

FORMAL HAZARD ASSESSMENT: JOB HAZARD ANALYSIS

JOB HAZARD ANALYSIS BY POSITION: OFFICE ADMINISTRATION/ACCOUNTING

Describe the Task: Position for Sales and Marketing Mangers

List Materials Required: Computer, printer, phone and mobile devices.	Applicable Legislation: <i>Provincial or state Labor Law. Provincial or state Health and Safety Act/Regulation/Code.</i>	CSA / ANSI Standards: N/A	Personal Protective Equipment: N/A
List Hand / Powered Tools Required: Phone – charged and on you.	Powered Mobile Equipment (PME) / Vehicles Required: N/A		Manufacturer's Specifications: Computer, printer, photocopier, etc.
Related Information: SWP / SJP / JHA Office and Shop Safety, Computer Use, Manual Lifting, Employee Assistance Program, Working Alone, Safety Rules, Repetitive Strain Injuries, Vehicle Operation, Violence and Harassment Policies.		Please Note: prior to the Sequence of Steps consult any safety material, manufacturers' recommendations or any other material pertinent to the job being completed.	

Risk Ranking: Severity x Likelihood = Risk Low Risk (1-4): It is okay to continue working Medium Risk (6): Review the Safe Work Practice/Procedure before proceeding with task High Risk (9): Stop and reassess the task		Severity			
		Make you uncomfortable 1	Send you to the hospital 2	Kill you / cause a permanent disability 3	
		Unlikely 1	1	2	3
		Might happen 2	2	4	6
Highly likely 3	3	6	9		
Risk Ranking: Severity x Likelihood = Risk					

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	Describe Sequence of Steps	Identify Potential Health and or Safety Hazards Physical, Chemical, Biological, Psychological	Severity	Likelihood	Risk	Describe the Controls List the control type and controls for each hazard: Elimination, Engineering (Eng), Administrative (Admin), Personal Protective Equipment (PPE)	Severity	Likelihood	Risk
			S	I	R		S	I	R
1.	Office/Computer Work Including: <ul style="list-style-type: none"> Maintaining records, files, and appointment schedules. Tyle reports, memos, etc. Answer phone calls Create Reports, Invoices, Financial Reports, etc. Prepare project proposals. Meeting with management. Liaison with internal and external contacts on behalf of the executive. 	• Eye Fatigue/Computer glare	2	3	6	<ul style="list-style-type: none"> Set computer monitor 1 arm length away from you. (Admin) Set monitor location to avoid glare (the monitor should not face windows or powerful sources of light) (Admin) Look away from the monitor often. Follow 20/20/20 – Every 20 minutes, take your eyes from the monitor for 20 seconds and look 20 ft away. (Admin) 	1	3	3
		• Repetitive strain injury (RSI) due to repetitive movement or body positioning	2	3	6	<ul style="list-style-type: none"> Adjust your workstation to fit you. Follow/review the instructions provided in Orientation - Ergonomics and Safe Lifting (Admin) Ask for and use a footrest if your feet do not touch the floor when seated. (Eng) Adjust the height of the monitor so you don't lift or tilt your chin when looking at it. Your eye level should be at the top of the monitor. (Admin) Report immediately body pains and aches due to positioning and work with your supervisor to improve your workstation. (Admin) Take frequent breaks, walk away from your station and/or stretch. (Admin) 	1	2	2
		• Electric Shock	3	2	6	<ul style="list-style-type: none"> Plug maximum 4 devices into a power bar. (Admin) Plug only one high-power device (such as printers) or a monitors/computer combination in the same power bar. (Admin) When disconnecting devices from power, pull on the power plug (not the cord) (Admin) If you spill fluids (coffee, tea, etc.) on electrical equipment, disconnect the equipment immediately from power, by pulling on the plug. (Admin) Remove from service all power cords that are damaged (have visible wiring, the casing is broken, show a gap between the cable and the plug, etc.) (Admin) 	2	1	2
		• Tripping Hazards	2	2	4	<ul style="list-style-type: none"> Keep all electrical and data cables away from pathways. (Admin) If data or power cables are needed and no outlets are available for your devices put a ticket with IT/maintenance to properly wire the area. (Admin) Close all drawers and cabinet doors when not in use. (Admin) 	1	2	2
		• Cuts/Lacerations	2	2	4	<ul style="list-style-type: none"> Avoid paper edges and use finger cots to protect fingertips (PPE) 	1	2	2
		• Back Injuries (Heavy/large/awkward objects)	3	2	6	<ul style="list-style-type: none"> Only lift objects that are easy to grasp and weight less than 50 lb. (Admin) 	1	2	2

