

HAZARD ASSESSMENT AND CONTROL FORM

Job Class	Job Title	Assessment Performed By	Assessment Reviewed By
Temporary – Administrative, Office & Clerical	Receptionist, Data Entry, Admin/Executive Assistant, Office Clerk, Hostess, Merchandiser includes all job titles in our Commercial Office, Marketing, Professional and IT Service Lines	Name: Nicky Muir Title: Service Manager, Western Canada	Name: Dale Hindmarsh Title: Senior Manager, HR
		Revised By	Assessment Approved By
		Ryan Graham, Lisa Hawkins, Joseph Lam, Julia Kryuchenkova, Rita Ogedegbe	Name: Byrne Luft Title: Country General Manager
Date	Prepared Date	Revision Date	Revision #
November 8, 2019	November 8, 2019	November 8, 2019	3

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	<ul style="list-style-type: none"> Musculoskeletal injuries Repetitive strain injuries 	<ul style="list-style-type: none"> 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, i.e. headsets, wrist guards, foot rests etc. 	E: Adjustable Chair and Workstation P: Anti-static guards, keyboard trays, wrist guards P: Headsets
General Office work includes filing, walking, standing, operating office equipment/machinery, reaching up, climbing up, general housekeeping,	2	2	3	M	<ul style="list-style-type: none"> Slips, trips & falls Falling objects Physical injuries 	<ul style="list-style-type: none"> 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: Customer's Safe Work Practices A: Emergency Response Plan

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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Material handling lifting, carrying	2	2	2	M	<ul style="list-style-type: none"> Musculoskeletal injuries Repetitive strain injuries 	<ul style="list-style-type: none"> 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: Safe Work Procedures for lifting A: Review & follow Safe Work Practices on myKelly.ca
Dealing with Co-Workers, Clients and General Public	2	3	3	H	<ul style="list-style-type: none"> Workplace Violence 	<ul style="list-style-type: none"> Avoid working alone Familiarization with Kelly and Customer policies, safe work practices/safe job procedures Ensure employees are educated on what to do in an emergency, i.e. call security & know how to call from location where they are working 	A: Workplace Violence, Harassment, Bullying & Weapons Program
Working Alone	2	2	2	M	<ul style="list-style-type: none"> Becoming injured Workplace Violence 	<ul style="list-style-type: none"> Ensure regular check -in procedures are in place for any employees working alone Ensure there is an effective means of communication in place, i.e. 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 educated in the Safe Work Procedure for working alone

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Travel – other work sites, overnight stays, other countries	2	2	2	M	<ul style="list-style-type: none"> • Working alone • Violence • Environmental – weather conditions • Transportation • Musculoskeletal injuries • Slips, trips & falls 	<ul style="list-style-type: none"> • Familiarization with emergency procedures for hotel accommodation • Keep hotel room door locked at all times • Be aware of your surroundings • Familiarization 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-hour number is provided for emergencies 	A: Workplace Violence, Harassment, Bullying & Weapons Program

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

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