



Health and Safety Manual

ABC Widget Oilfield Services Ltd. - FORMAL HAZARD ASSESSMENT

Task Assessed: <i>Office Work</i>				Assessment Team: <i>(needs to include affected employee)</i> <i>John Downy; Kris Marsh; Blake Edwards, Jason Naut</i>				FHA #: # 002	
Positions Considered: <i>Mgmt Disc, Admin Disc, Sales Staff, Safety</i>				Date: <i>Nov. 17, 2018</i>				Revision #: 1	
Referenced Legislation:		Specialized PPE or Equipment: <i>wrist guard</i>		Severity 1. Negligible/OK: Causing minor injury that requires first aid or less 2. Minor: Causing non-serious injury, illness, or damage that requires medical aid 3. Serious: Causing severe injury, serious illness, that is disabling or lifelong, or property and equipment damage 4. Imminent danger: Causing death, widespread occupational illness, or loss of facilities			Probability 1. Extremely Remote: Unlikely to occur 2. Remote: Could occur at some point 3. Reasonably Probable: Likely to occur eventually 4. Probable: Likely to occur immediately or soon		
Hazards Associated with Task	Severity	Probability	Priority	Existing Hazard Controls	Severity	Probability	Priority	Outstanding Implementation Assigned To	Expected Completion Date
<i>Awkward Posture -work station</i>	3	4	12	<i>Eng: Hands free receiver, adjustable work station, speaker phones</i> <i>Admin: AB OHS "Backs and Bums" Ergonomic training video</i> PPE:	3	2	6		

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<p>Repetitive Strain -keyboard</p>	3	4	12	<p>Eng: adjustable keyboard tray, ergonomic keyboard Admin: AB OHS "Backs and Bums" Ergonomic training video PPE: wrist guards</p>	3	3	9	<p>Ergonomist workstation assessments planned</p>	<p>Ongoing with new employees</p>
<p>Glare -monitor</p>	2	2	4	<p>Eng: anti-glare screen, light diffuser in office Admin: rest work schedule PPE:</p>	2	1	2		
<p>Potential Physical Violence - client, contractor interactions. - strangers in building</p>	3	2	6	<p>Eng: after-hours swipe card Admin: de-escalation training PPE:</p>	3	1	3		
<p>Potential emotional harassment/ bullying - client, contractor interactions. -peers</p>	3	1	3	<p>Eng: Admin: de-escalation training PPE:</p>	2	1	2	<p>Jason to review legislation and best practices around a workplace violence and bullying Policy</p>	<p>March 1st, 2019</p>