

Hazard Assessment – Administration

This hazard assessment is meant for all employees in an administrative role. This includes all positions under Human Resources, Safety, Performance Improvement, Clinical Improvement, Clinical Education, Scheduling, Public Relations, Accounts Payable, Accounts Receivable, Purchasing, Revenue Cycle, Information Technology and Operations Assistants. It covers hazards identified while in the office and while working from home. It does not include hazards associated with field work for dual employees. See Field Operations Hazard Assessment.

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.
Use of copier/printer toner	Toner dust can cause irritation to skin, eyes, and respiratory track. Be aware of pinch points.	Use per manufacturer guidelines.	Proper area ventilation. If dust is noted, relocate until which time the product is no longer present.
Use of laminator	The heating plate can cause burns.	Use per manufacturer guidelines.	Do not touch heating plate when operating. Unplug after use.

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Psychological stress: may include interpersonal conflict, objections, role design etc.	Can contribute to low self-esteem, anxiety, depression, and physical illness.	Seek help from EAP, peer support team, or supervisors. Engage in problem solving, maintain and nurture emotionally supportive relationships, and engage in stress-reducing activities.	Awareness training, use of EAP resources, and reporting of incidents.
Distractions from safe work practices by surrounding noise, workload, or fatigue.	Overall fatigue, loss of focus, higher probability of illness or injury, and generalized stress over time.	Stop what you are doing. Before addressing or responding to another person, shut down or disengage any tools or equipment that you are using. Take a break. If you notice that you are becoming increasingly distracted, it may be a signal that you need to take a short break to relax for a moment and recharge. Consider getting something to drink, having a snack, stretching, or taking a short walk before returning to work.	If there is a persistent distraction at work that you can't manage on your own, talk to your supervisor. Work together to address the issue.
Electrical hazards arising from use of electrical cords and appliances.	This poses a risk of electric shock, burns, 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.	Report electrical hazards to facilities maintenance right away.
Ergonomic hazards associated with computer use or workstation design. Static Posture, repetitive movements, and awkward posture.	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. Workstation assessments upon request. Periodic stretching. A break schedule that allows for multiple small breaks throughout the day.

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Prolonged screen time.	This can cause eye strain, vision problems, dry eyes, headaches, and difficulty focusing.	Schedule screen-free breaks, choose the right lighting, and adjust the brightness of your screen as needed. Periodically rest your eyes by focusing on other, further away objects. Blink regularly and use eye drops to help with dry eyes.	Anti-glare screen, blue blocking glasses, set the screen at the correct distance (20-40 inches from eyes) and facing you.
Ergonomic hazards and pinch points associated with material handling of equipment and furniture.	When moving, lifting, carrying, pushing, pulling, etc. any object or material 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 and 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 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.
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.	Employee education. Safe work procedures 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.

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Exposure to viruses and/or bacteria.	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 and Infectious Disease Policy. Employee education in proper use of PPE around exposed blood, in proper blood and bodily fluid clean up.	Universal Precautions. Enforcement of Personal Protective Equipment use policies. Good hygiene and housekeeping practices.
Exposure to verbal aggression, harassment, and bullying.	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.
Operating a vehicle	Accidents while driving	Follow NC Driving Laws	N/A

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 _____