



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Moving Furniture and Equipment through Stairwells or Without Proper Manual Grip Points

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, appropriate gloves

WESTERN HAZARD CATEGORY*

Ergonomic/Worksite

HAZARD TYPE*

Slips/Trips/Falls

LOSS POTENTIAL RATING*

Moderate

*refer to Stantec Specific Job Report

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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 equipment and 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 f) Slip, trip, fall 	<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 or balusters of the stairwell b) Safely load and transport item to site using various safe lifting procedures, carts, dollies, etc c) Appropriate number of staff to weight of item to be moved d) proper equipment lifts, carts, dollies, to move items used on level ground, use of straps/chains in association to other devices if required 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 that they are tight before start. f) Wear gloves and steel toed shoes, avoid being caught in or between pinch and pull points, lose shields or clothing being caught, falling equipment is a concern and caution to be observed as to body position and escape of staff member on downward position on stairs
Assign appropriate number of staff to size and shape of equipment to be moved	Staff to work load effort should match furniture size, weights, distance to be moved and number of items to avoid overexertion strain injuries	<ul style="list-style-type: none"> Lead Caretaker and/or Supervisor organize crew to job requirements 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 caretaker, 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.

Job Hazard Analysis –