



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Light/Lamp Changing

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, eye protection, mask and gloves as required.

WESTERN HAZARD CATEGORY*

Energy/Worksite Hazards

HAZARD TYPE*

Electricity/Slips & Falls/Falling Objects

LOSS POTENTIAL RATING*

High/Moderate

*refer to Stantec Specific Job Report

DATE:

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REVIEWED BY:

Building Managers

MGMT APPROVAL:

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SEQUENCE OF TASK

Assess and prepare equipment

POTENTIAL HAZARDS

- a) Back injury
- b) Overexertion strain
- c) Slip, trip, fall
- d) Exposure to dust and particulate
- e) Electrical shock
- f) Environmental conditions

ACTION OR PROCEDURE

- a) Assess and inspect equipment, retrieve ladder to area if required and follow ladder procedures per Caretaking Manual. Coordination and preplanning required if elevating device is required to attain height of fixture. Work with another staff member if required
- b) Cleaning of fixtures may need to be done at time of lamp changing; therefore vacuums to be appropriate size by weight, method of operation (i.e.: canister, upright, wet vac, back pac vacuums) or dry rag dust of fixture. Avoid over reaching.
- c) Safely ensure footing and body position for awareness of slip, trip or fall. Remove any grease, oil, mud from shoes, ladder or elevating device. Avoid over reaching. When using ladders, do not climb past safe height as per ladder procedures and Caretaking Manual.
- d) Avoid spillage of bag or canister while disposing of waste, as per manufacturer's guidelines. Also see any equipment labels and Caretaking manual.

		<p>e) Use fibreglass ladders where possible. If need to use ladders other than fibreglass, ensure switch is off that powers the fixture being worked on to replace the light/lamp.</p> <p>f) Use extra caution when climbing on exterior fixtures with awareness of wind, storms, wet floor surfaces etc.</p>
Assign appropriate staff as required	Overexertion strain injuries	Lead Caretaker and/or Manager: Leadhand or manager to ensure staff have the appropriate training for ladder or elevated ladder.
Removal of glass incandescent or fluorescent bulb or tubes, debris or obstacles	<p>a) lacerations and abrasions</p> <p>b) repetitive strain, back injury</p> <p>c) pinch</p> <p>d) falls</p> <p>e) falling tools or lamp</p> <p>f) exposure to ballast material</p>	<p>a) Wear gloves and eye protection appropriate for removal of any obstacles and hazardous debris.</p> <p>b) Use proper body mechanics while bending or reaching to remove lens covers and lamps.</p> <p>c) Use gloves where required. Use caution opening and closing ladder.</p> <p>d) Perform task with coworker, appropriate ladder selection for height of fixture and do not exceed maximum safe height restrictions which therefore would require elevating device to safely change lamps at higher distances from floor surface.</p> <p>e) Tools should be stored in tool bag and raised up to position with second coworker or use tool belt. Second person on ground to stabilize ladder and pass up new lamp and receive failed lamp.</p> <p>f) When opening fixture and visible fluid oil from ballast is observed discontinue any further and close up fixture and tag and report for electrician to repair.</p>

<p>Proceed with sweeping and damp mopping of area(s)</p>	<p>a) Over exertion strain injury b) Slip, trip, fall c) Exposure to particulate or debris</p>	<p>a) Use vacuums, brooms and mops that are of appropriate size by weight, width of vacuum head etc.... 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. b) Staff to watch proper footing, observe pedestrian traffic around them with caution to work environment for awareness of slip and trip hazards (ex: cord locations, furniture, drawers, obstructions) c) Use of vacuums to remove debris will follow appropriate manufacturer directions for use of such equipment and potential for exposure to particulate will require eye protection and mask.</p>
<p>Refer to JHA CARETAKING 33: Handling Broken Glass if broken glass is present.</p>		
<p>Used bulbs to be taken to the appropriate loading dock for recycling.</p>		<p>Recycle in designated blue approved containers.</p>