Job Risk Analysis

Name(s) of Risk Team Members: J. Scott, J. Maraviglia	Point Value → Parameter ↓	1	2	3	4	5
Job Title: Office Work Job Number or Job Identifier: JRA 25-04	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Job Description: General office work; e.g.: typing, filing, drawings … etc.	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training and Procedures List (optional): General Employee Training (GET) Approved by: *E. Lessard* Date: 8/8/04 Rev. #: 0	Likelihood (D)	Impossible	Unlikely	Possible	Probable	Multiple

Stressors (if applicable, please list all):	Reason for Revision (if applicable):	Comments:
Lighting, ventilation		

				Before Additional Controls						After Additional Controls						
Job Step / Task	Hazard	Control(s)	**Stressors Y/N**	**# of People A**	**Frequency B**	**Severity C**	**Likelihood D**	**Risk* AxBxCxD**	Control(s) Added to Reduce Risk	**Stressors Y/N**	**# of People A**	**Frequency B**	**Severity C**	**Likelihood D**	**Risk* AxBxCxD**	% Risk Reduction
Typing, computer work	Repetitive motion injuries, eye strain	Ergonomic reviews of the work station, ergonomically designed keyboards and mouse, gel pads, adjustable chairs, effective supervision, work breaks, Tier 1 inspections	N	1	4	2	4	32	Several carpel tunnel injuries have occurred. A BNL subject matter expert (SME) is available to review work stations and make recommendations for improvement. Repetitive motion injury awareness has been increased through safety meetings and email communications.	N	1	4	2	3	24	25%
General occupancy	Climate, air quality	Proper lighting, ventilation, heating, cooling, janitorial services	Y	1	4	2	3	24								
Manual office work - writing, making drawings, copying, phone use … etc.	Repetitive motion injuries, eye strain, neck strain	Ergonomic reviews of the work station, phone attachment neck rest, speaker phones, adjustable chairs, effective supervision, work breaks, Tier 1 inspections	N	1	4	2	4	32	Several carpel tunnel injuries have occurred. A BNL subject matter expert (SME) is available to review work stations and make recommendations for improvement. Repetitive motion injury awareness has been increased through safety meetings and email communications.	N	1	4	2	3	24	25%
Manual office work - writing, making drawings, copying, phone use … etc.	Falls on same level, falls from step-stool	Proper selection of PPE (e.g.: slip resistant safety shoes), housekeeping rules, maintenance of walking/working surfaces	N	1	4	3	2	24								

Light manual lifting/filing	Overexertion – injuries caused by excessive lifting, pushing, pulling, holding, carrying	Use of squat lift technique	N	1	4	2	3	24	The OHSAS 18001 management system was implemented and is expected to raise awareness with regards to safety. For example, sprains and strains during manual-lift or manual-pull work have been experienced at C-AD. Strains and sprains and first aid events are discussed at the quarterly Worker Occupational Safety and Health (WOSH) Committee meetings. Each regularly scheduled C-AD meeting now starts with "5-minutes" on safety and strain and sprain events are discussed.	N	1	4	2	2	16	33%
Light manual lifting/filing	Falls on same level, falls from step-stool	Proper selection of PPE (e.g.: slip resistant safety shoes), housekeeping rules, maintenance of walking/working surfaces	N	1	4	3	2	24									
Light manual lifting/filing	Bodily reaction – injuries resulting from bending, climbing, loss of balance and slipping without falling	Effective supervision at the job site, use of squat lift technique, use of dollies, hand trucks …etc to minimize manual material handling	N	1	4	2	3	24									
Light manual lifting/filing	Cuts and abrasions	Minimization of sharp edges, gloves are available	N	1	4	2	3	24									
Light manual lifting - carrying a load walking up/down stairs	Falls, falls to a lower lever, bodily reaction to trips	Proper lighting, housekeeping rules, OSHA-compliant steps & handrails, emergency response	N	1	4	4	3	48	The OHSAS 18001 management system was implemented and is expected to raise awareness with regards to safety. Slip and fall events are discussed at the quarterly Worker Occupational Safety and Health (WOSH) Committee meetings. Each regularly scheduled C-AD meeting now starts with "5-minutes" on safety and strain and sprain events are discussed.	N	1	4	4	2	32	33%
Walking to parking lots, walking up/down outside stairs	Falls, falls to a lower lever, bodily reaction to trips	Proper lighting, clear walkways, OSHA-compliant steps & handrails, emergency response	Y	1	4	4	3	48	C-A staff was asked to identify outside walking/working surfaces that are in need of repair. PE instituted a program to correct deficiencies. Snow shovels and salt were distributed to staff for emergency use on walkways in winter storms. Building entrances that have higher personnel traffic and potential round-the-clock traffic have been identified with a "snowflake" sign and slated as higher priority for clearing snow and ice.	N	1	4	4	2	32	33%

*Risk:	0 to 20	21 to 40	41-60	61 to 80	81 or greater
	Negligible	Acceptable	Moderate	Substantial	Intolerable