|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 people  Including: 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** |
| **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:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |
|  |  |  |  |  |  | **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** |
| 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:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
|  |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** |
|  |  |  |  |  |  | **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** |
| Sorting mail | Static Posture |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
| Repetitive Movements |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
| Awkward Posture/Movement |  |  |  |  |  | **Engineering:** |
| **Administrative:** |
| **PPE:** |
| Sharp Edges |  |  |  |  |  | **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** |
| 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:** |
|  |  |  |  |  |  | **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** |
| 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** |
| 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:** |
| **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:** |