



School/Worksite: Elementary Schools Staff Group: Elementary Teachers (Regular Program)	Job/Position Summary: Education of students following the "Guide to Education" and "Teaching Quality Standard" to "Achieve Superb Results from all Students".	Assessment Team: Terry O'Neill, Danica Martin, Jacki Morrish	Date Completed: April 25, 2007
---	--	---	--

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								
Classroom Planning, Preparation / Management	Update curriculum knowledge / establish program goals. Establish classroom rules / routines.	1. Use computers, internet, and curriculum resources. Prepare at home or work alone after school hours and on weekends.	4	2	3	24	Med	1. WCB Office Ergonomics Guidelines and self-assessment checklist. Defensive Driving Training as budget permits. Working alone procedure in place.					
	Develop IPP's for special needs students. Develop behavioral plans for students Research and develop lesson / unit and long range plans.	2. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly positioned furniture / workstations.	4	2	2	16	Low	2. Micro stretch breaks (less than 20 seconds) alternate from sitting to standing positions. WCB Office Ergonomics Guidelines and properly adjust all office furniture.					
	Adapt and / or modify plans Prepare classroom materials and unit displays.	3. Transport bags / boxes of materials from home, personal vehicles, storage room etc., by hand or using carts.	4	2	4	32	Med	3. Adhere to CESD safe lifting procedures. Ask for assistance if item is too heavy. Defensive Driver Training as budget permits.					
	Prepare materials and strategies for EA's, parent helpers and work experience students.	4. Potential for violent encounters with parents, students or intruders if working alone or in isolated school locations.	1	3	3	9	Low	4. Working alone procedure in place including security and door locking procedures; CESD policy on workplace violence; posting of student / parent expectations for behavior.					
		5. Stress from changing work / grade assignments that may vary from year to year. Integration of special needs children.	1	1	3	3	Low	5. Stress / life management training. Humanicare resources / assistance available. Mentorship program. In-services on special needs children.					
		6. Type assignments; use computers, photocopiers, laminators, paper cutters; scissors; filing cabinets, step ladders, shelves, etc.	4	1	2	8	Low	6. Safe work procedure for each machine. Only trained / designated personnel to change toner and repair machine. WCB Office Ergonomics Guidelines. Frequent inspection of ladders.					



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 14.03 Low hazard rating.

School/Worksite: Elementary Schools Staff Group: Elementary Teachers (Regular Program)		Job/Position Summary: Education of students following the "Guide to Education" and "Teaching Quality Standard" to "Achieve Superb Results from all Students".					Assessment Team: Terry O'Neill, Danica Martin, Jacki Morrish				Date Completed: April 25, 2007	
		7. Falls from portable ladders or makeshift climbing aids e.g. boxes, chairs, desks.	3	2	1	6	Low	7. Make ladders available in classrooms, storage rooms and offices; Review ladder safety procedures; Store heavy items below waist level; Staff to correct co-workers performing unsafe acts.				
		8. Strains / sprains from moving desks and chairs and / or transporting books from resource rooms.	3	2	1	6	Low	8. Use mechanical aids for transporting loads (carts, dollies, etc.); Review safe work procedure for lifting / handling loads.				
		9. Physical injury from unstable furniture or created by limited storage space / cluttered work areas. Cuts / bruises from sharp edges on desks and cabinets, unstable shelving, AV equipment; and unsecured / improperly stacked or protruding materials.	1	3	3	9	Low	9. CESD office / classroom general safety checklist. Cleaning and monitoring of store rooms; Reporting of deficient furniture and fixtures to maintenance.				
		10. Fire hazards from student artwork, teaching aids and other combustible materials.	4	1	4	16	Low	10. Combustible materials must not cover more than 20% of a wall IAW Alberta Fire Code.				
Routine Classroom / Teaching Instruction	Deliver lesson plans using a variety of learning tools / resources.	11. Awkward postures, muscle strain / fatigue using equipment and from prolonged standing / walking or assisting students.	4	1	2	8	Low	11. Anti-Fatigue mats if required. . Micro breaks (less than 20 seconds); Review WCB Office Ergonomic guidelines				
	Use auditory, print and visual media; overhead projectors; chalkboards, whiteboards and computers.	12. Trips / falls on overhead projector/ television cords and extension cords.	4	2	3	24	Med	12. All power cords must be properly secured to prevent trips & injuries.				
		13. Voice loss from repetitive use of voice.	4	2	2	16	Low	13. FM sound systems for voice projection; Adhere to class size recommendations if possible.				
		14. Exposure to chalk dust, solvent markers; whiteboard cleaners, Air contaminants/allergens from building materials/occupants cleaning and maintenance/renovation activities (e.g. asbestos/ moulds, cleaning products, perfumes; propane exhaust emissions). Uncomfortable temperatures/humidity; odours, poor lighting/ventilation. Potential exposure to communicable diseases (viruses, bacteria, lice etc.) and contact with pests (e.g. mice, ants; flies)	4	4	2	32	High	14. Indoor environmental tips for classrooms checklist. Reporting of improper building temperatures or humidity; No idling of buses or other vehicles near the school. Restriction of personal scents in the school. Annual flu shot recommended.				
		15. Stress from large class sizes; limited time / resources; Physical or verbal abuse from students.	4	2	3	24	Med	15. Stress management training; adherence to class size recommendations if possible; ensure classroom resources are adequate given budget restrictions; Curriculum instruction support.				
		16. Physical or verbal abuse from students.	2	2	2	8	Low	16. Request assistance from other staff members; Designated non-violent crisis intervention trained personnel to respond; behavioral intervention or prevention plans available for certain students.				



