



Corporate Hazard Identification & Risk Control

HIRA #
15.56

Office Activities

Applicable Zones:	Project	Yard	Office	Asphalt Plant
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HAZARD(S)

- Edges, Moving Parts, Heat and Pinch Points (P)
- Equipment Hazards (P)
- Ergonomics/Static Positions – Sedentary Work (P)
- Excessive Duration in a Seated Position (P)
- Incorrect Set up of Workstation
- Glare (P)
- Musculoskeletal Disorders (P)
- Poor housekeeping (P)
- Reaching Overhead (P)
- Repetitive Movements (P)
- Slips, Trips and Falls (P)

PRE-CONTROL RISK

Likelihood 2	Consequence 3	Pre-Control Risk 6
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CONTROLS

- Elimination** Use equipment on site to lift heavy or awkward items if needed and possible.
- Substitution** Use a flexible desk design and modify work station based on comfort.
- Engineering** Take regular breaks if performing repetitive actions.
Large or heavy items should be stored at waist level.
- Administrative**
- PPE** High Visibility Clothing, Hard Hat & Safety Boots at a minimum must be worn at all times.

POST CONTROL RISK

Likelihood 1	Consequence 3	Post-Control Risk 3	Risk Reduction 3	Critical or Not Critical No
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LEGISLATIVE REFERENCES

Industrial Regulations
O.Reg 851
Occupation Health & Safety Act

OTHER STANDARDS & REFERENCES

J-AAR Manual