



TASK INVENTORY

Division: All

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2nd Revision:

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JOB PHASE	TASKS	HAZARDS	Severity (1-4)	Probability (1-5)	Risk Before	CONTROLS / STANDARDS	Severity (1-4)	Probability (1-5)	Risk After	Executives	Administration	Managers	Directors	Superintendents	Trainees	Field Workers doing Admin Tasks
					Risk (1-20)				Risk (1-20)							
					Green = Low Yellow = Medium Orange = High Red = Extreme				Green = Low Yellow = Medium Orange = High Red = Extreme							
Visiting job sites	Travel to site	Collision, Rollover, breakdown, Stranded	4	2		Fleet Safety Journey Management(HSEMS-21), Driving & Journey Management (SWP-28)Working Traveling alone	4	2		✓	✓	✓	✓	✓	✓	✓
	Walk around location	Uneven/slippery ground, wildlife, severe weather, stranded	1	2		Slips/Trips/Falls Prevention Program	1	2		✓	✓	✓	✓	✓	✓	✓
Office Work	General walking	Uneven/slippery ground, severe weather, traffic, distractions,	2	1		Proper footwear, keep walkways clear, plan your path, clean spills/puddles	2	1		✓	✓	✓	✓	✓	✓	✓
	Walking up/down stairs	Falls, overexertion	3	2		All stairs above 4 steps to have hand rails, keep stairs clear, use handrails, maintain stairs,	3	2		✓	✓	✓	✓	✓	✓	✓
	Carrying items	Overexertion, strains, falls, property damage	3	2		Do not carry loads that are too heavy for you, get assistance, do not block your vision, carry close to your body	3	2		✓	✓	✓	✓	✓	✓	✓
	Photocopying/scanning	Pinch points, hot surfaces	1	1		Keep body clear from moving parts, ensure lid is down when in use, follow user manual, read notification Strike's	1	1		✓	✓	✓	✓	✓	✓	✓
	Filing	Overexertion, strains, cuts, awkward body position, crush (falling file cabinet), cabinet doors	2	1		Ensure only one draw on cabinet open at a time, keep weight of files low in the cabinet and slowly move them up,	2	1		✓	✓	✓	✓	✓	✓	✓
	Hole punching	Pinch points, overexertion	1	1		Keep body parts clear of pinch area, ensure device is in good working order, do not overload	1	1		✓	✓	✓	✓	✓	✓	✓
	Stapler use	Pinch points, overexertion, repetitive strain injuries	1	1		Keep body parts clear of pinch area, ensure device is in good working order, do not overload	1	1		✓	✓	✓	✓	✓	✓	✓
	Paper cutter	Sharp edge, cuts, amputation	3	1		Keep body parts clear of cutting area, ensure device is in good working order, do not overload	3	1		✓	✓	✓	✓	✓	✓	✓
	Shredding paper	entanglement, electric shock, rotating equipment	2	1		Read owners manual, follow labels, do not overload, only shred those things that the shredder is designed for, restrain hair and loose clothing	2	1		✓	✓	✓	✓	✓	✓	✓
	Building evacuation	Falls, stress/anxiety, trampling, stranded, working alone	3	2		Site ERP, ERP Drills	3	2		✓	✓	✓	✓	✓	✓	✓
	Material / Manual lifting	Overexertion, strains, falls, property damage	2	2		Maintain proper footwear, use tandem lifts where appropriate, take breaks where required	2	2		✓	✓	✓	✓	✓	✓	✓
	Sitting	repetitive strain injuries, pre-existing health conditions, poor ergonomics	2	1		Avoid sitting for prolonged periods, walk around as required	2	1		✓	✓	✓	✓	✓	✓	✓
	Food preparation	Electric shock, hot surfaces, cuts, food-borne illness	2	2		Safe knife use, avoid congesting work area	2	2		✓	✓	✓	✓	✓	✓	✓
	Cleaning	Chemical exposure, cuts, pinch points, eye injuries	2	2		Follow all SDS requirements, use SDS required PPE	2	2		✓	✓	✓	✓	✓	✓	✓
	Ink/toner changing	Chemical exposure, cuts, pinch points, eye injuries	2	1		Follow all SDS requirements, use SDS required PPE	2	1		✓	✓	✓	✓	✓	✓	✓
	Elevator use	Stranded, equipment malfunction	2	1		Follow all bulding safety standards, do not exceed building occupancy requirements	2	1		✓	✓	✓	✓	✓	✓	✓
	Opening mail	Cuts, biological/chemical exposure	1	1		Avoid the line of fire	1	1		✓	✓	✓	✓	✓	✓	✓
	Working with others	Threat of violence, biological exposure, harassment	2	1		Maintain proper footwear, follow appropriate conflict mitigation strategies, Obey Violence/Harassment Policies.	2	1		✓	✓	✓	✓	✓	✓	✓
	Computer use	Ergonomics, repetitive strain injuries	3	1		Avoid sitting for prolonged periods, walk around as required, refocus eyes off of the screen frequently throughout the day	3	1		✓	✓	✓	✓	✓	✓	✓
BU Maintenance	Fueling vehicles/equipment	Chemical exposure, fire/explosion, equipment damage	2	2		Follow all OEM fueling requires, avoid potential ignition sources	2	2								
	Cutting grass	Flying debris, noise, vibration, cuts, biological, property/equipment damage	3	2		Follow all OEM requirements, wear minimum PPE	3	2								✓
	Snow removal	Overexertion, slippery ground conditions, falls on ice, frostbite	2	2		Avoid lifting	2	2								✓
	Weed control	Chemical exposure, awkward body position, cuts	2	2		Follow all SDS requirements, use SDS required PPE	2	2								✓
	Interacting with public	physical violence, stress, harassment	2	2		All building access to be limited to appointment only, offices to be locked outside of business hours	2	2								✓