



Western

JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Handling Broken Glass

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Carpenters

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, leather gloves & safety glasses

WESTERN HAZARD CATEGORY*

Ergonomic/Worksite Hazard

HAZARD TYPE*

Pinch Points, Protruding Objects, Slips/Trips/Falls/Sharps

LOSS POTENTIAL RATING*

Moderate

*refer to Stantec Specific Job Report

DATE:

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MGMT APPROVAL:

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SEQUENCE OF TASK

POTENTIAL HAZARDS

ACTION OR PROCEDURE

Inspect immediate area to identify hazards before starting the job.	a) Collapse b) Contact--Eye / Skin c) Slip, trip, fall d) Falling Object--Hand	Eliminate unsafe conditions before starting the job. Wear the approved gloves for this task. Wear safety glasses. Place caution sign over area with broken glass as required.
Assign appropriate number of staff to complete the job safely	Over exertion strain injury	Lead Caretaker and/or Manager organize crew to job requirements Re-instruct staff as required as to safe ergonomic operation where required as staff assignments vary in experience.
Remove old glass	a) Collapse b) Contact--Eye / Skin c) Slip, trip, fall d) Falling Object--Hand	Dispose of glass in appropriate containers. Use caution when dealing with glass sharps. Avoid direct hand contact with glass. Use tools such as broom, dust pan, shovel to pick up debris..

Inspect immediate area for any fragments of glass	Cut & Puncture	Good housekeeping practice(s) should include the following; clean immediate area and dispose of refuse in a secured and properly labelled container. Segregate broken glass containers from the regular garbage so that handlers can take extra precautions when handling this garbage.
Inform Client Services of damage and determine if immediate follow-up is needed to temporarily make area safe (eg. board up exterior window)	a) height restrictions b) security	
Return tools to designated area. (dust pan, broom, shovel, caution sign etc.)	Missing when needed	To ensure equipment is always available and easily retrieved when required.