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						<ul style="list-style-type: none"> Lift with your legs, keeping the load close to your body. Follow/review the instructions provided in Orientation - Ergonomics and Safe Lifting (Admin) Where possible, use mechanical means to move large and heavy objects, such as carts or dollies. (Admin) When using cart or dollies with heavy loads always pull – do not push. (Admin) If no mechanical devices are available to move heavy or bulky objects, ask for help from your co-workers and do a team lift. (Admin) 			
		<ul style="list-style-type: none"> Stress/Fatigue/Conflicting messages and priorities 	2	3	6	<ul style="list-style-type: none"> Communicate to your manager when your workload becomes too high to allow you to complete it in the allotted time. (Adm) Assess priorities and delegate or put on the back burner projects that can be delegated or executed later. (Adm) Take breaks during the day and vacation during the year to disconnect from work and recharge. (Adm) Ask for help from your manager and/or access the Employee & Family Assistance Program (Homewood Health - 1 866 644-0326. Please refer to policy number 613923 and your individual certificate number as indicated on your Manulife wallet id card). (Adm) 	1	2	2
2.	Dealing with stakeholders (Clients, Employees, Contractors)	<ul style="list-style-type: none"> Violence and harassment 	3	3	9	<ul style="list-style-type: none"> Always abide by Qualico's Workplace Harassment Policy and Violence Prevention Policy and Work Alone Rules (Admin) Ensure that customers and visitors are aware of the Work Site and Office Protocol to ensure that they have signed in and are properly orientated in the building. (Admin) Ensure that the emergency notification system you use (phone, app, etc.) is in good working order and you know how to summon assistance. (Admin) When possible, try to meet the individuals at the office. (Admin) Summon help if the situation becomes conflictual and you can't leave the site or area, using available means (911, panic button, work alone app, etc.) (Admin) 	2	2	4
3.	Filing and Office Management	<ul style="list-style-type: none"> Cuts/Pinch Points 	2	2	4	<ul style="list-style-type: none"> Avoid paper edges and use finger cots to protect fingertips (PPE) Look for hands or fingers before closing the door/drawer of the filing cabinet/cupboard. (Admin) 	1	2	2

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		S	I	R		S	I	R
	<ul style="list-style-type: none"> Back Injuries (Heavy/large/awkward objects) 	3	2	6	<ul style="list-style-type: none"> Only lift objects that are easy to grasp and weight less than 50 lb. (Admin) Lift with your legs, keeping the load close to your body. Follow/review the instructions provided in Orientation - Ergonomics and Safe Lifting (Admin) Where possible, use mechanical means to move large and heavy objects, such as carts or dollies. (Admin) When using cart or dollies with heavy loads always pull – do not push. (Admin) If no mechanical devices are available to move heavy or bulky objects, ask for help from your co-workers and do a team lift. (Admin) 	1	2	2
	<ul style="list-style-type: none"> Repetitive strain injury (RSI) due to repetitive movement or body positioning 	2	3	6	<ul style="list-style-type: none"> Follow/review the instructions provided in Orientation - Ergonomics and Safe Lifting (Admin) Ask for assistance if the items are too heavy or awkward to move. (Admin) Report immediately body pains and aches due to positioning and work with your supervisor to improve your workstation. (Admin) Take frequent breaks, walk away from the task and/or stretch. (Admin) 	1	2	2
NOTE: When applying the SJP, ensure that the work environment is taken into consideration.								
Date of Development:	Developed By (Print Names):	Reviewed and Accepted By:			Revised By: (Print Names)	Date of Last Revision:		
22-Oct-2019	Qualico Safety Department	Qualico Safety Department			Bill Laursen, Karoly Ban Matei, Sebastian Pop, Phil Fileccia & Christian Ravary	21-Nov-2022		
Revision Note: Reviewed Formal Hazard Assessment. Updated the template for the Formal Hazard Assessment.								
22-Oct-2019	Qualico Safety Department	Qualico Safety Department			Bill Laursen, Karoly Ban Matei, Sebastian Pop, Phil Fileccia & Christian Ravary	24-Mar-2023		
Revision Note: Updated the template for the Formal Hazard Assessment to include Severity x Likelihood calculation before controls are implemented and the Risk Ranking Table.								