



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 20.2 Medium Hazard

| School/Worksite: All Schools Staff Group: IT Technicians (Including LAN Techs) | | Job/Position Summary: Provide overall support to schools and other facilities within Chinook's Edge School Division. This includes technical, computer and other related support activities. | | | | | Assessment Team: Paul Matsune, Ephraim Kruger, Myles Doupe | | Date Completed: 1 December 2012 | | | | |
|---|---------------------------------|--|-------------------------------|--|-------------------------------|-------------------------|--|--|---------------------------------|-------------------|--|---------|----------------|
| 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 | Date Completed |
| | | | | | | | | Yes | No | | | | |
| Personal Computers | 1. Set up of personal computers | 1. Physical Hazard - Electrical | 4 | 4 | 2 | 32 | Med | 1. - Only authorized and trained personnel are to repair computers - Check extension cords frequently to ensure they are in good condition - Do not spill liquids on components - Do not use if component has been dropped or damaged - Use a surge suppressor | | ✓ | | | |
| | 2. Use of personal computers | 2. Health Hazard - Ergonomic | 4 | 4 | 2 | 32 | Med | 2. - Follow safe work practices - Use wrist rests and any other ergonomic accessories as required - Vary your work | | ✓ | | | |
| | 3. Moving personal computers | 3. Physical Hazard - Physical | 3 | 4 | 2 | 24 | Med | 3. Avoid lifting components by yourself if you are not physically capable | | ✓ | | | |



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| | 4. Replace or install batteries | 4. Health / Physical Hazard - Physical | 2 | 3 | 2 | 12 | Low | 4. - Handle batteries carefully - Do not disassemble , crush, puncture, short external contacts, dispose of in fire or water, or expose batteries to temperatures higher than 60 degree C - Do not to attempt to open or service batteries - Replace batteries only with batteries designated for the product | √ | | |
| Checking Servers | 5. Servicing servers and storage systems | 5. Physical Hazard - Electrical | 2 | 3 | 3 | 18 | Low | 5. - Follow safe work practices - Only people who are qualified are to service equipment - Do not over load the AC supply branch circuit total load should not exceed 80% of branch circuit rating | √ | | |
| Rack Mountable Products | 6. Installing equipment in computer racks | 6. Physical Hazard - Physical | 2 | 3 | 3 | 18 | Low | 6. Ensure front and side stabilizers before installing components - Never pull more than one component out of the rack on its slide assembly at one time - Do not attempt to move large racks by yourself - Always load rack from the bottom up - Do not stand on or step on any component when servicing other components | √ | | |
| Modems or LAN | 7. Service of equipment or local area networks | 7. Physical Hazard - Electrical | 3 | 2 | 2 | 12 | Low | 7. - Do not connect or use a modem during an electrical storm - Never connect or use a modem in a wet environment - Do not plug a modem into the network interface - Disconnect the modem cable before opening a product enclosure | √ | | |



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| Laser Devices | 8. Servicing products with laser devices | 8. Physical Hazard - Physical | 2 | 2 | 4 | 16 | Low | 8. - Do not open any panels, operate controls or perform procedures on a laser device other than those specified in the products documentation - Only authorized service technicians should repair laser devices | √ | | |
| | Service | 9. Working inside the computer | 9. Physical Hazard - Electrical | 4 | 2 | 3 | 24 | Med | 9. - Turn off computer and any peripherals - Make sure you ground yourself before touching anything inside the computer - While working periodically touch an unpainted part of the chassis to dissipate static charges - Disconnect the computer and any peripherals from power supply - When disconnecting cables pull on connectors not on the cable itself - Cables with locking tabs press in on the lock before disconnecting cable - Before connecting cables make sure they are properly aligned and orientated | √ | |
| | | 10. Servicing components | 10. Physical Hazard - Electrical | 4 | 2 | 3 | 24 | Med | 10. - Handle components and cards with care don't touch the components or contacts on a card - Hold the card by its edges or by its metal mounting bracket. - Danger if a new battery is incorrectly installed it may explode - Replace only with the same or equivalent type recommended by the manufacturer | √ | |
| | 11. Terminate Fiber Optic Cables | 11. Physical hazard - Physical | 1 | 3 | 2 | 6 | Low | 11. Use safety glasses to avoid getting glass splinters from fiber optic cable in eyes. Dispose of sharps. | √ | | |



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| 12. Smart Board. Bulb cleanup after it breaks | | 12. Physical hazard - Physical, lacerations Chemical - Mercury | | | | | 2 | 2 | 3 | 12 | Low | 12. Evacuate and Ventilate room for 15 minutes. Wear safety glasses and gloves. Never vacuum mess. Use duct tape to pick up shards of glass. Dispose of into ziplock bag and dispose of into outside garbage. Refer to Safe Work Procedure. | | |
| | | | | | | | Step 5: Review/Communicate with affected staff (List staff members) Ephraim Kruger Donavon Szydowski Troy Popma Tyler Fegan Derik Hartman Dorian Prospero James Stork Paul Matsune Myles Doupe Nathan Krause Doug Goddard Lyle Schulz Nicky Lagoutte Michelle England Deb Schultz Dawna Pickering Ann Riddle Jean Nickel Pam Mantai Jan Shand Tammy Cocke Ted Harvey | | | | | | | |
| | | | | | | | Step 6: Date of review with affected staff members December 2013 | | | | | | | |

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



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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