



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

London Hall Conference Tables

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, appropriate gloves

WESTERN HAZARD CATEGORY*

Ergonomic/WorkSite hazard

HAZARD TYPE*

Overloading, Weight/Slips.Trips/Falls

LOSS POTENTIAL RATING*

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

POTENTIAL HAZARDS

ACTION OR PROCEDURE

Assess and prepare Materials to be moved	<ul style="list-style-type: none"> a) Safe equipment condition b) Back injury c) Overexertion strain d) Potential rollover of equipment e) Potential slippage of machinery 	<ul style="list-style-type: none"> a) Assess and inspect equipment, use appropriate resistant gloves that allow a good grip, minimizing the chance of pinch or being caught in equipment or doorways b) Safely load and transport item to site using various safe lifting procedures, carts, dollies, etc. c) Appropriate number of staff relative to weight of item to be moved. d) Proper equipment lifts, carts, dollies to move items used on level ground. e) Use of wheel locks where and when required. Replace straps, chains, or cables that are defective or show signs of wear. Inspect all hold-downs to ensure they are tight before starting.
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	f) Slip, trip, fall	f) Wear gloves and steel-toed shoes, avoid being caught in or between pinch and pull points, or clothing being caught. Falling equipment is a concern and caution is to be observed as to body position and escape of staff member. g) Move cart to position where table is to be set up. Tilt table and secure table legs into configuration. Fish the remaining tilt of the table onto the floor. Reverse process to collapse table and put back onto cart for removal.
Assign appropriate number of staff to size and shape of equipment to be moved	staff to work load effort should match items, size, weight and number of pieces to avoid overexertion strain injuries	Lead Caretaker and/or Supervisor organize crew to job requirements (2 people required). Re-instruct staff as required as to safe ergonomic operation.
Weight restrictions for Caretakers, Housekeepers to be observed	Over exertion strain injury	See job descriptions: 30kg/65lbs regular lifting and intermittent lifting of 41kg/90lbs for Caretakers, and regular lifting of 18kg (40 lbs) lbs and 23 kg (50 lbs) for Housekeepers
Dismantle furniture or item	Sharp edges, cuts bruises Overexertion strain	Wear gloves and use appropriate tools where required to dismantle item into manageable pieces that can be safely transported. Staff need to properly communicate directions to each other as to position and direction to be moving item.