

JOB HAZARD ANALYSIS - Task Specific

 NEW
 REVISED

WORKPLACE TASK TO BE ANALYSED

Loading Delivery Cart

WESTERN HAZARD CATEGORY*

Ergonomic Hazards, Worksite Hazards

DATE:

May-06

DEPARTMENT

Hospitality Services

HAZARD TYPE*

Weight, Awkward/Static Position, Slip/Trip/Fall

WRITTEN BY:

Committee

WESTERN JOB CLASSIFICATION*

FSA (Catering / Residence) - Cook - Porter - Chef - Supervisor

LOSS POTENTIAL RATING*

High, Moderate, Moderate

REVIEWED BY:

Barry Russell

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Cart large enough to accommodate load and in good condition (wheels pumped,oiled)

*refer to Stantec Specific Job Report

MGMT APPROVAL:

Frank Miller

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Place coffee airvoid on flat non slip surface	May slip or fall	Non slip flat surface
Fill airvoid with coffee, leaving 3"-4" of space on top	Overfill may cause spillage resulting in burns	Do not overfill, leave 3"-4" of space at top
Secure lid on airvoid before transfer	Spill or burn	Secure lid, tightly
Transfer airvoid to cart for delivery. Requires two staff members to lift	Burn or strain	Always ask for assistance when transferring
Load lighter items on bottome shelves of cart		
Weight must be evenly distributed throughout the cart	Strain	Load a second cart if necessary
Make sure that everything is inside the rails of the cart	Could catch on doorway and cause shift in load	Load cart properly and avoid overhanging items