



Western

# JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

### WORKPLACE TASK TO BE ANALYSED

Flooded Areas

### DEPARTMENT

Facilities Management

### WESTERN JOB CLASSIFICATION\*

Caretaker

### REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes or rubber boots, appropriate gloves, hard hat and eye protection if ceiling is deteriorating, protective plastic sheeting to cover equipment or items. **If there is a potential exposure to asbestos, clean-up must be completed by a specialized team.**

### WESTERN HAZARD CATEGORY\*

Ergonomic/Energy/Worksite

### HAZARD TYPE\*

Electricity/Slips/Trips/Falls

### LOSS POTENTIAL RATING\*

Moderate

\*refer to Stantec Specific Job Report

### DATE:

March 17, 2021

### WRITTEN BY:

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### REVIEWED BY:

Building Managers

### MGMT APPROVAL:

Chris Bumbacco

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Notify Client Services, and/or Campus Police who will dispatch appropriate supervisory, trades and building personnel	Unsafe environments	Notifying Client Services or Campus Police who will dispatch appropriate supervisory, trades and building personnel. Turn off any valving and breakers within scope of training and knowledge. Block off the area by using the wet floor signs, caution tape and/or ropes.
Assess area and prepare Equipment	a) Back injury b) Overexertion strain c) Slip, trip, fall	a) Assess and inspect equipment, assess if mop and bucket, wet vac, or auto scrubber are needed. b) Mops to be of appropriate size c) Wear appropriate footwear. Remove all obstacles that could be a potential trip hazard. In order to protect yourself and others, use wet-floor signs, caution tape and/or rope to block off the area. Safely pick-up the water.

	<p>d) Exposure to chemical</p> <p>e) Electrical shock/contact</p>	<p>d) Following MSDS sheet and product label safely mix appropriate cleaning chemicals to be used if needed, refer to the Caretaking Manual and manufacturer's guideline. <b>If there is potential</b></p> <p>e) Electrical equipment to be protected for operator with G.F.C.I. protection. Do not enter until electrical safety is confirmed. Please review electrical awareness information below.</p>
Responding to emergency situation	Overexertion strain injuries	Inform Lead Caretaker or Manager if support is required. If working in a group setting, take time to discuss potential hazards and discuss next steps. Avoid repetitive heavy lifting of wet materials through use of Caretaking weight limits as defined in the job description.
Removal of large debris or obstacles	<p>a) Head injury</p> <p>b) Cuts, abrasions</p>	<p>a) It is recommended that a hard hat is worn for head protection in the potential event of a ceiling tile falling.</p> <p>b) Wear gloves appropriate for removal of such debris. Use carts for the removal of heavy debris.</p>
<p>Proceed with mopping or wet pick-up of area</p> <p>Use equipment designated for flood response</p>	<p>a) Overexertion strain injury</p> <p>b) Slip, trip, fall</p>	<p>a) Use appropriate equipment based on the size of the flooded area (mop and bucket, wet vac, pumper vac, carpet extractor or auto-scrubber). GFCI must be used for powered equipment. Refer to the Caretaking Manual if needed.</p> <p>b) Wear appropriate footwear. Remove all obstacles that could be a potential trip hazard in order to protect yourself and others, use wet-floor signs, caution tape and/or rope to block off the area. Safely pick-up the water. Leave wet floor signs in position until floor is dry.</p>

This section has been prepared to address electrical safety considerations in workplaces where water damage or floods have occurred. It is very important to keep in mind that every situation is unique, and hence, prior to mitigation, a proper risk assessment should be performed to assess the potential hazards in the flooded area. These may be asbestos, electrical, or research hazards such as chemical, biological, and nuclear hazards. When you are unsure, contact Lead Caretaker or Supervisor.

Be alert to signs of electrical problems, such as flickering lights. Where assessment revealed all electrical appliances are dry and no apparent electrical hazards are present, then it would be safe to unplug electrical equipment – make sure your hands are dry. Never attempt to turn off power at the breaker box if you must stand in water to do so. If you can't reach your breaker box safely, call an electrician to shut off power.

Never use electric appliances or touch electric wires, switches or fuses when you're wet or when you're standing in water.

Before unplugging appliances / Before unplugging appliances / devices, dry any spilled water around the power socket using a towel, mops, or other absorbent material. GFCI protection must be provided to wet / dry or pumper vacuums, air blowers, dehumidifiers, etc.

Check asbestos database if required.