



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Tiered Classroom Cleaning

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes; eye protection, dust mask, gloves as required, vacuum cleaner, dust mop, mop and bucket.

WESTERN HAZARD CATEGORY*

Ergonomics/Worksite Hazards

HAZARD TYPE*

Slip/Trip/Falls

LOSS POTENTIAL RATING*

Moderate

*refer to Stantec Specific Job Report

DATE:

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Building Managers

MGMT APPROVAL:

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SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Assess and prepare equipment	a) Back injury b) Overexertion strain c) Slip, trip, fall d) Exposure to dust and particulate	a) Assess and inspect equipment, b) Vacuums to be appropriate size by weight, surface type, method of operation (ie: canister, upright, wet vac, back pac vacuums) c) Safely ensure footing and body position for awareness of slip, trip or fall, d) Avoid spillage of bag or canister while disposing of waste. Wear dust mask if needed.
Assign appropriate staff	Overexertion strain injuries	Inform Lead Caretaker or Manager if support is required. If working in a group setting (in big classrooms), take time to discuss potential hazards and discuss next steps. Avoid repetitive heavy lifting and alternate tasks when needed.

Removal of large debris or obstacles	<ul style="list-style-type: none"> a) Cuts and abrasions b) Repetitive strain, back injury 	<ul style="list-style-type: none"> a) Wear gloves appropriate for removal of any obstacles and hazardous debris such as glass, staples or other such sharp objects b) Use proper body mechanics while bending to pick up debris behind desks and seating, alternate duties when possible. Avoid repetitive bending.
Proceed with sweeping or damp mopping of area(s)	<ul style="list-style-type: none"> a) Overexertion strain injury b) Slip, trip, fall c) Exposure to particulate or debris 	<ul style="list-style-type: none"> a) Use appropriate size of cleaning equipment and tools. Avoid heavy lifting. Rotate tasks with a co-worker or change body posture if working alone. b) Wear appropriate footwear and ensure footing and body position. Remove all obstacles that could be a potential trip hazard. In order to protect yourself and others, use wet-floor signs, caution tape and/or rope to block off the area. c) Wear a dust mask if needed.