



Western

# JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

**WORKPLACE TASK TO BE ANALYSED**

Heavy Garbage Removal

**DEPARTMENT**

Facilities Management

**WESTERN JOB CLASSIFICATION\***

Caretaker

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

Safety shoes, eye protection, mask, gloves (I.R.)

**WESTERN HAZARD CATEGORY\***

Ergonomic/Worksite/Chemical Hazards

**HAZARD TYPE\***

Protruding Objects/Particulates

**LOSS POTENTIAL RATING\***

Moderate

\*refer to Stantec Specific Job Report

**DATE:**

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**REVIEWED BY:**

Building Managers

**MGMT APPROVAL:**

Chris Bumbacco

**SEQUENCE OF TASK**

**POTENTIAL HAZARDS**

**ACTION OR PROCEDURE**

Assess waste receptacle bin, area, classroom or laboratory	<ul style="list-style-type: none"> <li>a) Personal safety</li> <li>b) Back injury, overexertion strain</li> <li>c) Slip, trip, fall</li> <li>d) Exposure to dust and particulate,</li> </ul>	<ul style="list-style-type: none"> <li>a) Proper personnel Protective equipment to be worn where applicable. Always ensure you are comfortable with the load you are lifting. Whenever possible use help with loading.</li> <li>b) Remove waste from garbage receptacles using ergonomic lifting considerations while removing bag. Test the load before removing, bend your knees and keep your back straight.</li> <li>c) Safely ensure footing and body position for awareness of slip, trip or fall,</li> <li>d) Avoid spillage of bag or canister while disposing of waste, Also see any equipment labeling per Occupational Health and Safety and Caretaking manual. Use wheeled to transport the garbage.</li> </ul>
Assign appropriate staff	Overexertion strain injuries	Identify what tools and equipment is needed for the day and inspect them for damage prior to use.

Removal of large debris, articles, broken glass	<ul style="list-style-type: none"> <li>a) Lacerations and abrasions</li> <li>b) Repetitive strain, back injury</li> </ul>	<p>a) Wear gloves and masks when appropriate for removal of any visible large or broken glass articles and hazardous debris such as glass, staples or other such sharp objects. Never compact waste with hand or foot or other object. Never unload waste into another container by hand to avoid lacerations, abrasions, exposure etc.</p> <p><b>Refer to JHA 33: Handling Broken Glass if dealing with broken glass.</b></p> <p>b) Use proper body mechanics while bending to pick up debris behind desks, tables and seating, alternate duties when and where possible. Excessively full or overweight garbage cans are to be a two person operation utilizing another person to assist in removing the bag of waste and safely disposing to collection area. Never compact waste with hand or foot or other object. Never unload waste into another container by hand to avoid lacerations, abrasions, exposure etc. Be observant of any out of place trash and report to your manager</p>
Proceed with removal of waste from area(s)	<ul style="list-style-type: none"> <li>a) Over exertion strain injury</li> <li>b) Slip, trip, fall</li> <li>c) Exposure to particulate or debris</li> </ul>	<p>a) Avoid heavy lifting by ensuring garbage cans are of safe weight to be removed. Lift safely away from body with extended arms to avoid contact with sharp objects.</p> <p>b) Staff to watch proper footing, observe pedestrian traffic around them with caution to work environment awareness for trip hazards (ex: cord locations, furniture, drawers, obstructions)</p> <p>c) Follow appropriate directions for potential exposure to particulate which will require eye protection and mask.</p>
I.R. = if required		