| **PPE:** | |

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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:** |
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| **Administrative:** |
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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:** |
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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:** |
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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:** |
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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:** |
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| **Administrative:** |
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| **Administrative:** |
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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:** |
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| **Administrative:** |
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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:** |
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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:** |
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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:** |
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| **Administrative:** |
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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:** |
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| **Administrative:** |
| **PPE:** |

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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:** |
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| **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:** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |