**Job / Hazard Assessment (HA) Inventory**

HAs are required for all job descriptions, laboratories and workshops as outlined in the University’s Hazard Assessment and Control Procedure. All job descriptions (positions) must have a HA; however, one HA may be completed for multiple job positions with similar tasks. HAs must be reviewed and updated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions; post incident or when changes to operations are implemented (i.e. new equipment or a process is introduced to the work area).

*Use the table below to create an inventory of jobs and track completion, revision and review of HAs.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description / Business Title** | **HA Completed (Yes / No)** | **Date Last Revised (yyyy/mm/dd)** | **Reviewed by Employees (Yes / No)** |
| Example: Plumber | Yes | 02/10/2018 | Yes |
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