



Western

# JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

**WORKPLACE TASK TO BE ANALYSED**

Step Stool

**DEPARTMENT**

Facilities Management

**WESTERN JOB CLASSIFICATION\***

Customer Service Representative, Accounts Clerk

**REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT**

**WESTERN HAZARD CATEGORY\***

Worksite, Ergonomic

**HAZARD TYPE\***

Working at Heights, Slips/Trips/Falls, Strains

**LOSS POTENTIAL RATING\***

Moderate

\*refer to Stantec Specific Job Report

**DATE:**

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**WRITTEN BY:**

Mark Denomy

**REVIEWED BY:**

**MGMT APPROVAL:**

**SEQUENCE OF TASK**

**POTENTIAL HAZARDS**

**ACTION OR PROCEDURE**

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Set up stool	Falling and tripping	Ensure stool is on flat surface, solid footing
Climb up	Falling and tripping	Step up carefully, maintain balance
Reach/pull articles from shelving, etc.	Muscle strain	Use sound ergonomic procedures. Training in procedures available through UWO ergonomist.
Climb down		Observe area for obstructions. Step down carefully, maintain balance.