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 14.03 Low hazard rating.

School/Worksite: Elementary Schools Staff Group: Elementary Teachers (Regular Program)		Job/Position Summary: Education of students following the "Guide to Education" and "Teaching Quality Standard" to "Achieve Superb Results from all Students".					Assessment Team: Terry O'Neill, Danica Martin, Jacki Morrish			Date Completed: April 25, 2007		
Physical Education	Demonstrate / supervise indoor and outdoor physical activities and spot students that are using equipment. Set up / take down and visually inspect various gym equipment.	17. Exposure to high noise levels from student activities. Potential for physical injury – e.g. bruises, lacerations, strains / sprains, back or overexertion injuries. Slips and falls.	3	2	3	18	Low	17. Should have a designated first aider available; Adhere to CESD policy EBB (Hygienic practices when handling body fluids). Safety guidelines for Physical activity in Alberta Schools (2008) Well maintained playgrounds and monitoring for ice in the winter.				
		18. Strains / sprains from lifting, carrying, moving heavy / awkward gymnastics equipment; mats, benches, volley ball nets etc.	2	2	2	8	Low	18. Use mechanical aids for transporting loads (carts, dollies, etc.) Review safe work procedure for lifting / handling loads. Seek assistance when required.				
		19. Exposure to sun and pests (e.g. bees, wasps) during outdoor summer activities / field events.	1	2	4	8	Low	19. Sun safety procedures. Anaphylaxis medication available if required by Staff member. Designated first aider available at all times during school hours.				
Student Assessment	Mark tests / assignments; Enter data into computer (often done at home) Prepare interim reports and report cards. Conduct level "B" testing.	20. Computers, prolonged sitting; working after hours / weekends at work or from home. Extensive reading, muscle and visual fatigue / strain	3	2	2	12	Low	20. Working alone procedure in place. Micro stretch breaks (less than 20 seconds) alternate from sitting to standing positions. WCB Office Ergonomics Guidelines adhered to.				
		21. Driving to and from home with school work.	3	2	4	24	Med	21. Defensive Driving training if budget permits; driving only as road conditions permit. Communication available in vehicle				
		22. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly designed / positioned furniture and workstations.	3	2	2	12	Low	22. Micro stretch breaks (less than 20 seconds) alternate from sitting to standing positions. WCB Office Ergonomics Guidelines adhered to.				
		23. Fatigue / stress working extended hours and interruptions to family / personal time.	1	4	2	8	Low	23. Stress / time management training; extra prep time at report card times if budget permits; adherence to Working alone guidelines. Humanicare assistance available if required.				
Stakeholder Communication	Conduct student parent conferences Liaise with social services, school councils (1 – 2 / year), colleagues, councillors, health care providers, etc. Prepare classroom correspondence for the student to take home. (e.g. newsletters)	24. Use telephones, e-mail; student agendas; interviews.	3	1	1	3	Low	24. Hands free telephone headset; Ensure other staff member is available for afterhours meetings; try to conduct all interviews during school hours.				
		25. Potential verbal abuse and threats of physical abuse.	1	2	1	2	Low	25. Non-violent crisis intervention training; communication between staff members about potential problems during interviews; second staff member to sit in on interview if required.				
		26. Parents may call teachers after hours at their home numbers, angry or threatening calls.	1	1	1	1	Low	26. Hang up threatening calls and report them to School Administrator.				



