

HAZARD/ASPECT & RISK ASSESSMENT **SASKPOWER OFFICE HARA**

**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 RESPONSE PLAN

Exact Location for Emergency Response: _____

Emergency #: _____ Nearest Hospital: _____ AED Location: _____

First Aid Location: _____ Fire Extinguisher Location: _____ Muster Point: _____

Evacuation/Emergency Response Plan: _____

JOB PLANNING

| Job Steps | Hazards/Aspects | Controls | Risk Rating w/Controls |
|-------------------------|-----------------|----------|------------------------|
| COMPUTER WORK | | | |
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| GENERAL OFFICE WORK | | | |
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| | | | |
| | | | |
| WORKING WITH THE PUBLIC | | | |
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| | | | |

NOTES (Area to document changes etc.)

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 | L5 | 5 | 10 | 15 | 20 | 25 |
| | L4 | 4 | 8 | 12 | 16 | 20 |
| | L3 | 3 | 6 | 9 | 12 | 15 |
| | L2 | 2 | 4 | 6 | 8 | 10 |
| | L1 | 1 | 2 | 3 | 4 | 5 |
| | | C1 | C2 | C3 | C4 | C5 |
| | | CONSEQUENCE | | | | |

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. |
| L4: Likely: Event has happened multiple times in the past year, to your knowledge. | C4: Lost time, long term environmental effects or remediation required, effects last less than one year. |
| L3: Somewhat likely: Event that has happened within the past year, to your knowledge. | C3: Medical aid, moderate adverse environmental effects, effects last less than a month. |
| L2: Possible: Event has the possibility of occurring or has previously occurred, to your knowledge. | C2: First aid, some adverse environmental effects, effects last less than a week. |
| L1: Rare/unlikely: Event likely to happen only under extraordinary circumstances. | C1: No injury, no adverse environmental effects. |