



School/Worksite: <b>Horizon School</b> Staff Group: <b>Administrative Assistant</b>	<b>Job/Position Summary:</b> 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.	<b>Assessment Team:</b> Marilyn Onofriechuk, Heather Dennill	<b>Date Completed:</b> November 2011
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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					
								Engineering (3) Administrative (4) Personal Protective Equipment (5)			Corrective Action		
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
										Yes	No		
<b>Word Processing</b>	Compose, format and type correspondence, reports, charts, newsletters, meeting agendas, exams etc	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.					
	View monitors & documents, input data	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.					
	Event/program preparation (registration, school opening/closing, concerts, exams etc.	3. Physical injury from unstable furniture or sharp edges.	1	2	3	6	Low	3. Report all furniture defects and sharp edges.					
<b>Receptionist/ Switchboard</b>	Answer telephones/in-person inquires. Communicate school/ district policies and procedures.	4. Telephone, headsets, intercoms, Muscle strain/sprain from reaching, bending, twisting, awkward postures and repetitive motions.	4	2	1	8	Low	4. Use telephone headsets if required; proper placement of telephones on desks; 20-20-20 breaks.					
	Greeting visitors, parents, students and contractors.	5. Stress caused by continuous distractions from visitors, parents, students, contractors.	4	3	3	36	Med	5. Stress management training; Help may be necessary during high work load times; advise school personnel of deadlines to avoid interruptions.					
	Receiving and sorting mail, parcels and school supplies for the school. (may have to drive to obtain)	6. Disgruntled/ angry Employees, students, parents or general public.	4	1	2	8	Low	6. Non-violent intervention training; not working alone in the office area.					



Chinook's Edge School Division No. 73

Hazard Assessment

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<b>General Office Duties</b>		7. Contact with hazardous or suspicious packages.	4	1	1	4	Low	7. Contact Senior Administration for advice.				
	8. Student Information software; SIRS system, Adding Machines. Heat and low level emissions of air contaminants from printers, photocopiers, fax machines, laminators, toner cartridges	4	1	3	12	Low	8. IAQ assessment; well ventilated rooms for office machines; regular maintenance and cleaning of machines. Must be trained or designated to change toners.					
	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	1	1	3	3	Low	9. All draws and cabinets must be 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.					
	10. Cuts/bruises from sharp edges on desks and cabinets, or unsecured, improperly stacked or protruding materials.	1	2	3	6	Low	10. Report all furniture defects and sharp edges.					
	11. Trips/falls on slippery/wet floor surfaces, debris/office equipment or loose carpets, boxes of supplies, telephone or electrical cords.	2	3	3	18	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.					
	12. Falls from makeshift climbing aids e.g. boxes, chairs, desks.	3	2	1	6	Low	12. Ensure ladders are available, remind people to use ladders.					
	13. Air contaminants/allergens from building materials/occupants cleaning and maintenance/renovation activities (e.g. moulds, cleaning products, perfumes; exhaust emissions).	4	2	3	24	Med	13. IAQ assessment; No idling of vehicles near school; control of personal scents in school, contact maintenance in event of heating problems.					
	14. Uncomfortable temperatures and humidity. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly designed or positioned furniture/workstations.	1	2	4	8	Low	14. Office ergonomic assessment, micro breaks; properly designed furniture.					



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<b>Financial Operations Support</b>	Count cash, issue checks, make deposits. Issue and complete purchase orders.	15. Potential for robbery, if working alone, making after hours deposits, and use of personal vehicle.	1	1	4	4	Low	15. Working alone procedure, Deposits must only be done during daylight hours. Different times and modes of deposits must be conducted.				
	Prepare budget documents and monitor financial information System (FIS)	16. Budget Planning System; Financial Information System. Eye, 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	16. Office ergonomic assessment, micro breaks; properly designed furniture.				
	Order/receive office equipment/supplies; arrange for repairs	17. Strains and sprains from lifting, office supplies/equipment awkward packages	3	2	3	18	Low	17. Safe lifting procedure, get assistance when required.				
	Administering to and collection of NSF cheques and unpaid school fees.	18. Stress, angry parents or students. Muscle strains from use of keyboard, screens, mouse, printers, chair, desk	2	1	1	2	Low	18. Use telephone headsets if required; proper placement of telephones on desks; 20-20-20 breaks. Stress management training; Help may be necessary during high work load times; advise school personnel of deadlines to avoid interruptions. Non-violent intervention training; not working alone in the office area.				
<b>Other</b>	Provide minor first aid and administer medications	19. Possible contact with body fluids.	4	2	4	32	High	19. Comply with CESD policy EBCB. Always use appropriate protective gloves.				
	Entering and leaving building premises	20. Slips/falls on ice or uneven ground; Violent encounters in parking lot; Poorly light building exteriors.	2	4	4	32	High	20. Comply with CESD safety procedure for walking on ice/snow. Report all suspicious persons near parking lot. Report all lighting deficiencies to maintenance.				
	Supervise students in office as required. Administrative discipline forms and supervisions.	21. Stress if dealing with difficult students or performance issues.	2	1	1	2	Low	21. Report all difficult students to senior administrator present.				
	Use staff room for breaks and lunch Assist with clean up. Maintain vending machines.	22. Cuts, burns/lacerations from dishes, hot liquids coffee pots Strains from lifting water bottles onto coolers. Fire/explosion hazards from microwave ovens.	4	1	2	8	Low	22. Use caution around hot liquids; use proper lifting procedures and request assistance if required.				
	Volunteer time for fund raising activities Bingos, Casinos, door to door sales											



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		23. Exposure to smoke, potential for robbery or violent encounters, slips, trips and falls, motor vehicle accidents using personal vehicle.	1	2	4	8	Low	23. Defensive Driving course if budget permits; always work in pairs; be aware of surroundings.				
								<b>Step 5:</b> Review/Communicate with affected staff ( <b>List staff members</b> )				
								<b>Step 6:</b> Date of review with affected staff members				

<sup>1</sup> **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)

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

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

<sup>1</sup> **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.

<sup>1</sup> **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

<sup>1</sup> **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

<sup>1</sup> 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

<sup>1</sup> 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)

<sup>1</sup> 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