



School/Worksite: Division Office Staff Group: Administrative Assistant	Job/Position Summary: Provides overall administrative support to the school or unit supervisor. Duties include, word processing, reception/switchboard, office/program support, building security, technology and financial support.	Assessment Team: Debbie MacIsaac, Carmen Gobert, Julie Gustafson	Date Completed: April 17, 2007
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Step 1 (1) List types of work and work related activities		Step 2 (2) Identify Existing or Potential Hazard Sources/Types	Step 3 Assess Risk and Prioritize the Hazards					Step 4 Identify and Implement Hazard Controls					
Type of Work Related Task/Activities		Environmental Tools/Equipment People Hazard Types Ergonomic, Biological, Psychosocial, Physical, Chemical	A - Frequency of Exposure (6)	B - Hazard Probability (7)	C - Potential Consequence (8)	Risk Level A x B x C	Risk Priority (9)	Summary of Recommended Hazard Controls		In Place		Initial	Date Completed
Receptionist/ Switchboard Compose, format and type correspondence, reports, charts, newsletters, meeting agendas, exams etc View monitors & documents, input data Print and monitor documents, input data Assemble binders, booklets, agendas and general documents Answer telephones/in-person inquires. Directs inquires to appropriate personnel or department. Delivery of mail to offices or post office Receipt of incoming and outgoing parcels and materials. General administrative duties. Replenish postal meter and process postage on mail. Provide telephone technical support to all		1. Neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly designed or positioned furniture/ workstations	4	2	3	24	Med	1. Office ergonomic assessment, micro breaks; properly designed furniture.					
		2. Eye strain / glare from lighting or windows	4	1	1	4	Low	2. Properly designed and setup workstation; non glare screens; 20-20-20 rule. (every 20 minutes look 20 feet away for 20 seconds) Proper blinds on windows.					
		3. Physical injury from unstable furniture or sharp edges, open drawers, extension cords, working from a stool, or paper cuts.	1	2	3	6	Low	3. Report all furniture defects and sharp edges. Ensure all extension cords are secured to prevent trips. First aid kit must be available.					
		4. Telephone, headsets, intercoms, Muscle strain/sprain from reaching, bending, twisting, awkward postures and repetitive motions.	4	2	2	16	Low	4. Use telephone headsets if required; proper placement of telephones on desks; 20-20-20 breaks.					
		5. Stress caused by continuous distractions from visitors, parents, students, contractors.	2	1	1	2	Low	5. Stress management training; Help may be necessary during high work load times; advise school personnel of deadlines to avoid interruptions.					



Chinook's Edge School Division No. 73

Hazard Assessment

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	Central Office staff.	6. Potential violence and abuse from staff, general public and others.	2	1	3	6	Low	6. Non-violent intervention training; not working alone in the office area.				
		7. Contact with hazardous or suspicious packages.	1	2	4	8	Low	7. Contact Senior Administration for advice.				
General Office Duties	Maintain records, filing and tracking systems for student records/ correspondence; time reporting, supply staff coverage; bus passes, Initiate and monitor FAME and work orders for facility maintenance.	8. Student Information software; Adding Machines. Heat and low level emissions of air contaminants from printers, photocopiers, fax machines, laminators, toner cartridges	1	1	1	1	Low	8. IAQ assessment; well ventilated rooms for office machines; regular maintenance and cleaning of machines. Must be trained or designated to change toners.				
	Meeting/program preparation (registration, office opening/closing, and meeting preparations, etc.)	9. Physical injury from paper cutters and shredders, improperly stored paper/materials, unstable wall or ceiling fixtures, improperly loaded or open drawers or filing cabinets	4	1	2	8	Low	9. All draws and loaded with loaded with heaviest drawer on bottom, lightest on top. All filing cabinets should be anchored. Deficiencies must be reported and use caution when using filing cabinets.				
	Provide computer hardware/network support (e.g. cleaning, arrange repairs, adding toner, un-jamming printers, photocopiers, adding paper.)	10. Cuts/bruises from sharp edges on desks and cabinets, or unsecured, improperly stacked or protruding materials.	2	1	1	2	Low	10. Report all furniture defects and sharp edges. Ensure all extension cords are secured to prevent trips. First aid kit must be available.				
	FISH committee organizing; fundraisers, staff activities and parties, etc.	11. Trips/falls on slippery/wet floor surfaces , debris/office equipment or loose carpets, boxes of supplies, telephone or electrical cords	2	1	1	2	Low	11. Wet floor signs must be used; ensure all supplies received are stored out of the way; report all loose carpets and secure all phone and electrical cords to prevent trips.				
	Monitor/update Occupational Health and Safety program. (e.g. First Aid Records, hazard assessments, etc.)	12. Air contaminants/allergens from building materials/occupants cleaning and maintenance/renovation activities (e.g. moulds, cleaning products, perfumes; exhaust emissions). Uncomfortable temperatures and humidity.	2	1	1	2	Low	12. IAQ assessment; No idling of vehicles near school; control of personal scents in school, contact maintenance in event of heating problems.				
		13. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly designed or positioned furniture/ workstations	4	3	3	36	Med	13. Office ergonomic assessment, micro breaks; properly designed furniture.				



