

Hazards Identified	Health Hazards	Mitigation	PPE Required/Other Protective Measures
Hand sanitizers	Possible sensitivity, can dry out skin with frequent use, product is flammable	Place hand lotion nearby to combat skin dryness. Locate automatic dispensers away from ignition sources.	Use automatic dispensers to prevent over exposure.
Low Level Disinfectants	Most are eye, skin and respiratory irritants, particularly when concentrated. Some products may produce sensitization.	Substitution with less harmful product. Properly designed and maintained ventilation systems. Purchase products in ready to use concentrations to minimize handling. Safe work procedures.	If sensitivity is noticed, relocate until which time the product is no longer present.
Personal care products, scents and fragrances	May cause a variety of mild to severe symptoms. Allergic, asthmatics and sensitive employees may experience reactions	Employee education. Enforce policy regarding the excessive use of perfumes and colognes. Use low or no fragrance soaps in the bathroom soap dispensers at the sinks and in the showers.	Proper area ventilation. If sensitivity is noticed, relocate until which time the product is no longer present.
Dish soaps and coffee machine cleaner	Can cause irritation to skin in sensitive individuals. Can cause GI tract irritation if not properly rinsed from containers prior to use.	Substitute coffee machine cleaner and use regular dish detergent for washing.	Ensure proper cleaning and rinsing of containers and utensils.
Copier/printer toner	Toner dust can cause irritation to skin, eyes, and respiratory track.	Ensure only trained employees change toner in machines.	Proper area ventilation. If dust is noted, relocate until which time the product is no longer present.
Electrical hazards arising from use of electrical cords and appliances	This poses a risk of electric shock, falls, and fire.	Secure loose cords. Provide employee training. Ensure that drop cords and extension cords are unplugged after use. Ensure that power strips and wall outlets are not overloaded.	



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Hazard Assessment – Administration – All Staff

Ergonomic hazards associated with computer use or workstation design	Repeated motion tasks such as prolonged seating or using a computer can cause long-term physical injuries and physical stressors.	Ergonomically designed workstations, chairs, and equipment. Adjustment of workstation to include computer screen brightness, adding ergonomic type keyboards and wrist supports, and providing fully adjustable chairs. Employee education regarding ergonomic hazards and control strategies. Self-assessment tools to assist employees in identifying and controlling risk factors.	Periodic reminders sent on proper office ergonomics. Work station assessments upon request. Periodic stretching. A break schedule that allows for multiple small breaks throughout the day.
Ergonomic hazards associated with material handling of equipment and furniture.	When moving, lifting, carrying, pushing, pulling, etc. any object or materials there is a risk for potential personal injury. This includes muscle sprains and strains or orthopedic injuries.	Ergonomically designed storage areas with adequate space. Ergonomically designed equipment and furniture with appropriate casters and handles. Provision of appropriate materials handling equipment such as carts. Employee education and awareness including proper lifting procedures.	Early reporting of signs and symptoms of ergonomic concerns. Stretches and micro breaks.
Falling hazards associated with slips trips and falls	Slips, trips, and falls pose a risk of bodily harm to include muscular and orthopedic injuries.	Perform regular maintenance on flooring, stairwells, hallways, handrails, etc. Employee education. Adherence to spill prevention program that includes prompt spill cleanup, use of warning signs, etc. Minimize clutter and tripping hazards. Discourage the storage of materials in hallways or near doors.	Use of proper footwear. Maintain good housekeeping practices.



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Cuts from sharp instruments including scissors, paper cutter, needle sharps in the simulator	Sharp instruments pose the risk of cuts and scrapes as well as blood borne pathogen exposure to other employees.	Proper storage of sharps. Employee education. Safe work procedures to include keeping all sharps properly contained in the simulator area and restricting non-essential employees from access. Ensure proper safety guards on the paper cutter and that it is good working order.	Promote the purchase and use of instruments that have safeguards. Report all sharps injuries as outlined in the OJI process.
Blood Borne Pathogens	Potential for infectious disease spread which can affect many different body systems depending on the type of disease contracted.	Proper disposal of sharps. Adherence to the Exposure Control Plan. Employee education in proper use of PPE around exposed blood, in proper blood and bodily fluid clean up.	Universal Precautions. Enforcement of PPE use policies. Good housekeeping practices.
Verbal abuse by customers or members of the public	Can promote stress that can limit productivity and promote attendance problems.	Employee education in violence awareness, avoidance, and de-escalation procedures. Liaison and response protocols with local police.	Awareness training, use of EAP resources, and reporting of incidents.
Abuse by co-employees	This can promote fear and stress in the employee that can limit productivity and promote attendance problems.	Alarm systems and panic buttons. Video surveillance. No tolerance policies with enforcement. Employee education in violence awareness, avoidance, and de-escalation procedures.	Awareness training, use of EAP resources, and reporting of incidents.

I acknowledge that I have read and understand this Risk Assessment. By signing, I agree to adhere to the requirements set forth in this document for the use of Personal Protective Equipment/Other Protective Measures.

Name \_\_\_\_\_

Date \_\_\_\_\_