JOB HAZARD ANALYSIS - Task Specific

☐ NEW ☒ REVISED

WORKPLACE TASK TO BE ANALYSED	WESTERN HAZARD CATEGORY*	DATE:
Carrying serving trays of food	Ergonomics hazards	May-21
DEPARTMENT	**HAZARD TYPE***	**WRITTEN BY:**
Hospitality Services	Weight	Committee
WESTERN JOB CLASSIFICATION*	**LOSS POTENTIAL RATING***	**REVIEWED BY:**
Culinary support, supervisor, lead	High	Brian Fliss
REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT	***refer to Stantec Specific Job Report**	**MGMT APPROVAL:**
Serving trays and tray jacks		

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Place tray on a stationary flat surface	Trays may fall	Use stationary/flat surface
Load tray with meals on plates ensuring plates are flat on tray	Plates may shift/drop	Ensure plates are flat on tray
Lift tray by bending at the knees		
Place hand flat on bottom centre of the tray		
Place other hand on the front edge of tray to steady	Strain/drops/cuts	Ensure proper weight is maintained
Walk to serving area, bend knees to place on tray jack	Strain	Use proper lifting/bending techniques