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 14.03 Low hazard rating.

School/Worksite: Elementary Schools Staff Group: Elementary Teachers (Regular Program)		Job/Position Summary: Education of students following the "Guide to Education" and "Teaching Quality Standard" to "Achieve Superb Results from all Students".					Assessment Team: Terry O'Neill, Danica Martin, Jacki Morrish			Date Completed: April 25, 2007		
Other	Deliver minor first aid.	27. Possible contact with blood or body fluids, needles, epi-pens etc.	2	1	4	8	Low	27. Adhere to CESD Safety policy (Hygienic practices when handling body fluids). Ensure proper gloves are available. Ensure epi-pen is gripped around the barrel with thumb around the barrel and not covering the end.				
	Provide extracurricular coaching; volunteer clubs, special events (dances, coir, bingos, and casinos).	28. Exposure to noise.	1	1	2	2	Low	28. Limit exposure to noise. Alternate staff members during events.				
	Pick up classroom supplies.	29. Stranded during inclement weather.	1	2	4	8	Low	29. Listen for weather forecast before leaving School. Ensure cell phone is available while traveling. Don't travel if bad weather is anticipated. Ensure clothing and footwear is appropriate to the weather conditions.				
	Provide supervision outdoors, lunchroom, before or after school activities and field trips.	30. Temperature extremes, sun exposure, insects. Trips and falls from slippery or uneven surfaces.	3	2	3	18	Low	30. Sun safety procedures. Anaphylaxis medication available if required by Staff member. Designated first aider available at all times during school hours. Dress appropriately for prevailing conditions. Use caution when walking, inspect school grounds for hazards.				
	Entering or leaving the building, unlocking / locking doors.	31. Burns from microwave ovens or hot coffee.	3	2	3	18	Low	31. Use extra caution around hot liquids and micro waved items and use oven mitts if required.				
	Assist with set-up and take-down for assemblies / special events.	32. Potential for violent encounters with people or animals.	1	2	4	8	Low	32. Park close to building when possible, use a well lit parking lot. Report all suspicious people on school grounds. Walk to vehicle in pairs where possible.				
	Discipline students.	33. Slips / falls on snow / ice or uneven surfaces.	4	3	4	48	High	33. Inspect grounds for unsafe conditions such as snow / ice or trip hazards. Advise admin about ice / snow removal. Adhere to CESD safety procedure for walking on snow / ice. Ensure entrances are maintained in a safe condition.				
	Collection of cash from students for field trips, special fees, etc.	34. Lifting / carrying, pushing / pulling heavy stage equipment, chairs, pianos, screens. Awkward posture, strains / sprains, foot hazards, wooden splinters.	2	2	3	12	Low	34. Adhere to safe working procedure for lifting / handling loads. Use mechanical aids such as dollies if required. Rest and stretch as required. Ask knowledgeable staff member on best way to do the task and the hazards associated with it.				
	Travel to / form P.D. sessions, annual teacher's conference, and Divisional meetings.	35. Verbal abuse / physical injury from violent students or parents (hit, kicked, bitten) Possible contact with blood or body fluids.	4	3	4	48	High	35. Nonviolent crisis intervention training; communication between staff members about potential problems during interviews; second staff member to sit in on interview if required. Adhere to CESD policy EBB (Hygienic practices when handling body fluids). Ensure proper gloves are available.				



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 14.03 Low hazard rating.

School/Worksite: Elementary Schools		Job/Position Summary: Education of students following the "Guide to Education" and "Teaching Quality Standard" to "Achieve Superb Results from all Students".					Assessment Team: Terry O'Neill, Danica Martin, Jacki Morrish				Date Completed: April 25, 2007			
Staff Group: Elementary Teachers (Regular Program)		36. Risk of theft and stress as a result of it.		2	1	2	4	Low	36. Lock up cash received and turn it in regularly to the office. Stress management training.					
		37. Risk of vehicle collision, vehicle break-down or inclement weather conditions.		1	2	4	8	Low	37. Defensive Driver training if budget permits. Emergency kit available in vehicle. Dress appropriately for the weather conditions. Don't drive in inclement weather. Ensure a cell phone is available in the vehicle.					
										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