

## NC Facility Risk Assessment

<b>Name(s) of Risk Team Members:</b> L, Davis, D. Elling, S. Hoey, W. Litzke, A. Piper	<b>Point Value</b> → <b>Parameter</b> ↓	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Area/Facility Description Title: NC General Office Work</b>	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Number or Job Identifier: NC-FRA-002</b>						
<b>Job Description: General Office Work</b>	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional):	<b>Likelihood (D)</b>	Very Unlikely	Unlikely	Possible	Probable	Multiple
Approved by: S. Hoey Date:7/18/07 Rev. #: 0						
<b>Stressors:</b> long hours, deadlines, volume of work.						

Job Step / Task	Hazard	Control(s)	Before Additional Controls					Control(s) Added to Reduce Risk	After Additional Controls					% Risk Reduction		
			Stressor	# of People A	Frequency B	Severity C	Likelihood D		Risk* AxBxCxD	Stressors	# of People A	Frequency B	Severity C		Likelihood D	Risk* AxBxCxD
Typing, computer work	Repetitive motion injuries, eye strain	Ergonomic reviews of the work station design, adjustable chairs, work breaks, Tier 1 inspections, ergo training	Y	1	5	3	2	30	IH will review and make suggestions. Ergonomic review							
	Back strain	Ergonomic reviews of the work station design, adjustable chairs, work breaks, Tier 1 inspections	Y	1	5	3	2	30								
Manual office work – copying, phone use, copy machine	Repetitive motion injuries, eye strain, neck strain, back strain	Ergonomic reviews of the work station design, adjustable chairs, work breaks, Tier 1 inspections	N	1	5	3	2	30								

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			Stressor	# of People A	Frequency B	Severity C	Likelihood D		Risk* AxBxCxD	Stressors	# of People A	Frequency B	Severity C		Likelihood D
	Punctures, finger injuries	Ergonomic reviews of the work station design, Tier 1 inspections, speaker phones, head sets	N	1	5	3	2	30							
	Falls on same level	Slip resistant shoes, housekeeping, maintenance of floor/work surfaces, Tier 1 inspections	N	1	5	3	2	30							
Light manual lifting/filing <30#	Overexertion injuries caused by excessive lifting, pushing, pulling, holding, carrying	Use of squat lifting techniques, training	N	1	5	3	2	30							
	Falls on same level	Slip resistant shoes, housekeeping, maintenance of floor/work surfaces, Tier 1 inspections	N	1	5	3	2	30							
	Bodily reaction injuries resulting from bending, climbing, loss of balance and slipping without falling	Use of squat lifting technique, training, use of hand trucks	N	1	5	3	2	30							

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			Stressor	# of People A	Frequency B	Severity C	Likelihood D		Risk* AxBxCxD	Stressors	# of People A	Frequency B	Severity C		Likelihood D
Light manual lifting – carrying materials up/down stairs	Falls, falls to a lower level, bodily reaction	Proper lighting, housekeeping, handrails	N	1	4	3	3	36							

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