|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task:**  **Administrative Duties** | | **Assessment Date:**  **September 11, 2018** | **Revision #**  **6** | | | **Original Assessment Date:**  **October 21, 2002** | |  | **Risk = Severity X Likelihood** | | | | | |
| **Applicable Departments: All** | | | | | |  | **Severity** | | | **Likelihood** | | |
| **HAA#: 009** | | **Location(s): All regional offices** | | | | | |  | **1 - Minor First Aid/ Minor Damage** | | | **1 - Unlikely** | | |
|  | **2 - Medical Treatment/Major Damage** | | | **2 - May Happen** | | |
|  | | | | | | | |  | **3 - Lost time or Fatality/ Catastrophic Damage** | | | **3 - Highly likely** | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tools and Materials** | | **SWP 007, 009** | | | | | |  | ***Enter rating*** | | ***1, 2 = Low*** | | | **L** |
| **PPE Required:** | | **N/A** | | | | | |  | ***3, 4 = Medium*** | | | **M** |
| **Applicable OHS Legislation:** | | **Act Part 3**  **Part 14 Lifting and Handling** | | | | | |  |  | | ***6, 9 = High*** | | | **H** |
|  |  |  |  |  |  |  |  |  | **Health Risk Rating (L,M,H)** | **Safety Risk Rating (L, M, H)** |  |  |  |  |
| **Step #** | **Steps of task** | | | | | **Existing and/or Potential HEALTH and/or SAFETY Hazards** | | | **Hazard Control(s): (Engineered, Administrative, PPE)** | | | |
|
| 1. | Set up work station | | | | | Strains and fatigue, etc. (office ergonomics) | | | M | M | Eng - Ergonomic chair ADM - Placement of tools, equipment and materials | | | |
| 2. | Use electrical equipment (computers, laminators, photocopier/printer, phones, paper shredder, etc.) | | | | | Electrical shock/equipment break down | | |  | L | ADM - Preventative maintenance of office equipment ADM - Pre-use inspection of electrical cords, double insulated computer and Eng - power surge bars ADM - Monthly facility inspection | | | |
|  |  | | | | | Heat | | |  | L | ADM - Allow equipment/materials to cool before handling | | | |
|  |  | | | | | Pinch points | | |  | L | ADM - Use designated handling points | | | |
| 3. | Use of office computer | | | | | Eye strain | | | L | L | ADM - Work/rest as per personal requirements | | | |
|  |  | | | | | Wrist/back strain | | | L | M | ADM -Work/rest as per personal requirements | | | |
| 4. | Paper handling (including paperwork, filing, etc.) | | | | | Papercuts | | |  | L | ADM - Care and attention when handling documents  ADM – Put the lotion on the skin | | | |
|  |  | | | | | Pinch points | | |  | M | ADM -Use designated handling points | | | |
|  |  | | | | | Contact with filing drawers and doors | | |  | M | ADM - Close all drawers and doors when not in use | | | |
| 5. | Packing/unpacking boxes | | | | | Tape gun or utility knife cuts | | |  | L | ADM - Keep hands away from blade, cut away from self | | | |
|  |  | | | | | Lifting injuries | | | L | L | ADM - Follow Manual Lifting SWP 007 | | | |
| 6. | Interaction with Others (via phone, email, face-to-face) | | | | | Harassment and Violence | | | L | L | ADM – follow H & V prevention procedures  ADM – refer to Emergency Plans for appropriate response to H or V | | | |
|  | | | | | | | | | | | | | | |
| **Sign off** | | **Name(s)** | | | | **Title** | **Signature** | | | | | **Date** | | |
| **Analysis by:** | |  | | | |  |  | | | | | **October 21, 2002** | | |
| **Reviewed by:** | | HSC | | | | HSC |  | | | | | May 31, 2019 | | |
| **Notes / Additional Signatures:** | |  | | | |  |  | | | | |  | | |
| **Approved by:** | | Jacob Wannop | | | | Central Regional Manager |  | | | | | May 31, 2019 | | |