

Sales Office Risk Report

	EMPLOYEE CONTROLS Training and protective equipment	WORKPLACE CONTROLS Isolate or reduce employee exposure to risk
Health Illness due to exposure to harmful chemicals, air quality, or excessive noise	☐ \$3,000 Training, personal protective equipment, signage	☐ \$15,000 Housekeeping service, water service and air filtration
Caught In or Compressed By Injuries caused by catching a body part in machinery or equipment	☒ \$3,000 Training, personal protective equipment, signage	☐ \$8,000 Safety guards, machine maintenance
Overexertion Injuries caused by excessive lifting, pushing, pulling, holding or throwing	☐ \$3,000 Training, personal protective equipment, signage	☐ \$20,000 Cargo carts, mechanical lift systems, reduced shelf depth
Assault injuries due to fighting or other violent acts between workers	☐ \$3,000 Training, personal protective equipment, signage	☐ \$5,000 Formal mediation, human resource interventions
Repetitive Motion Injuries due to repeated stress or strain like typing	☐ \$3,000 Training, personal protective equipment, signage	☐ \$15,000 Frequent breaks and office equipment upgrades
Falling Injuries due slipping or tripping down to lower levels or same level	☐ \$3,000 Training, personal protective equipment, signage	☒ \$18,000 Handrails, storage to keep walkways clean, no slip surface
Struck Against or By Object Injuries cause from impact against solid objects like doors or falling equipment	☐ \$3,000 Training, personal protective equipment, signage	☐ \$5,000 Reconfigure Workspace, equipment safety netting

Quarterly Health and Safety Investments:

Quarter 1: \$21,000

Quarter 2:

Quarter 3: _____

Quarter 4: _____