



School/Worksite: Division Office Staff Group: General Administration, finance and other administrative positions not assigned. Job Title:	Job/Position Summary: Provides overall support to the school or other facilities within CESD. Duties include, word processing, reception/switchboard, office, program and Division support, building security, technology and financial support.	Assessment Team: Debbie MacIsaac, Carmen Gobert, Julie Gustafson	Date Completed: 26 Feb 2010
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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)	Engineering (3) Administrative (4) Personal Protective Equipment (5)		Corrective Action		
								Summary of Recommended Hazard Controls		In Place		Initial
								Yes	No			
General Administrative Duties	- Compose, format and type correspondence, reports, charts, newsletters, meeting agendas, exams etc	Uses keyboard, screens, mouse, printers, chair, desk										
	- View monitors & documents, input data	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	X				
	- Print and monitor documents, input data	2. Eye strain / glare from lighting or windows.	4	1	1	4	Low	X				
	- Assemble binders, booklets, agendas and general documents	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	X				
	- Answer telephones/in-person inquires. Directs inquires to appropriate personnel or department.	4. Telephone, headsets, intercoms, Muscle strain/sprain from reaching, bending, twisting, awkward postures and repetitive motions.	4	2	2	16	Med	X				
	- Delivery of mail to offices or post office	5. Stress caused by continuous distractions from visitors, parents, students, contractors.	2	1	1	2	Low			X		
- Receipt of incoming and outgoing parcels and materials.	6. Potential violence and abuse from staff, general public and others.	2	1	3	8	Low			X			
- General administrative duties.												
- Replenish postal meter and process postage on mail.												
- Provide telephone technical support to all Central Office staff.												
- Meet with staff, parents, and general public												



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		7. Contact with hazardous or suspicious packages.	1	2	4	8	Low	7. Contact Senior Administration for advice.	X			
General Office Duties	Maintain records, filing and tracking systems for student records/ correspondence; time reporting, supply staff coverage; bus passes,	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.	X			
	Initiate and monitor FAME and work orders for facility maintenance	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 cabinets must be loaded with heaviest drawer on bottom, lightest on top. Deficiencies must be reported and use caution when using filing cabinets.	X			
	Meeting/program preparation and attendance (registration, office opening/closing, and meeting preparations, etc.)	10. Cuts\bruises from sharp edges on desks and cabinets. 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.	X			
	Provide computer hardware/network support (e.g. cleaning, arrange repairs, adding toner, un-jamming printers, photocopiers, adding paper.)	11. Trips/falls on slippery/wet floor surfaces. Debris forwards/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 secure all telephone and electrical cords to prevent trips.	X			
	FISH committee organizing; fundraisers, staff activities and parties, etc.	12. Air contaminants/allergens for building materials/occupants cleaning and maintenance/renovation activities (e.g. Moulds, cleaning products, perfumes; exhaust emissions bracket. Uncomfortable temperatures and humidity.	2	1	1	2	Low	12. IAQ assessment. No idling of vehicles to her office; control of personal scents in office, contact maintenance in event of heating problems.	X.			
	Monitor/update Occupational Health and Safety program. (e.g. First Aid Records, hazard assessments, etc.)	13. Eye, neck, shoulder, arm and wrist in straying from prolonged sitting, repetitive motions, and awkward positions and poorly designed or positioned furniture/workstations.	4	3	3	36	High	13. Office ergonomic assessment. Micro breaks; properly designed furniture.	X			
Financial operations support	Count cash, issue checks, make deposits. Issuing complete purchase orders.	14. Potential for robbery, if working alone, making after-hours deposits calm and use of personal vehicle.	3	1	3	9	Low	14. Working alone procedure. He posits must only be done during daylight hours. Different times and modes of deposit must be conducted.		X		
	Prepare budget documents longer find monitor financial information system (FIS) order/receive office equipment/supplies; arrange	15. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, and awkward postures and poorly designed or positioned furniture/workstations.	4	3	3	36	High	15. Office ergonomic assessment, micro breaks; properly designed properly designed furniture.	X			



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 9.8 Low Hazard

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Other	for repairs.	16. Strains and sprains from lifting, office supplies/equipment and awkward packages.	2	2	2	8	Low	16. Safe lifting procedure. Get assistance when required.	X			
	Entering and leaving building. Strains and sprains from lifting. Carrying office supplies/equipment and awkward passages. Leaving premises. Use office from two breaks and lunch. Assist with clean-up. Perform minor first aid. Travel in all weather conditions to other sites within the division.	17. Possible contact with body fluids.	1	1	4	4	Low	17. Comply with CESD policy EBCB. Always use appropriate protective gloves.	X			
		18. Slips/falls on ice surrounding ground.	1	2	3	6	Low	18. Comply with CTS peace safety procedure for walking on snow/ice.	X			
		19. Violent encounters in parking lot. Poorly lit building exteriors.	1	2	3	3	Low	19. Report all suspicious persons near parking lot. Report all lighting deficiencies to maintenance.	X			
		20. Stress of dealing with difficult staff or performance issues.	2	1	1	2	Low	20. Report all difficult staff to your immediate supervisor.	X.			
		21. Cuts, burns/laceration traditions, hot liquids coffee pots. Strains from lifting water bottles onto coolers. Fire/explosion hazards from microwave ovens.	4	2	2	16	Med	21. Use caution around hot liquids; use proper lifting procedures and request assistance is required.	X			
		22. Motor vehicle accidents using personal vehicle.	2	2	4	16	Med	22. Defensive driving course of budget permits; always work in pairs; be aware of surroundings.		X		
23. Stranded on road during inclement weather conditions.	1	3	2	6	Low	23. Always carry an emergency kit in vehicle with you, along with a cell phone.	X					

Step 5: Review/Communicate with affected staff (List staff members)

Step 6: Next Scheduled Revision or Update to Assessment.



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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: 1-9 = **Low risk** (minimal controls); 12-27 = **Medium Risk**- Take scheduled action to minimize; 32-64= **High Risk** – “Critical Task” Take immediate action to eliminate hazard or reduce degree of risk