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| Section: | Environment Health and Safety Management System | Issued By:     | Environment, Health and Safety |
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| Part:    | Hazard Assessment and Control                   | Revision Date: |                                |
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|          |   | By:            |                                |

*The off-campus work location must be assessed by the employee to ensure site-specific hazards are identified and appropriate controls are implemented. Use additional rows as needed.*

| TASK                            | HAZARD   | CONTROLS – mandatory  | CONTROLS – recommended  |
|---------------------------------|--|---|---|
| <b>Office Workstation Tasks</b> | Musculoskeletal Injuries<br>- repetitive movement<br>- awkward posture<br>- static posture<br>- contact stress | ENG: Designated workspace<br>ENG: Adjustable chair<br>ADM: Training – Completion of <i>Office Ergonomics</i> online course or webinar<br>ADM: Training – Successful completion of <i>Office Ergonomics Self Adjustment Tool</i> | ENG: External keyboard and mouse used with laptops<br>ENG: Adjustable work surface<br>ENG: Task lighting<br>ENG: Footrest<br>ENG: Document holder<br>ENG: Headset<br>ADM: Scheduled breaks, micro-breaks<br>ADM: Equipment layout – ‘reach zones’<br>ADM: Proactive Ergonomics Program (Staff Wellness) |
|                                 | Eye strain<br>- glare from monitor screens, windows, lighting<br>- continual screen time                       | ADM: Monitor/ screen positioning (away from glare sources)<br>ADM: Adequate lighting  | ADM: Task lighting<br>ADM: Scheduled breaks, micro-breaks   |
|                                 | Psychological stress<br>- fatigue  |   | ADM: Scheduled breaks, micro-breaks   |

|                           |  |  |   |
|---------------------------|--|--|---|
| <b>Working Alone</b>      | Sudden injury or illness                   | ADM: Effective means of communication – cellphone and/or landline  | ADM: Contact schedule if no routine daily contact   |
|                           | Psychological stress<br>- social isolation | ADM: Regular meetings with co-workers, supervisor  | ADM: Mental health resources (Staff Wellness)<br>- E-Learning Modules – <i>WellBeing and WorkLife</i><br>ADM: Employee Family Assistance Program (EFAP) |
| <b>Mobility</b>           | Slips, trips and falls                     | ENG: Flooring in good condition<br>ENG: Floor coverings secured<br>ADM: Housekeeping practices – keep walking surfaces free of slip and trip hazards (e.g., spills, clutter, electrical cords, etc.)<br>ADM: Adequate lighting in work area and access corridors, stairwells |   |
| <b>Emergency Response</b> | Fire, gas leaks                            | ADM: ‘Home Escape Plan’<br>ADM: Familiarization with multi-plex building (e.g., condo, apartment, etc.) emergency procedures, if applicable<br>ADM: Smoke detectors<br>ADM: Effective means of communication – cellphone and/or landline                                     | ADM: Fire extinguisher<br>ADM: Carbon monoxide detectors  |
|                           | Sudden injury or illness                   | ADM: First aid supplies<br>ADM: Effective means of communication – cellphone and/or landline   | ADM: Emergency contacts posted in work area   |
| <b>Site-specific:</b>     |  |  |   |
| <b>Site-specific:</b>     |  |  |   |