



Western

# JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

**WORKPLACE TASK TO BE ANALYSED**

Office Equipment (Copier, Shredder, Cutter, etc.)

**DEPARTMENT**

Facilities Management

**WESTERN JOB CLASSIFICATION\***

All

**WESTERN HAZARD CATEGORY\***

Worksite

**HAZARD TYPE\***

Sharp Objects, Burns

**LOSS POTENTIAL RATING\***

Low

\*refer to Stantec Specific Job Report

**DATE:**

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**REVIEWED BY:**

**MGMT APPROVAL:**

**REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT**

**SEQUENCE OF TASK**

**POTENTIAL HAZARDS**

**ACTION OR PROCEDURE**

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Photocopier - removing paper jam, replace toner, etc.	Burns	Follow operating procedures for equipment
Shredder - inserting paper, remove paper jam	Sharp objects, cuts	Follow operating procedures for equipment
Paper Cutter - cutting paper to specific lengths	Sharp objects, cuts	Follow operating procedures for equipment