
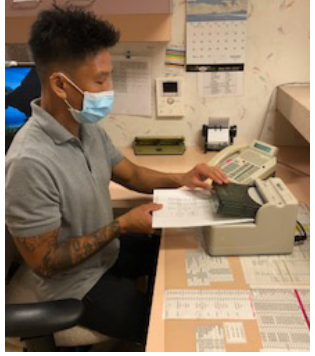


Description of Task: Use of Addressograph			
Position/Job: Healthcare Worker (HCW)		Department/Unit: Nursing Units, areas providing patient/resident/client care	
<b>Potential Hazards</b>		<b>Personal Protective Equipment Required</b>	
	<i>Risk for Injury (check all that apply)</i>	<i>Specify Type, Manufacturer, Model</i>	
<input type="checkbox"/>	Biological (puncture/spill/splash/exposure)	<input type="checkbox"/>	Head Protection:
<input type="checkbox"/>	Caught In/Under/Between Wall, Equipment	<input type="checkbox"/>	Eye Protection:
<input type="checkbox"/>	Chemical/Hazardous Substance/Medication	<input type="checkbox"/>	Hearing Protection:
<input type="checkbox"/>	Contact with Hot/Cold Object/Substance	<input type="checkbox"/>	Face Protection:
<input type="checkbox"/>	Contact with Sharp Object (not biological)	<input type="checkbox"/>	Hand Protection:
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Foot Protection:
<input type="checkbox"/>	Falling or moving equipment/material	<input type="checkbox"/>	Respirator/Fit Test:
<input type="checkbox"/>	Moving machinery / parts	<input type="checkbox"/>	Body Protection:
<input checked="" type="checkbox"/>	MSI-Awkward / sustained postures	<input type="checkbox"/>	Hi Visibility Apparel:
<input checked="" type="checkbox"/>	MSI-Forceful exertions	<input type="checkbox"/>	Other: Isolation precautions if necessary
<input checked="" type="checkbox"/>	MSI-Repetitive motions	<b>Equipment and/or tools required to perform task</b>	
<input type="checkbox"/>	Noise	Addressograph	
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls		
<input type="checkbox"/>	Task requires more than 1 worker		
<input type="checkbox"/>	Violent, Aggressive or Reactive Behaviours	<b>For machine operation tasks complete the following</b>	
<input type="checkbox"/>	Working Alone or in Isolation	Machine Description and Safety Features:	
<input type="checkbox"/>	Working at Heights		
<input checked="" type="checkbox"/>	Other: Pinch Points		
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)		<i>Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.</i>	
<b>Training and Proficiency:</b>			
Staff who perform this task must be trained as indicated below in this safe work procedure prior to performing it. Training must be documented. This SWP must be available to staff.			
<input checked="" type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training: or observation	
<input type="checkbox"/> Demonstrated Competency			
<b>Responsibilities</b>			
<b>Manager/Supervisor or Designate:</b> Ensure all staff are trained and that duties are performed in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures).		<b>Staff performing task:</b> Perform task in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures). Follow process for reporting hazards, injuries, occurrences and patient safety events.	

Approved by		Original Effective Date	Revised Effective Date	Reviewed Date				
Provincial Workplace Safety & Health Working Group		February 3, 2023	February 3, 2023	February 3, 2023				
This safe work procedure was created by Provincial Safe Work Procedure Committee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.								
<b>Notes/Other Considerations:</b>								
<b>Steps to be taken to complete task safely:</b>								
1	Position yourself in front and close to the addressograph. Sit or stand when operating. If sitting adjust chair so that work is done below shoulder level.							
2	Insert the label into the addressograph.							
3	Place the paper to be stamped into the addressograph opening.							
4	With one hand push down lightly on the addressograph to initiate the stamping process. Keep hands clear of opening. <div style="display: flex; justify-content: space-around; align-items: center;">   </div>							
5	Remove the paper and label from the addressograph.							
<b>Related Materials:</b>								
<b>References:</b>								