Job Title: Administration (office staff, dispatchers, safety coordinator,

Management, etc.)

Tools and Equipment Used: Office Equipment, computers, etc.

Risk Evaluation

|  |  |
| --- | --- |
| Description of Job Tasks and Hazard Exposures   1. General administrative duties. 2. Computer work, etc. 3. Driving. 4. Lifting files and boxes. | Frequency + Severity + Probability = Priority Index 3 + 1 + 1 = 5 LOW  3 + 1 + 1 = 5 LOW  3 + 3 + 2 = 8 HIGH  3 + 1 + 1 = 5 LOW |
| *Frequency Rating*  1. *Task done rarely.* 2. *Task done occasionally, once per week.* 3. *Task done daily, regular work task.* | *Probability Rating*   1. *Low potential for injury.* 2. *Moderate potential for injury.* 3. *High potential for injury.* |
| *Severity Rating* *1. First Aid or minor loss.*  *2. Medical Aid or property loss.*  *3. Fatality, serious injury and/or major property loss.* | *Priority Index Rating*  8-9 HIGH PRIORITY RISK  6-7 MEDIUM PRIORITY RISK  0-5 LOW PRIORITY RISK |

Potential Safety Hazards Encountered Potential Health Hazards Encountered

1. Driving incidents.

2. Falling objects in the office.

3. Tripping hazards in the office.

1. Back problems from sitting for long periods.

1. Eye strain caused by exposure to computers,

Reading, etc.

3. Ergonomic issues related to posture, repetitive

Strains, etc.

**Control Measures**

1. Drive slowly, take caution on slippery surfaces, and watch for wildlife.
2. Use proper techniques when lifting, ask for assistance when necessary.
3. Ensure file cabinet drawers are closed, store heavier objects on the bottom shelves.
4. Ensure loose computer cords are secured.
5. Remove tripping hazards on the floor.
6. Remove clutter from walkway areas.
7. Take rest breaks with stretching exercises.
8. Ensure desk, chair, computers are at proper positions to minimize ergonomic strains, eye fatigue, etc.