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Financial Operations Support	Count cash, issue checks, make deposits. Issue and complete purchase orders.	14. Potential for robbery, if working alone, making after hours deposits, and use of personal vehicle.	3	1	3	9	Low	14. Working alone procedure, Deposits must only be done during daylight hours. Different times and modes of deposits must be conducted. Must be done in pairs.				
	Prepare budget documents and monitor financial information System (FIS) Order/receive office equipment/supplies; arrange for repairs	15. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly designed or positioned furniture/ workstations	4	3	3	36	Med	15. Office ergonomic assessment, micro breaks; properly designed furniture.				
		16. Strains and sprains from lifting, office supplies/equipment awkward packages	2	2	2	8	Low	16. Safe lifting procedure, get assistance when required.				
Other	Entering and leaving building premises	17. Possible contact with body fluids.	1	1	4	4	Low	17. Comply with CESD safety procedure on Blood Borne pathogens. Always use appropriate protective gloves				
	Use staff room for breaks and lunch Assist with clean up. Maintain vending machines.	18. Slips/falls on ice or uneven ground;	2	2	3	12	Low	18. Comply with CESD safety procedure for walking on ice/snow. Wear appropriate footwear for winter walking.				
	Perform minor first aid.	19. Violent encounters in parking lot; Poorly light building exteriors.	2	2	3	12	Low	19. Report all suspicious persons near parking lot. Report all lighting deficiencies to maintenance.				
		20. Stress if dealing with difficult staff or performance issues.	2	1	3	6	Low	20. Report all difficult staff to your immediate supervisor.				
		21. Cuts, burns/lacerations from dishes, hot liquids coffee pots Strains from lifting water bottles onto coolers. Fire/explosion hazards from microwave ovens.	4	2	3	24	Med	21. Use caution around hot liquids; use proper lifting procedures and request assistance if required.				
	22. Motor vehicle accidents using personal vehicle	22. Motor vehicle accidents using personal vehicle	2	2	4	16	Low	22. Defensive Driving course if budget permits; always work in pairs; be aware of surroundings.				



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		Step 5: Review/Communicate with affected staff (List staff members)	
		Step 6: Date of review with affected staff members	

¹ **TYPE OF WORK** includes a description of the broad general nature of the work carried out (e.g. office work, classroom preparation, cleaning). The **WORK RELATED ACTIVITIES** would be the specific activities carried out within each type of work starting with an action verb e.g. operating office equipment, using computers, lesson planning, vacuuming floors)

¹ **HAZARDS** can be identified using several methods including personal experience/intuition, physical observations, task/job analysis, or incident investigation.

¹ **Engineering Controls:** Preferred method. Reduces exposure by removing or isolating hazard from worker. E.g. elimination, ventilation, substitution, , redesign, guarding, enclosure, automation, mechanical aids

¹ **Administrative Controls:** Practices that reduce likelihood of exposure by altering the time or way a task is performed e.g. training/education, safe work procedures, purchasing stds, supervision, signage, job rotation/scheduling, housekeeping etc.

¹ **Personal Protective Equipment (PPE):** Not to be used as primary control unless engineering or administrative controls are not feasible. E.g. safety glasses, safety footwear, gloves, respiratory protection, hearing protection

¹ **ASSESS AND PRIORITIZE:** Frequency of Exposure to Hazard: 1= less once/month; 2= at least once/month; 3 = at least once/week; 4= one or more times daily

¹ Hazard Probability: Likelihood hazard will result in an incident causing harm: 1= not likely; 2= Remote- not likely but possible once every 5-20 years; 3= Occasional – likely to happen once every 1-5 years; 4= probable – expected to happen often once/year

¹ Potential Consequence: Severity of loss if hazardous event occurs 1= negligible (no injury , first aid; limited property damage); 2=Marginal (medical aid, minor injury/illness-no lost time); 3= Critical (lost time injury, temporary disability); 4= Catastrophic (serious injury/illness; permanent disability, death, extensive property damage)

¹ Risk Classification: 1-18 = **Low risk** (minimal controls); 19-36 = **Medium Risk**- Take scheduled action to minimize; 40-64= **High Risk** – “Critical Task” Take immediate action to eliminate hazard or reduce degree of risk