



Western

# JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

**WORKPLACE TASK TO BE ANALYSED**

Handling Broken Glass

**DEPARTMENT**

Facilities Management

**WESTERN JOB CLASSIFICATION\***

Caretaker

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

Safety shoes, leather gloves & safety glasses

**WESTERN HAZARD CATEGORY\***

Ergonomic/Worksite Hazard

**HAZARD TYPE\***

Pinch Points, Protruding Objects, Slips/Trips/Falls/Sharps

**LOSS POTENTIAL RATING\***

Moderate

\*refer to Stantec Specific Job Report

**DATE:**

March 17, 2021

**WRITTEN BY:**

R. Laforge

**REVIEWED BY:**

Building Managers

**MGMT APPROVAL:**

Chris Bumbacco

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Inspect immediate area to identify hazards before starting the job.	a) Collapse b) Contact--Eye / Skin c) Slip, trip, fall d) Falling Object--Hand	Eliminate unsafe conditions before starting the job. Wear safety goggles and the approved gloves for this task. Place caution sign over area with broken glass as required.
Assign appropriate number of staff to complete the job safely	Over exertion strain injury	Lead Caretaker and/or Manager organize crew to job requirements. Re-instruct staff as required as to safe ergonomic operation where required as staff assignments vary in experience.
Remove old glass	a) Collapse b) Contact--Eye / Skin c) Slip, trip, fall d) Falling Object--Hand	Dispose of glass in appropriate containers. Use caution when dealing with glass sharps. Avoid direct hand contact with glass. Use tools such as broom, dust pan, shovel to pick up debris.
Inspect immediate area for any fragments of glass	Cut & Puncture	Good housekeeping practice(s) should include the following: clean immediate area and dispose of refuse in a secured and properly labelled container. Segregate broken glass containers from the regular garbage so that handlers can take extra precautions when handling this garbage.

Return tools to designated area. (dust pan, broom, shovel, caution sign etc.)	Missing when needed	To ensure equipment is always available and easily retrieved when required.