



Western

# JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

**WORKPLACE TASK TO BE ANALYSED**

Weight Rooms - Cleaning Floors and Exercise Equipment- Residence

**DEPARTMENT**

Facilities Management

**WESTERN JOB CLASSIFICATION\***

Caretaker

**REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT**

Safety shoes, appropriate gloves, vacuum, mop, pail, space vac, telescopic pole, GFI, iMop

**WESTERN HAZARD CATEGORY\***

Ergonomic/Work Site 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:**

Chris Bumbacco

**SEQUENCE OF TASK**

Assess and prepare materials to be moved and cleaned

**POTENTIAL HAZARDS**

- a) Safe equipment condition
- b) Back injury
- c) Overexertion strain
- d) Potential rollover of equipment

**ACTION OR PROCEDURE**

- 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. Falling equipment is a concern and caution to be observed as to body position and escape of staff member on downward position on stairs.
- 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 with fridge cart or other device. Ensure use of manufacturer's directions.

	<p>e) Potential slippage of machinery</p> <p>f) Slip, trip, fall</p>	<p>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.</p> <p>f) Wear gloves and steel toed shoes, avoid being caught in or between pinch and pull points, loose 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.</p>
Assign appropriate number of staff to type, size and shape of equipment to be cleaned and/or moved and floors to be cleaned.	Staff to work load effort should match square footage to avoid overexertion strain injuries	Lead Caretaker and/or Supervisor organize crew to job requirements and re-instruct staff as required as to safe ergonomic operation; Follow floor cleaning procedures appropriate to floor type and manufacturer see JHA for wet mopping wet areas
Follow Manufacturer's guidelines for maintenance of exercise or weight equipment regarding cleaning or other requirements	<p>a) Safe equipment condition</p> <p>b) Back injury</p> <p>c) Overexertion strain</p> <p>d) Potential rollover of equipment</p> <p>e) Potential slippage of machinery</p> <p>f) Slip, trip, fall</p>	<p>a) Assess and inspect equipment, use appropriate resistant gloves that allow a good grip minimizing the chance of pinch or being caught in equipment.</p> <p>b) Safely load and transport item to site using various safe lifting procedures, carts, dollies, etc.</p> <p>c) Appropriate number of staff relative to weight of item to be moved.</p> <p>d) Proper equipment lifts, carts, dollies to move items used on level ground, use of straps/chains in association with fridge cart or other device. Ensure use of manufacturer's directions.</p> <p>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.</p> <p>f) Wear gloves and steel toed shoes, avoid being caught in or between pinch and pull points, loose 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.</p>

	g) Electrical shocks/contact	g) Avoid water near electrical exposure areas and cords
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 item if required	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.