

<b>CANADIAN BIRKEBEINER SOCIETY</b>	<b>SEM PROGRAM Formal Hazard Assessment</b>	<b>FHA #009</b>	<b>PAGE 1 of 4</b>
Used for commonly performed tasks and linked to approved SPIPs			<b>PRINT DATE: January 31, 2020</b>

### CBS Formal Hazard Assessment Form

<b>Identified Task or Activity:</b> Office and administrative functions		<b>FHA#009</b>		<b>HR (Hazard Ranking):</b> <b>Severity: 1. Catastrophic Danger; 2. Serious; 3. Minor 4. Not Applicable</b> <b>Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote</b> <b>Severity (S) + Probability (P) = Hazard Ranking (HR)</b> <b>If 1A = WORK DOES NOT PROCEED</b>			Focus on the 1) PEOPLE, 2) ENVIRONMENT, 3) MATERIALS, 4) EQUIPMENT/TOOLS	
<b>CBS Workers Involved:</b> Nicole Brenda Marion Hinteregger  <b>Approved with pending SPIP's by: SEM Committee</b>				<b>Materials Required:</b> Printing toner			<b>Date approved: 01/17/20</b>	
<b>Tools/Equipment Required:</b> Office furnishings; Steps								
#	Sequence of Steps	Potential Incidents or Hazards	HR	Controls in Place			RHR	Control Description
				Engineering	Administrative	PPE		
								<b>Notes</b>
1	Filing	Pinching of hands or fingers in the drawers.	3C				3D	Close first drawer before opening another one. Keep drawers closed when not in use. Attention to tasks that are being performed.
		Cuts from paper, staples	3C				3D	
		Pinning or crushing by drawers.	3C				3D	
2	Computer and phone work	Eye fatigue and headaches	3B		SPIP		3C	Take regular breaks or change duties.
		Muscle stiffness from sitting for long periods of time.	3B		SPIP		3C	Know how to relax strained body parts by stretching
		Neck injuries from holding phone on shoulder while multitasking	3B		SPIP		3C	Wear a headset if necessary to be multitasking while on the phone.

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		Risk factors that can cause or aggravate tendonitis, low back pain and carpal tunnel syndrome	3B		SPIP		3D	Set-up your workstation ergonomically.
3	Working with office equipment: photocopier, printer, shredder, paper cutter, hole puncher, scissors, box opener, space heater, extension cords	Back injury due to improper lifting techniques of paper boxes or supplies.	3C				3D	Employees should be aware of and use safe practices when lifting or moving items. Ensure supplies are safely stacked.
		Dealing with hazardous materials (toner).	3C				3D	Use care when changing printer toner
		Cuts, sprains, strains and injuries caused by personnel tripping and falling	3C				3D	Safe use of paper shredder (keep loose hanging items clear), paper cutter and hole puncher
		Injuries due to misuse of office cutting/punching equipment	3C				3D	Ensure knives and scissors are used and stored correctly
		Electrical shocks	3C				3D	Ensure all power cords and plugs are in good condition. Extension cords not plugged into other extension cords. Circuits not overloaded. No cords placed in traffic areas
4	Using walking surfaces around office and storage areas, as well as parking lots and exterior walkways	Slips, Trips, Falls	2B		SPIP		2C	Check that walkways are clear and that no tripping hazards are evident
		Water on tiles	2B		SPIP		2C	Check that floors are dry - not slippery
		Slippery parking lot or sidewalks	2B		SPIP		2C	Use caution when walking on icy surfaces – short steps

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5	Working alone	Physical violence from intruder.	2C		SPIP		2D	Keep door locked when alone.  Contact building manager on cell phone for any issues  Know emergency evacuation plan and procedures
		Not receiving medical attention if required.	2C		SPIP			
6	Lifting, sorting, organizing in Bulldog storage unit	Injuries from materials tipping and falling	2B		SPIP		2C	Ensure that shelves are not overloaded, and are secured to the wall  Employees should be aware of and use safe practices when lifting or moving items  Secure step ladder before using and store it out of the way  Use caution opening and closing overhead door
		Strains and sprains to back, arms and shoulders from moving heavy boxes or items	3B				3C	
		Use of step ladder	2B		SPIP		2C	
		Overhead door	2B	Safety devices	SPIP		2C	
7	Lifting, loading, and unloading at Bulldog storage, use of elevator	Strains and sprains to the back, arm and shoulders	2B		SPIP		2C	Employees should be aware of and use safe practices when lifting or moving items. Use the appropriate mechanical aids such as dollies and carts when possible.  Use caution opening and closing overhead door  Use caution with elevator doors
		Manual overhead door	2B	Safety devices	SPIP		2D	
		Pinch from elevator door closing	2C		SPIP		2D	

**Annual Reviewers: SEM Committee      Date: 01/17/20**

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HAZARD RANKING: SEVERITY	PROBABILITY			
	A. Probable	B. Reasonably Probable	C. Remote	D. Extremely Remote
1. Catastrophic Danger	work isn't done			
2. Serious				
3. Minor				
4. Negligible / OK				

	Immediate corrective action required
	Corrective action required urgently
	Corrective action required at next review
	No corrective action required

**Note 1: Administrative controls** sections should be used to list the need for creation of *Safe Practice Implementation Protocols* (SPIPs). When draft SPIPs have been approved by the CBS Safety & Engagement Committee, the number of the approved SPIP should be included in the FHA information. *SPIPs should initially be developed for any tasks with an initial Hazard Rating that falls in the red and orange zones of the chart above.*

**Note 2: Hazard Ratings.** The first hazard rating (HR) included should reflect the risk rating before control measures are implemented. A Revised Hazard Rating (RHR) should then be presented to the right of the “Controls in place” columns that estimates the reduced level of risk after suggested control measures have been applied.

**Note 3: After applying control measures, tasks should not be undertaken if the Revised Hazard Rating still falls within the red zone in the chart above. Tasks with ratings that still fall within the orange zone need ongoing review.**