|  |  |  |  |
| --- | --- | --- | --- |
| **Location:**  | **Assessment Date:**  | **□ New** | **x Revised** |
| **Department:**  | **Hazard Assessment Team:**  | **Name:**  | **Title:**  |
| **Job Title: Administrative Support/Office Clerk** | **Name:**  | **Title:**  |
| **Shift: Days** | **Name:**  | **Title:**  |
| **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:**  |