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| Comprehensive Hazard Assessment   | Things to Consider: People- Employees, Subcontractors, Client, Customer, Contractor, Pedestrians, General Public Equipment- Assets (Tools, Vehicles, etc.) Materials- SDS, Storage, Handling, Consumables you use (chemicals, supplies, etc) Environment- Weather, Overhead power lines, Site conditions, Lighting, Access/ Egress.  |
|  **OFFICE**  |
| Job  | Task:  | Hazards within task:  | Rank: (H,M,L) | Applicable Legislation:  | Hazard control(s):  | Person responsible:  |
|  | Filing | Sprains, Strains. Pinning or crushing by drawers  | L | OSGR | SWP,  |  |
|  | Working at the computer | Repetitive strain/sprain. Eye strain  | L | OSGR | SWP, SJP, Ergonomic assessment, Proper equipment.  |  |
|  | Working with office equipment - Photocopier | Repetitive strain/sprain Hazardous materials (toner). Electrical shocks or trips.  | M | OSGR, WHMIS | SWP, SJP, WHMIS Training |  |
|  | Working Alone | Personal Injury, slips, trips and falls, Violence  | M | OSGR | SWP, SJP, Policy, EFA training |  |
|  | Lifting | Pinch points, faulty equipment, public safety, overhead loads | L | OSGR | Training, SWP, PPE, Annual Inspections, Preventative Maintenance |  |
|  | Working with Controlled Products | Chemical Burns, inhalation of chemicals.  | L | OSGR, WHMIS | WHMIS training, SWP, SDS |  |
|  | Sweeping / Mopping Floors | Slips, Trips and Falls. | M | OSGR | SWP |  |
|  | Working around General Public | Violence in workplace, Harassment, threats  | M | OSGR / OHS Policies | Policy |  |
|  | Walking in parking lot | Slips/trips or falls, moving vehicles | M | OSGR, MVA | Inspections, Policy/procedure |  |
|  | Housekeeping | Slips, Trips and Falls,  | L | OSGR | SWP, Inspections |  |
|   | Working around Shops (BEC) | Injury from equipment/materials, slips, trips and falls.  | M | OSGR, WHMIS | PPE, WHMIS training. |  |
|  | Reception Adm - Disability | Obstructions from furniture, falling, tipping of wheelchair, reaching for materials | L | OSGR | Wheelchair assessable facility, ergonomically designed |  |
|  | Driving | MVA, personal injury | M | MVA,  | Policy, License  |  |
|  | Use of step ladders | Fall, personal injury | L | OSGR | SWP, SJP, inspections |  |
|  | Use of paper shredder | Personal injury, Electrical shock | L | OSGR | SWP |  |
|  | Working outside in extreme temperatures  | Heat exhaustion, sunburn, frostbite, hypothermia | L | OSGR | SWP |  |
|  | Dealing with Money | Violence in the workplace, threats, robbery | M | OSGR | Policy, SWP |  |
|  | Janitorial (Cleaning) | Personal injury, Controlled products, sprains/strains | L | OSGR, WHMIS | Training, SWP |  |
|  | Use of Paper cutter | Cuts, sprain/strains | L | OSGR | SWP |  |
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| Nova Scotia Occupational Health and Safety Act (Act)  | First Aid Regulations (FAR)  |
| Occupational Safety General Regulations (OSGR) Workplace Health and Safety Regulations (WHSR'S)  | W.H.M.I.S. Regulations Motor Vehicle Act (MVA  |
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