



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Vacuuming

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear plugs if warranted

WESTERN HAZARD CATEGORY*

Ergonomic/Worksite/ hemical Hazards

HAZARD TYPE*

All, Slips/Trips/Falls, Protruding Objects, Particulates

LOSS POTENTIAL RATING*

Moderate

*refer to Stantec Specific Job Report

DATE:

March 17, 2021

WRITTEN BY:

Frank DeGurse, Chris Brown

REVIEWED BY:

Building Managers

MGMT APPROVAL:

Chris Bumbacco

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, ride-on, etc..) 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, manufacturer's guidelines. Also see any equipment labels and Caretaking manual.
Assign appropriate staff	Overexertion strain injuries	Lead Caretaker and/or Supervisor organize crew to job requirements Re-instruct staff as required as to safe ergonomic operation
Removal of large debris or obstacles	Cuts	Wear gloves appropriate for removal of such debris such as glass, staples or other such sharp objects

Proceed with vacuuming of area(s)	a) Over exertion strain injury b) Slip, trip, fall	a) Use vacuum size that is to be appropriate size by weight, width of vacuum head b) Staff to watch proper footing, observe pedestrian traffic around them with caution to work environment awareness for slip, trip and fall hazards(ex: cord locations, furniture, drawers, obstructions.