**Safe Work Practice** Office Worker-General

| **Department/Area:** | **Approved by:** | **Date Created:** | **Review/Revision Date:** |
| --- | --- | --- | --- |
| insert text here |  |  |  |

| **Potential Hazard** | **Risk level** |
| --- | --- |
| Awkward/sustained postures - bend, reach, lift |  |
| Forceful exertions - lifting |  |
| Repetitive movements |  |
| Vibration |  |
| Compression |  |
| Sharp points/edges - sharp materials |  |
| Pinch points - bin lids |  |
| Materials falling - bin lids |  |
| Surfaces causing falls - icy, snow in winter |  |
| Moving machinery |  |
| Chemicals |  |
| Biological pathogens - contact with waste |  |
| Electrical |  |
| Extreme heat/cold |  |
| Noise |  |
| Combustibles/flammables |  |
| Risk of falling |  |
| Other |  |

| **Risk control devices, personal protective equipment, and other safety considerations** | **Training/Reference info** |
| --- | --- |
|  |  |

* **DO** Have A general understanding of Ergonomics.
* **DO** Follow company safety rules.
* **DO** Learn about chemical safety, [WHMIS](http://www.ccohs.ca/oshanswers/legisl/intro_whmis.html) and [MSDSs](http://www.ccohs.ca/oshanswers/legisl/msdss.html)
* **DO** Know how to [report a hazard](http://www.ccohs.ca/oshanswers/hsprograms/report.html)
* **DO** Practice safe [lifting](http://www.ccohs.ca/oshanswers/ergonomics/mmh/)
* **DO** Follow [good housekeeping](http://www.ccohs.ca/oshanswers/hsprograms/house.html) procedures.