



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Waste Removal from Laboratories

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, eye protection, mask, gloves

WESTERN HAZARD CATEGORY*

Ergonomic/Worksite Hazards

HAZARD TYPE*

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

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 laboratory	a) Personal safety b) Back injury, overexertion strain c) Slip, trip, fall d) Exposure to dust and particulate, organic	a) Read door signage or contact Lab Supervisor for accessibility permission whether cleaning and waste removal is advisable. Proper personnel Protective equipment to be worn where applicable. b) Remove waste from garbage receptacles using ergonomic lifting considerations 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, Also see any equipment labeling per Occupational Health and Safety and Caretaking manual.
Assign appropriate staff	Overexertion strain injuries	Lead Caretaker and/or Supervisor organize crew to job requirements

Removal of large debris, articles, broken glass	<p>a) Lacerations and abrasions</p> <p>b) Repetitive strain, back injury</p>	<p>a) Wear gloves and masks when appropriate for removal of any visible large or broken glass articles and hazardous debris such as glass, staples or other such sharp objects. Never compact waste with hand or foot or other object. Never unload waste into another container by hand to avoid lacerations, abrasions, exposure etc. Broken glass should be disposed of in a special box and needles should be disposed of in a sharps container.</p> <p>b) Use proper body mechanics while bending to pick up debris behind desks, tables and seating. Alternate duties when and where possible. Excessively full or overweight garbage cans are to be a two person operation utilizing another person to assist in removing the bag of waste and safely disposing to collection area. Never compact waste with hand or foot or other object. Never unload waste into another container by hand to avoid lacerations, abrasions, exposure, etc.</p>
Proceed with removal of waste from area(s)	<p>a) Over exertion strain injury</p> <p>b) Slip, trip, fall</p> <p>c) Exposure to particulate or debris</p>	<p>a) 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.</p> <p>b) Staff to watch proper footing, observe pedestrian traffic around them with caution to work environment awareness for slip and trip hazards (eg. Cords, locations, furniture, drawers, obstructions)</p> <p>c) Follow appropriate directions for potential exposure to particulate which will require eye protection and mask. PPE should be worn as necessary.</p>