

Job Hazard Analysis

Position: Office Worker	NOTE: If you do not have Safe Work Procedures that identify potential hazards, ensure you identify and address all potential hazards and preventive measures. (A list of Sample Safe Work Procedures is available by contacting NSTSA www.nstsa.ca)
Company:	
Analysis by:	
Location:	
Date:	

Job Task/Steps	Potential Accidents or Hazards	Preventive Measures
Filing	Improper body positions causing soft tissue injuries. Pinning or crushing by drawers, injuries of hands or fingers in file drawers. Lacerations from paper, staples etc.	Employee should be aware of correct body positions. Close 1st drawer before opening another one. Attention to tasks that are being performed. Keep drawers closed when not in use.
Working at the computer	Repetitive strain injuries due to long periods of time working on one particular office duty such as keyboards. Eye strain due to long periods of time working on the computer without taking breaks. Muscle stiffness from one position. Fall from the chair when getting up or sitting down. Neck injuries from holding phone on shoulder while multitasking.	Employee awareness of General Office Safety. Take regular breaks or change duties. Ergonomic Assessments by Occupational Therapist when required. Wear a headset if necessary to be multitasking while on the phone.
Working with office equipment - Photocopier / Fax etc.	Repetitive strain injuries of hand / arm due to working on one particular office duty such as hole punching and high volume of mail outs. Back injury due to improper lifting techniques of paper boxes or supplies. Dealing with hazardous materials (toner). Electrical shocks or trips.	Injury Prevention training focusing on proper lifting techniques. Take regular breaks or changing duties to prevent injuries. WHMIS Training and availability of MSDS sheets. Ensure all power cords and plugs are in good condition. Extension cords not plugged into other extension cords. Circuits not overloaded. No cords placed in traffic areas.
Attending Meetings / Errands - within or out of the office	Slips / trips / falls while walking to board rooms due to wet, slippery floors or clutter & loose electrical cords. Fall from a height while using stairs. Adverse weather conditions causing slippery parking lots. Motor vehicle accidents causing serious injury or death when driving to meetings. Hazard of unsecured articles in vehicles.	General safety awareness including keeping office floors, aisle and stairs clear of clutter. Secure all electrical cords. Have a valid Driver's license and drive defensively. Appropriate footwear for weather conditions. All materials being transported to and from the office should be carried in the trunk of the vehicle in appropriate containers.
Working with Hazardous Materials on various duties	Chemical Burns to body parts. Respiratory injuries due to inhalation of chemicals. Fire, explosions & toxicity	See MSDS Sheets for Safe Handling procedures for chemicals. Use PPE as recommended on MSDS sheet. Fire prevention and evacuation training. Fire extinguisher have current inspection tags. Fire doors are not blocked. Exits not obstructed and properly marked.
Visiting Loading Docks / Shop	Getting hit by a forklift / pallet jack. Slips/ trips or falls on unclean surfaces. Eye Injuries due to the presence of welding being performed or from flying objects. Inhalation injuries or chemical burns due to hazardous materials being used or transported. Injuries to hearing due to high noise levels.	Must wear PPE such as reflective vests, CSA approved footwear and safety glasses, respirators when required and ear protection when required, while visiting the dock / shop. Training in WHMIS.
Working Alone	Physical violence from intruder. Not receiving medical attention if required.	Training in security measures. Refer to Safe Work Procedure - Working Alone, www.nstsa.ca . Use First Aid kits provided. Keep door locked when alone. When more than one working in the office, ensure that entrance door signal is in good working order.
Working in extreme temperatures - Hot / Cold	Possible hypothermia and hyperthermia, dehydration, fatigue, loss of judgment and sunburn.	Trained First Aid providers are on site. Water is available to employees at all times. Rest breaks are scheduled to prevent injury and illnesses.

Approved by: _____ Date: _____

NOTE: This JSA is reviewed yearly