



Job Hazard Analysis

Analysis by:

Reviewed by:

Approved by:

Department:
Custodial

Date: June 20, 2017

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
Machinery e.g. <ul style="list-style-type: none"> • Mowers • Chainsaws • Grinders • Floor polisher • Power tools • Weed trimmers • Sweepers • Snow blowers • Hedge trimmer • Tiller • Auto scrubbers • Burnishers • Ford tractor • Sand & Salt Spreader • Leaf Blower 	<ul style="list-style-type: none"> • Lacerations • Crush injuries • Electrocution • Flying objects • Slip/Fall • Dismemberment 	medium	<ul style="list-style-type: none"> • Inspect each piece of equipment each time you use it • Ensure that all safety guards are in place • Use appropriate PPE • Make sure all personal protective equipment is well maintained and property stored. • Ensure all staff are trained in the safe use of all equipment and are skilled in its operation • Bring in outside trainers if necessary • Regular maintenance for all machinery. Establish a maintenance log • Keep machinery locked away when not in use • Always turn off equipment before servicing or cleaning • Always watch for students and staff when using equipment and ensure that they are at a safe distance 	Safety glasses Hearing Protection Gloves Proper footwear Possible chaps for chainsaw use	Review maintenance every 12 months Training needs analysis during annual performance appraisals



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



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<p>Chemicals</p> <ul style="list-style-type: none"> • Cleaning • Pouring fuel or oil • Painting • Wet floors • Use of chemicals in a small space 	<ul style="list-style-type: none"> • Poisoning • Explosions • Burns • Dermatitis • Eye injuries • Chemical sensitivity • Splashing • overexposure • Slip/fall 	medium	<ul style="list-style-type: none"> • Proper Ventilation • Identify high risk/toxic chemicals and list on register • Make sure incompatible chemicals are not stored together • Refer to Material Safety Data Sheets for chemical information • Develop safe handling and use procedures for chemicals • Use appropriate PPE • Where possible substitute less toxic chemicals • Emergency procedures in place for spills and contamination of people or environment • Comply with Workplace Safety and Health Regulations • Use chemicals according to manufactures instructions 	<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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<p>Manual handling/Lifting</p> <ul style="list-style-type: none"> • Band equip. • Risers • Gymnastics equipment • Drama props • Furniture • Copy paper • Floor equipment • Cleaning supplies and equipment • Moving bleachers 	<ul style="list-style-type: none"> • Back injuries • Foot injury • Falling down stairs • Pinching • Falling • Tripping 	low	<ul style="list-style-type: none"> • Use a trolley or lifting aids where possible • Use two people when lifting heavy loads • Back care and safe lifting training • See manual handling control measures for more suggestions • Use appropriate PPE • Inspect all tools, bolts and nuts on equipment before performing a task. 	<p>Back support Proper footwear Gloves</p>	<p>Training needs analysis during annual performance appraisal</p>



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Inventory Management <ul style="list-style-type: none"> • Storage • Housekeeping • Security • Ventilation 	<ul style="list-style-type: none"> • Trips/slips • Falls • Crush injuries • Chemical sensitivity 	low	<ul style="list-style-type: none"> • Lock room when unattended • Ensure adequate storage to keep equipment off floor and maintain tidiness • Use regular housekeeping procedures • Facilities to wash hands and irrigate due to chemical splashes • Regular cleaning procedures for hand basins etc. • First aid kits that is adequately stocked • Allow good ventilation when working with chemicals 		Review procedures annually Training needs analysis in annual performance appraisal



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



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Working alone <ul style="list-style-type: none"> School grounds Confined space Small schools Weekends 	<ul style="list-style-type: none"> Assault Falls Collapse due to health condition Entrapment 	medium	<ul style="list-style-type: none"> Staff members working alone must use the call back system setup Ensure that other staff know where you are and what time you will be checking in When working in confined space, ensure the task is well planned. Consider having a spotter Test space for oxygen levels and build-up of gases in areas requiring this Use appropriate PPE 	Telephone 2 way radio Call back system Breathing apparatus	Review procedures annually
Noise	<ul style="list-style-type: none"> Noise induced hearing loss 	low	<ul style="list-style-type: none"> Identify tasks or areas that are a noise hazard Use appropriate PPE 	Hearing protection	Annual review



