



Hazard Assessment and Control Form

Job Class	Job title:	Assessment Performed By:		Date:
Temporary – Administrative, Office & Clerical	Receptionist, Data Entry, Admin/Executive Assistant, Office Clerk, Hostess, Merchandiser includes all job titles in our Commercial Office, Marketing, Professional, IT Service Lines	Name: Nicky Muir Title: Service Operations Manager Western Canada		February 6 2013
Reviewed By : Corey Burt	Job Title: Safety, Health, Environmental & WCB Specialist	Approved By: Kim Myles-Barclay	Job Title: Manager, Regulatory Compliance, Canada	
Prepared Date: February 6 2013	Revised By: Felicia Gow, Dean Bergen, Shannon Baradoy, Leona Ferguson, Valerie McDonald	Revision Date: February 22 2013		Revision #2

Hazard/Task	Risk			Rating L,M,H	Potential Hazard	Preventative/Control Measure Engineering, Administrative, PPE (E.A.P.)	Recommended Controls/PPE
	S	P	F				
Working at a desk, answering phone, computer work	2	2	3	M	Musculoskeletal injuries, Repetitive strain injuries,	Ensure sufficient lighting, Take frequent breaks away from computer/laptop. Stretch hands/wrists/forearms frequently. Ensure workstation is set up correctly for occupant. Do a different task Use available personal protective equipment, ie headsets, wrist guards, foot rests etc	E: Adjustable Chair and Workstation P: Anti static guards, keyboard trays, wrist guards P: Headsets

Severity: 1=low, 2=moderate, 3=high **Probability:** 1=not likely, 2=likely, 3= very likely **Frequency:** 1= rarely done, 2=not common task, 3=do this task frequently



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General Office work includes filing, walking, standing, operating office equipment/machinery, reaching up, climbing up, general housekeeping,	2	2	3	M	Slips, trips & falls Falling objects Physical injuries	Keep exits, walkways and storage areas clear of clutter, tripping hazards Clean up any spills immediately Ensure mats are properly secured Conduct regular work site inspections Follow Good Housekeeping Safe Work Practices. Do not leave file or desk drawers open No running in office areas Follow manufacturers operating procedures for office machinery/equipment. Familiarization with worksite emergency response procedures.	A: Regular site inspections A: Safe Work Practice – Good Housekeeping A: Emergency Response Plan
Material handling lifting, carrying	2	2	2	M	Musculoskeletal injuries, Repetitive strain injuries	Familiarization with the material handling safe work practice. Get assistance when necessary and do not lift over 25lbs Use proper lifting techniques	E: Step stools should be made available to access materials on higher shelves. E: Use of dolly etc to transport heavy items when possible E: Not placing heavy items on high shelves. A: Development of Safe Work Procedures for lifting and training on the risk factors and symptoms of musculoskeletal injury – perhaps provide during

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Dealing with Co-Workers, Clients and General Public	2	3	3	H	Workplace Violence	Avoid working alone Familiarization with Kelly and Customer policies, safe work practices/safe job procedures Ensure employees are trained on what to do in an emergency, ie call security & know how to call from location where they are working.	A: Violence Policy A: Safe Work Procedure A: Training on Workplace Violence
Working Alone	2	2	2	M	Becoming injured Workplace Violence	Ensure regular check -in procedures are in place for any employees working alone. Ensure there is an effective means of communication in place, ie 2 way radio, cell phone etc. First Aid kits on site Familiarization with Kelly and Customer policies, safe work practices/safe job procedures	E: Effective means of communication A: Safe Work Procedure/Policy for Working Alone A: All workers should be trained in the Safe Work Procedure for working alone, cover in orientation
Travel – other work sites, overnight stays, other countries	2	2	2	M	Working alone Violence Environmental – weather conditions Transportation Musculoskeletal injuries Slips, trips & falls	Familiarization with emergency procedures for hotel accommodation. Keep hotel room door locked at all times. Be aware of your surroundings Familiarization/training with Kelly's policies for working alone, violence prevention. Ensure Kelly branch have itinerary and arrange regular check in times. Kelly Global Mobility engaged for foreign travel to ensure all documentation is correct and that a 24 hr number is provided for emergencies.	A: Violence Policy A: Safe Work Procedure - working alone, driving etc A: Training on Workplace Violence

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Sign-Off
I, _____ (please print) have read and understand Kelly Services' Hazard Assessment and Control Form.
Signature:
Date:

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