JOB HAZARD ANALYSIS - Task Specific

Western

☐ NEW ☒ REVISED

WORKPLACE TASK TO BE ANALYSED	WESTERN HAZARD CATEGORY*	DATE:
Office Equipment (Copier, Shredder, Cutter, etc.)	Worksite	January 31, 2019
DEPARTMENT	**HAZARD TYPE***	**WRITTEN BY:**
AVP Office	Sharp Objects, Burns	Mark Denomy
WESTERN JOB CLASSIFICATION*	**LOSS POTENTIAL RATING***	**REVIEWED BY:**
All	Low	
REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT	***refer to Stantec Specific Job Report**	**MGMT APPROVAL:**

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