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Outside work <ul style="list-style-type: none"> • Planting • Weeding • Picking up garbage • Emptying garbage cans • Shoveling • Raking • Moving heavy loads • Compost • Repetitive movement • Ice chipping • Sanding and salting • Garbage hauling • Cleaning • Window cleaning • Painting • Trimming trees 	<ul style="list-style-type: none"> • Diseases • Overuse injuries • Cuts • Slip and fall 	low	<ul style="list-style-type: none"> • Provide training for staff in each of the tasks • Use gloves and other protective equipment • Be aware of safe handling procedures for compost to prevent disease • Be aware of back care. Training may have to be given • Try to vary postures and not stay in constrained postures for long periods of time • Watch for slippery conditions when icy • Use appropriate PPE 	Gloves Back support Proper footwear	Review procedures annually Training needs analysis at performance appraisal



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Environmental <ul style="list-style-type: none"> Heat Sun Insects 	<ul style="list-style-type: none"> Heatstroke Sunburn Dehydration Bites 	low	<ul style="list-style-type: none"> Use appropriate PPE Plan outside activities for cooler part of day 	Hat Sunscreen Sunglasses Drinking Water Insect repellent Proper clothing	Review sun smart procedures in spring
Environmental <ul style="list-style-type: none"> Cold Wind Wet 	<ul style="list-style-type: none"> Hypothermia Frost bite 	low	<ul style="list-style-type: none"> Use appropriate PPE Plan outside activities with weather taken into account 	Proper Clothing	Ongoing
Working near children <ul style="list-style-type: none"> Moving equipment Concerns about accidents 	<ul style="list-style-type: none"> Stress Falls Injuries 	medium	<ul style="list-style-type: none"> Develop procedures for undertaking work when working near children Don't use power tools, ladders, chemicals where children are present/nearby If urgent repairs are required, tape off the area or undertake the work after school or at weekends 	2 way radios	Review procedures annually



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Working at heights <ul style="list-style-type: none"> • Ladders • Skyjack • Scaffolding • Rooftops 	<ul style="list-style-type: none"> • Falls • Electrical shock • Trapped 	high	<ul style="list-style-type: none"> • Assess the area before using any of the mentioned equipment • Good maintenance procedures for equipment • Use the correct length ladder or scaffolding for the job • Ensure ground is even for ladder or scaffolding placement • Tie ladder onto supporting wall • Use appropriate PPE • Perform working at height in good conditions and good light levels • Rooftop work – use appropriate PPE • Make sure of your surroundings before you step back • Always let your supervisor know what you are doing and where you will be • If possible have a spotter • Use of ladders to be done only when other staff are in the building • Always use a spotter when working at heights above 8 feet 	2 way radios Fall restraint harness Lanyards	Review procedures annually Training needs analysis at performance review



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Maintenance, Inspection and Repair <ul style="list-style-type: none"> • Servicing building equipment • Repairing and Servicing machinery • Checking and filling batteries • Playground inspection • Fire alarm system components inspection • Furniture repair • Rooftop inspections • Emergency light inspection 	<ul style="list-style-type: none"> • Burns • Lacerations • Crush injuries • Entrapment • Spills on person, eyes 	medium	<ul style="list-style-type: none"> • Always ensure that the power is off to the piece of equipment that you are working on. Use lockout/tagout procedure • Working at height training given where appropriate • Ensure maintenance and custodial staff have adequate training • Good procedures for emergencies • Identify any hazards associated with this task and list • Use appropriate PPE 	Lockout Tag out equipment	Review procedures annually Training needs analysis at performance review