

AUTHORIZATION & RELEVANCY	ASSURANCE CONSTRUCTION & SERVICES		HAZARD ASSESSMENT & ANALYSIS WORKSHEET						R-15 FORMAL HAA				
	JOB/TASK		WORKING ALONE										
	ANALYSIS BY		SERVICE SUPERVISOR			SENIOR ADMINISTRATOR							
	HARLEY WINBORN		JAMIE HEIDE			JASON DE BOER							
	SIGN												
	DATE	MARCH 22 2016											
ORIGINAL ASSESSMENT DATE		REASON FOR THIS REVISION (ANN. REVIEW, CHANGE IN PROCEDURE, CHANGE OR NEW EQUIP., OR INCIDENT)											
SEPTEMBER 3 2013		ANNUAL REVIEW											
WHAT YOU NEED	TOOLS/EQUIPMENT USED			MATERIALS REQUIRED			PPE REQUIRED						
	COMMUNICATION SYTEM: PHONE OR RADIO			JOB DEPENDENT			JOB DEPENDENT						
HAZARDOUS STEPS & TASKS	#	STEPS /TASKS	POTENTIAL HAZARDS	WHAT COULD HAPPEN	HEALTH HAZ.	SAFETY HAZ.	PROP/EQUIP DAMAGE/LOSS	HAZARD CONTROLS	WHAT PROTECTS YOU	ENG. CONTROL	ADMIN. CONTROL	P.P. EQUIP.	
		WORKING ALONE WORST CASE SCENARIOS WITH NO COMMUNICATION EQUIPMENT OR PROCEDURE											
		THOSE MOST SUSCEPTIBLE											
		1. WORKERS WORKING WITH CASH				X	X			PROCEDURE & COMMUNICATION SYSTEM		X	
		2. WORKERS MEETING CLIENTS WAY FROM OFFICE											
		3. WORKERS WHO PERFORM HAZARDOUS WORK				X	X			PROCEDURE & COMMUNICATION SYSTEM		X	
		4. WORKERS WHO TRAVEL ALONE											
		5. WORKERS AT RISK OF VIOLENCE DUE TO ISOLATION				X	X			PROCEDURE & COMMUNICATION SYSTEM		X	
RATING SYSTEM	PROBABLILITY/RISK RATING WITHOUT CONTROLS OR PROTECTION				SEVERITY/CONSEQUENCE RATING				TOTALS	PRIORITY RATING /20			
	1	LOW PROBABILITY (EXTREMELY REMOTE)	1	FIRST AID ONLY/MINOR PROPERTY DAMAGE									
	2	LOW-MEDIUM PROBABILITY (REMOTE)	2	MEDICAL AID/MINOR PROPERTY DAMAGE-SPECIALIZED TECH SUPPORT									
	3	MEDIUM PROBABILITY (MIGHT OCCUR)	3	LOST TIME INJURY/MAJOR PROPERTY DAMAGE-SPECIALIZED TECH SUPPORT									
	4	MEDIUM-HIGH PROBABILITY (LIKELY WILL OCCUR EVENTUALLY)	4	PERMANENT DISABILITY/MAJOR PROPERTY DAMAGE-OHSA CONTACT									
	5	HIGH PROBABILITY ( WILL OCCUR )	5	FATAL/CATASTROPHIC PROPERTY DAMAGE-OHSA CONTACT									
	1	HEALTH	1	HEALTH									
	2	SAFETY	5	SAFETY									