



# Job Hazard Analysis

Analysis by:

Reviewed by:

Approved by:

**Department:**  
**Maintenance**

Date: June, 2019

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
<p>Tools - Machinery e.g.</p> <ul style="list-style-type: none"> <li>• Mowers</li> <li>• Chainsaws</li> <li>• Grinders</li> <li>• Table saw</li> <li>• Power tools</li> <li>• Weed trimmers</li> <li>• Sweepers</li> <li>• Snow blowers</li> <li>• Hedge trimmer</li> <li>• Tiller</li> <li>• Overhead saw</li> <li>• Welder</li> <li>• Torches</li> <li>• Hand tools</li> <li>• Leaf blower</li> </ul>	<ul style="list-style-type: none"> <li>• Lacerations</li> <li>• Crush injuries</li> <li>• Electrocution</li> <li>• Flying objects</li> <li>• Slip/Fall</li> <li>• Dismemberment</li> <li>• Burns</li> <li>• Explosions</li> </ul>	medium	<ul style="list-style-type: none"> <li>• Inspect each piece of equipment each time you use it</li> <li>• Ensure that all safety guards are in place</li> <li>• Use appropriate PPE</li> <li>• Make sure all personal protective equipment is well maintained and properly stored.</li> <li>• Ensure all staff are trained in the safe use of all equipment and are skilled in it's operation</li> <li>• Regular maintenance for all machinery. Establish a maintenance log</li> <li>• Keep machinery locked away when not in use</li> <li>• Always turn off equipment before servicing or cleaning</li> <li>• Always watch for students and staff when using equipment and ensure that they are at a safe distance</li> </ul>	<p>Safety glasses</p> <p>Hearing Protection</p> <p>Gloves</p> <p>Proper footwear</p> <p>Chaps for chainsaw use</p>	<p>Review maintenance every 12 months</p> <p>Training needs analysis during annual performance appraisals</p>



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Electrical <ul style="list-style-type: none"> <li>• Tools</li> <li>• Cords</li> <li>• Wiring</li> <li>• Repairs</li> <li>• Installations</li> </ul>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Burns</li> <li>• Lacerations</li> </ul>	medium	<ul style="list-style-type: none"> <li>• Inspect cords and tools each time you use them</li> <li>• All staff trained in safe use and are proficient in operating equipment</li> <li>• Lock tools away when not in use</li> <li>• Use extension cords with ground prongs only</li> <li>• Perform more hazardous activities when children are not nearby</li> <li>• Use appropriate PPE</li> <li>• Personal protective equipment needs to be well maintained and properly stored</li> </ul>	Insulated tools Insulated gloves Eye protection	Review maintenance every 12 months  Training needs analysis at performance appraisal Keep training register



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<p>Chemicals</p> <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Pouring fuel or oil</li> <li>• Painting</li> <li>• Wet floors</li> <li>• Use of chemicals in a small space</li> </ul>	<ul style="list-style-type: none"> <li>• Poisoning</li> <li>• Explosions</li> <li>• Burns</li> <li>• Dermatitis</li> <li>• Eye injuries</li> <li>• Chemical sensitivity</li> <li>• Splashing</li> <li>• Overexposure</li> <li>• Slip/fall</li> </ul>	medium	<ul style="list-style-type: none"> <li>• Proper Ventilation</li> <li>• Identify high risk/toxic chemicals and list on register</li> <li>• Make sure incompatible chemicals are not stored together</li> <li>• Refer to Material Safety Data Sheets for chemical information</li> <li>• Develop safe handling and use procedures for chemicals</li> <li>• Use appropriate PPE</li> <li>• Where possible substitute less toxic chemicals</li> <li>• Emergency procedures in place for spills and contamination of people or environment</li> <li>• Comply with Workplace Safety and Health Regulations</li> <li>• Use chemicals according to manufacturer's recommendations</li> </ul>	<p>Safety glasses</p> <p>Gloves</p> <p>Respirator as required</p> <p>Coveralls</p>	<p>Review procedures annually</p> <p>Review annually</p>



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Manual handling/Lifting	<ul style="list-style-type: none"> <li>• Back injuries</li> <li>• Foot injury</li> <li>• Falling down stairs</li> <li>• Pinching</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Limit loads by using lifting aids or additional help</li> <li>• Back care and safe lifting training</li> <li>• See manual handling control measures for more suggestions</li> <li>• Use appropriate PPE</li> </ul>	Back support Footwear Gloves	Training needs analysis during annual performance appraisal
Inventory Management <ul style="list-style-type: none"> <li>• Storage</li> <li>• Housekeeping</li> <li>• Security</li> <li>• Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Trips/slips</li> <li>• Falls</li> <li>• Crush injuries</li> <li>• Chemical sensitivity</li> </ul>	low	<ul style="list-style-type: none"> <li>• Lock room when unattended</li> <li>• Ensure adequate storage to keep equipment off floor and maintain tidiness</li> <li>• Use regular housekeeping procedures</li> <li>• Facilities to wash hands and irrigate due to chemical splashes</li> <li>• Regular cleaning procedures for hand basins etc.</li> <li>• First aid kits that is adequately stocked</li> <li>• Allow good ventilation when working with chemicals</li> </ul>		Review procedures annually  Training needs analysis in annual performance appraisal



