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| **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** |
| 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:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| **General Tidying:** of work area – wiping/dusting desks and tables | Chemical Exposure:  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Slipping hazards such as wet and/or soiled floor |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Tripping hazards such as uneven floor surfaces, equipment, cords, etc. |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward postures/movement  |  |  |  |  |  | **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:**  |

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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Respond to patient/resident/ client and family 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:**  |
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| **PPE:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Answering Telephone  | Static Posture |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive Movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward Posture |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological Stress may include workload, mental fatigue etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
| **PPE:**  |

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| **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:**  |
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| **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** |
| 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:**  |
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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** |
| Maintaining Office Supplies | Heavy loads |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Static posture  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Repetitive movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward posture/movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp edges |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Pinch points |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
| **PPE:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Filing  | Static Posture  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward Posture/Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp Edges  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Photocopying, scanning and faxing  | Static Posture  |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward Posture/Movement  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Electricity Exposure |  |  |  |  |  | **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** |
| Sorting mail  | Static Posture |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Repetitive Movements  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Awkward Posture/Movement |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Sharp Edges  |  |  |  |  |  | **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** |
| Process Invoices and cheques | 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:**  |
| Psychological Stress may include workload, 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** |
| 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:**  |

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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 |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
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| **Administrative:**  |
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| **Task** | **Hazard Detail** | **Frequency** | **Severity** | **Probability** | **Total** | **Priority** | **Control Measures** |
| Schedule and Attend Meetings and/training including safety meetings | Potential for exposure to verbal aggression, harassment, and bullying |  |  |  |  |  | **Engineering:**  |
| **Administrative:**  |
| **PPE:**  |
| Potential for exposure to viruses and/or bacteria |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Psychological Stress may include interpersonal conflict, workload, mental fatigue etc.  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Distractions from safe work practices by surrounding noise, workload or fatigue |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
| Static Postures |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
| **PPE:**  |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:**  |
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| **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:**  |
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| **Administrative:**  |
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| **Administrative:**  |
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