REGARDLESS OF THE PRIORITY LEVEL GIVEN TO THIS WORK, WORKING SAFELY IS THE TOP PRIORITY. ALWAYS FOLLOW THE SAFETY ABSOLUTES.							
Employee Name:			Date:				
Supervisor Name:			Office Location:				
EMERGENCY							
Exact Location for Emergency Response:							
Emergency #:		Nearest Hospital:	Nearest Hospital: AED Location:				
First Aid Location:		Fire Extinguisher Lo	Fire Extinguisher Location:		Muster Point:		
Evacuation/E	Emergency Response Plan	:					
JOB PLANNI	NG						
Job Steps	Hazards/Aspects	Controls			Risk Rating w/Controls		
COMPUTER WORK							
GENERAL OFFICE WORK							
WORKING WITH THE PUBLIC							
	to document changes et		Supprvisor Sizest				
Employee Signature: Supervisor Signature (when reviewed):							



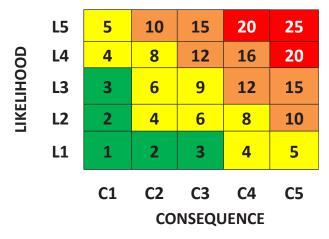
HAZARD/ASPECT & RISK ASSESSMENT OFFICE HAZARD/ASPECT & CONTROL LIST

This list is not all encompassing and Hazards/Aspects and Controls not listed that are applicable to the job should be applied					
Safety Hazard	Controls	Examples			
Chemicals	WHMIS, SDS, PPE - Appropriate Clothing, Substitution, Housekeeping, Signage, Spill Kits	Exposure to Hazardous Materials including Cleaning Agents, Toner, Glycol, etc.			
Biological	Hand Sanitizer/Washing, Social Distance, Pest Control, Housekeeping, Handling Cash Procedure	Bacteria, Germs, Viruses, Insect and Rodent Bites, Bird and Rodent Droppings			
Dropping/Falling/ Flying	Proper Storage, Heavy Items on Lower Shelves, Shelves Secured, Load Ratings	Storage of Items on Open Shelves			
Electrical	Power Bars, Inspect Cords, Do Not Overload Outlets	Overloaded Outlets, Damaged Cords			
Ergonomics - Office	Correct Workspace Set Up, Adequate Lighting, Proper Lifting Techniques, Ergonomic Assessment, Annual Eye Exam, Stretches/Breaks, Report Early Signs of Musculoskeletal or Repetitive Strain Injury (MSI/RSI)	MSI/RSI, Poor Lighting, Repetitive Motion, Overexertion			
Fatigue	Fatigue Management, Breaks/Stretches	Prolonged Mental or Physical Work, Extended Periods of Stress or Anxiety, Long Hours and Shift Work			
Fire/Explosion	Fire Extinguisher, Evacuation Plan, Muster Point, Fire Committee, Inspect Cords	Potential for Exposure to Fire and Explosion			
Human Factor Issues	Bomb Threat Procedure, Emergency Response Procedure, Public Awareness, Security, Situational Awareness, Workplace Violence Prevention, Drug & Alcohol Policy, Employee Family Assistance Program (EFAP)	Violence, Substance Abuse, Harassment, Robbery, Stress, Fitness of Employees, Working Alone			
Sharp/Protruding Objects	Housekeeping, Situational Awareness, Physical Barriers	Use of Sharp Objects, Exposure to Protruding Objects, Potential for Cuts and Punctures			
Slips/Trips/Falls	Adequate Lighting, Exits/Stairwells Marked, Warning Signs (wet floors), Entrances and Exteriors Maintained, Filing Cabinet Drawers Closed, Housekeeping, Cords Secured	Slips/Trips/Falls from Less than 3 Meters			
Enviro Aspect	Controls	Examples			
Energy Waste	Turn of Lights, Shutdown Electronics, Un-plug Chargers	Unnecessary Use of Energy			
Generation and Disposal of Waste	Use Less, Recycle, Appropriate Disposal	Generating, Handling and Disposing of Waste including Paper, Toner, Batteries, etc.			

HAZARD/ASPECT & RISK ASSESSMENT RISK MATRIX

Job Step Residual Risk Analysis

A risk assessment must be conducted for each job step to evaluate the level of risk remaining after controls have been put in place.



LIKELIHOOD x CONSEQUENCE = RISK RATING

20-25 RED = STOP! We do not do dangerous work.

More controls are required to reduce to an appropriate level. A documented discussion with Supervisor is mandatory. The job does not resume until it is Orange, Yellow or Green.

10-16 ORANGE = REVIEW & RE-EVALUATE

Can any other controls be applied? Has this created any new hazards/aspects?

4-9 YELLOW = CAUTION

Monitor and confirm all hazards/aspects are identified.

1-3 GREEN = PROCEED

LIKELIHOOD		CONSEQUENCE		
What are the chances that something could go wrong?		If something did go wrong, how bad could it be?		
L5:	Definitely: Event has happened monthly or more often, to your knowledge.	C5:	Permanent disability/ fatality, extreme adverse environmental effects, effects last more than one year.	
	Likely: Event has happened multiple times in the past year, to your knowledge. Somewhat likely: Event that	C4:	Lost time, long term environmental effects or remediation required, effects last less than one year.	
	has happened within the past year, to your knowledge. Possible: Event has the	C3:	Medical aid, moderate adverse environmental effects, effects last less than a	
LZ:	possibility of occurring or has previously occurred, to your knowledge.	C2:	month. First aid, some adverse environmental effects, effects	
L1:	Rare/unlikely: Event likely to happen only under extraordinary circumstances.		last less than a week. No injury, no adverse environmental effects.	