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Waste/Trash removal <ul style="list-style-type: none"> <li>• Handling</li> <li>• Removal</li> <li>• Rodents</li> </ul>	<ul style="list-style-type: none"> <li>• Disease</li> <li>• Infections</li> <li>• Cuts</li> </ul>	low	<ul style="list-style-type: none"> <li>• Recommend all staff be vaccinated for hepatitis A/B, tetanus and other identified diseases</li> <li>• Use appropriate PPE</li> <li>• Personal protective equipment is maintained and stored correctly</li> <li>• Keep areas where rodents could breed clean.</li> <li>• Remove rubbish frequently</li> <li>• Have an expert contractor remove sharps and hazardous chemicals</li> <li>• Develop a pest control plan for things like mice, wasps etc.</li> <li>• Reduce lifting and carrying. Use trolleys and lifting aids</li> </ul>	Gloves Masks	Review policies and procedures annually



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Working alone <ul style="list-style-type: none"> <li>School grounds</li> <li>Confined space</li> <li>Small schools</li> <li>Weekends</li> </ul>	<ul style="list-style-type: none"> <li>Assault</li> <li>Falls</li> <li>Collapse due to health condition</li> <li>Entrapment</li> </ul>	medium	<ul style="list-style-type: none"> <li>Staff members working alone must use the call back system setup</li> <li>Ensure that other staff know where you are and what time you will be checking in</li> <li>When working in confined space, ensure the task is well planned. Consider having a spotter</li> <li>Test space for oxygen levels and build-up of gases in areas requiring this</li> <li>Use appropriate PPE</li> </ul>	Telephone 2 way radio Call back system Breathing apparatus	Review procedures annually
Noise	<ul style="list-style-type: none"> <li>Noise induced hearing loss</li> </ul>	medium	<ul style="list-style-type: none"> <li>Use appropriate PPE</li> <li>Identify tasks or areas that are a noise hazard</li> </ul>	Hearing protection	Annual review
Environmental <ul style="list-style-type: none"> <li>Heat</li> <li>Sun</li> <li>Insects</li> </ul>	<ul style="list-style-type: none"> <li>Heatstroke</li> <li>Sunburn</li> <li>Dehydration</li> <li>Bites</li> </ul>	low	<ul style="list-style-type: none"> <li>Plan outside activities with weather taken into account</li> <li>Use appropriate PPE</li> </ul>	Hat Sunscreen Sunglasses Drinking Water Repellent	Review sun smart procedures in spring
Environmental <ul style="list-style-type: none"> <li>Cold</li> <li>Wind</li> <li>Wet</li> </ul>	<ul style="list-style-type: none"> <li>Hypothermia</li> <li>Frost bite</li> </ul>	low	<ul style="list-style-type: none"> <li>Use appropriate PPE</li> <li>Plan outside activities with weather taken into account</li> </ul>	Proper Clothing	Ongoing



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Working near children <ul style="list-style-type: none"> <li>Moving equipment</li> <li>Concerns about accidents</li> </ul>	<ul style="list-style-type: none"> <li>Stress</li> <li>Falls</li> <li>Injuries</li> </ul>	medium	<ul style="list-style-type: none"> <li>Develop procedures for undertaking work when working near children</li> <li>Don't use power tools, ladders, chemicals where children are present/nearby</li> <li>If urgent repairs are required, tape off the area or undertake the work after school or at weekends</li> <li>Use appropriate PPE</li> </ul>	Cell phones	Review procedures annually



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Working at heights <ul style="list-style-type: none"> <li>Ladders</li> <li>Skyjack</li> <li>Scaffolding</li> <li>Rooftops</li> </ul>	<ul style="list-style-type: none"> <li>Falls</li> <li>Electrical shock</li> <li>Trapped</li> </ul>	high	<ul style="list-style-type: none"> <li>Assess the area before using any of the mentioned equipment</li> <li>Good maintenance procedures for equipment</li> <li>Use the correct length ladder or scaffolding for the job</li> <li>Ensure ground is even for ladder or scaffolding placement</li> <li>Tie ladder onto supporting wall</li> <li>Use appropriate PPE</li> <li>Perform working at height in good conditions and good light levels</li> <li>Rooftop work – use appropriate PPE</li> <li>Make sure of your surroundings before you step back</li> <li>Always let your supervisor know what you are doing and where you will be</li> <li>If possible have a spotter</li> </ul>	Cell Phones Fall restraint harness Lanyard	Review procedures annually  Training needs analysis at performance review



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Maintenance, Inspection and Repair <ul style="list-style-type: none"> <li>• HVAC equipment</li> <li>• Building systems and components</li> <li>• Machinery/ power equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Burns</li> <li>• Lacerations</li> <li>• Crush injuries</li> <li>• Entrapment</li> <li>• Spills on person, eyes</li> <li>• Dismemberment</li> </ul>	medium	<ul style="list-style-type: none"> <li>• Always ensure that the power is off to the piece of equipment that you are working on. Use lockout/tagout procedure</li> <li>• Working at height training given where appropriate</li> <li>• Ensure maintenance staff have adequate training</li> <li>• Good procedures for emergencies</li> <li>• Identify any hazards associated with this task and list</li> <li>• Use appropriate PPE</li> </ul>	Lockout/ Tag out equipment	Review procedures annually  Training needs analysis at performance review