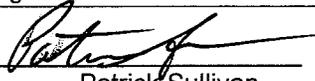


## EENS Job Risk Assessment

The only official copy of this file is the one on-line. Before using a printed copy, verify that it is the most current version by checking the document issue date on the EENS OHSAS web site.

<b>Name(s) of Risk Team Members:</b> E. Fredrickson; W. Brown; D. Occhiogrosso; T. Sullivan; L. Satalino; C. Conrad; M. Villaran; S. Monteleone; C. Wirick; J. Madaia; B. Behrens	<b>Point Value</b> → <b>Parameter</b> ↓	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Job Title:</b> General Office Work (Filing, Computer Work, etc.) <b>JRA #:</b> EENS-JRA-012 <b>Rev. #:</b> 1 <b>Date:</b> 7/19/07	<b>Frequency (B)</b>	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
<b>Job Description:</b> General Office Work such as computer work, filing, operating office machines, and attending meetings	<b>Severity (C)</b>	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
<b>Training Procedures List (Optional):</b> Note: Video Display Terminal Training available	<b>Likelihood (D)</b>	Extremely Unlikely	Unlikely	Possible	Probable	Multiple
<b>Approved by:</b>  Date: 8/21/07 Patrick Sullivan						
<b>Stressors:</b>	<b>Reason for Revisions (if applicable):</b>					<b>Comments:</b>

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
Computer work (typing/mousing), desk work; phone use	Repetitive motion injuries	VDT Training, ergonomic reviews, adjustable chairs, ergonomically designed keyboards and mouse, alternating tasks, work breaks, keyboard and mouse wrist cushions	N	1	5	3	2	30							
	Eye strain	Proper lighting, glare screens, adjustable chairs, alternating tasks, work breaks, document holder	N	1	5	2	3	30							
	Neck & Back strain from static posture	Ergonomic reviews, adjustable chairs, work breaks, alternating tasks, speaker phones, head sets	N	1	5	2	3	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
Manual office tasks – filing, copy machine, hole punches, staplers, sorters, collators, printers, label makers, and similar office equipment, light manual lifting of office supplies, water bottles and equipment; filing paperwork in cabinets and storage boxes, shredder	Neck or back strain/injuries from lifting, pushing, pulling, holding, carrying;	See EENS JRA-014												
	Cuts and abrasions, punctures, finger injuries	Padded sharp edges, furniture/equipment design, (example: staple removers, box cutters)	N	1	5	1	3	15						
	Struck against equipment, falls on same level, falls from step stools; Slip and trips	Housekeeping, maintenance of floor/work surfaces, Tier I inspections, clearance in aisle-ways, mats on slick flooring; step stools with anti-skid features	N	1	5	2	3	30						
	Electrical hazard- shock	Proper grounding of equipment, limited use of extension cords, NRTL equipment, Tier I inspections	N	1	5	2	1	10						
	Poor Water Quality (Tap and Bottle)	Testing of tap water, flushing line before using for cooking/drinking, proper cleaning of bottle dispenser	N	1	5	1	1	5						
General office area room occupancy	Unacceptable climate, comfort, air quality	Proper lighting, HVAC units and their proper maintenance, custodial services, Tier I inspections, IAQ investigations, housekeeping, no parking near air intakes	N	1	4	1	3	12						
	Mold	HVAC, housekeeping, cleaning AC filters, roof maintenance, IH evaluation, Tier I inspections	N	1	5	2	3	30						
Walking - offices, bldg. areas, & external (parking lots)	Slips, trips, falls to same or lower level	See Site level JRA <i>Walking</i> ; housekeeping, maintenance of floor/work surfaces, Tier I inspections, non-skid mats, postings/barricades	N	1	5	1	2	10						

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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
Using elevators	Falls to same level	See Site level JRA <i>Walking</i>	-	-	-	-	-	-							
Using Portable Space Heaters and Fans	Burns, fire	Use approved appliances that automatically turn off if tipped over, housekeeping, Fire Safety Subject Area, Section 1.1	N	1	3	1	2	6							
Kitchen Areas	Electrical Hazard/Shock	Proper grounding (GFCI), Tier I inspections, use of approved devices, limited use of extension cords, automatic timers	N	1	5	2	2	20							
	Burns, Broken Glass	Use of automatic timers on appliances	N	1	5	1	2	10							
<b>Further Description of Controls Added to Reduce Risk:</b>															
<b>*Risk:</b>	<b>0 to 20 Negligible</b>	<b>21 to 40 Acceptable</b>	<b>41 to 60 Moderate</b>			<b>61 to 80 Substantial</b>			<b>81 or greater Intolerable</b>						

Changes, Rev 1 (Review Team: P. Carr, W. Brown, S. Ferrone, J. Madaia)

Editorial changes/clarification made to Controls and Hazards. Moved slips and falls hazard from "Kitchen Area" to "Walking to parking lots, in hallways, and in offices" task.