

NC Facility Risk Assessment

Name(s) of Risk Team Members: L, Davis, D. Elling, R. Sabatini, W. Litzke	Point Value → Parameter ↓	1	2	3	4	5
Area/Facility Description Title: NC General Office Work Job Number or Job Identifier: NC-FRA-002	Frequency (B)	≤once/year	≤once/month	≤once/week	≤once/shift	>once/shift
Job Description: General Office Work	Severity (C)	First Aid Only	Medical Treatment	Lost Time	Partial Disability	Death or Permanent Disability
Training Procedures List (Optional):	Likelihood (D)	Very Unlikely	Unlikely	Possible	Probable	Multiple
Approved by: R. Sabatini Date:5/19/2011 Rev. #: 1						
Stressors: 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							

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