



# Job Hazard Analysis

Analysis by:

Reviewed by:

Approved by:

**Department: General  
Classroom/Offices**

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
Moving furniture	Back injury Risk to staff with previous injury, pregnant staff Pulled muscles Hernia Injury to Limbs	High	<ul style="list-style-type: none"> <li>multiple people</li> <li>safer ramp</li> <li>stable carts for AV equipment</li> <li>increase equipment for upper floor</li> <li>use cart or dolly</li> <li>report unsafe equipment</li> </ul>	Weight belt	Weekly
Lifting or transferring a person with a physical disability	Back injury Pulled Muscles Hernia	High	<ul style="list-style-type: none"> <li>Diana lift accessible</li> <li>Training for correct technique</li> <li>Multiple people/request assistance</li> </ul>	Perri pouch Lifting belt	Monthly
Assisting injured students	<ul style="list-style-type: none"> <li>Personal injuries</li> <li>Blood/Fluid transfer</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Get help/call for cleanup</li> <li>Improve intercom access</li> <li>Get a stretcher</li> <li>First Aid Training</li> <li>Request assistance</li> </ul>	<ul style="list-style-type: none"> <li>gloves</li> <li>First aid kit</li> </ul>	Monthly
Restraining students Intervening in altercations and conflicts	<ul style="list-style-type: none"> <li>Injuries, bruises, Bites/cuts</li> <li>Blood/Fluid transfer</li> <li>Falls</li> </ul>	High	<ul style="list-style-type: none"> <li>WEVAS training</li> <li>training in proper holding techniques</li> <li>Contingency plan including removing other students from setting</li> <li>Request assistance</li> </ul>	<ul style="list-style-type: none"> <li>gloves</li> <li>First aid kit</li> </ul>	Case-by-case basis



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Intruders	Injuries, anxiety Blood loss Assault with weapon Traumatic wounds	High	<ul style="list-style-type: none"> <li>Reinforce and practice lockdown plan</li> <li>Increase awareness</li> <li>Outside doors locked at 9am (with the exception of the main doors)</li> </ul>	First aid kit	Twice/year
Driving students / Bus trips	<ul style="list-style-type: none"> <li>car accidents</li> <li>stranded on bus</li> <li>personal injuries</li> <li>falls</li> <li>Exposure</li> </ul>	Low to medium	<ul style="list-style-type: none"> <li>drive only in good conditions</li> <li>follow rules of the road</li> <li>wear appropriate clothing and footwear</li> <li>check road conditions, weather warnings</li> <li>take cell phone</li> <li>have a back-up plan</li> <li>One Staff member per bus minimum</li> <li>Practise Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>First aid kits</li> <li>Seat belts</li> <li>URIS Plans</li> <li>Weather reports</li> </ul>	Each time a trip is taken



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Photocopier/laminator	<ul style="list-style-type: none"> <li>Contact with Toner</li> <li>Breathe in toner</li> <li>Hot items and rollers</li> <li>Catch loose clothing/hair</li> <li>Burns</li> </ul>	Low	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Post safety warnings</li> <li>Know first aid response</li> <li>Request assistance</li> </ul>	<ul style="list-style-type: none"> <li>Gloves</li> <li>mask</li> <li>First aid kit</li> </ul>	Daily
Decorating walls or bulletin boards	Fall	Low	<ul style="list-style-type: none"> <li>Use a stable surface,</li> <li>Ladder- ladder training (see Ladder JHA)</li> <li>Use a spotter/request assistance</li> </ul>	Proper footwear	Daily
Transporting heavy items: texts/exams	<ul style="list-style-type: none"> <li>Back injury</li> <li>Muscle pull</li> </ul>	Med	<ul style="list-style-type: none"> <li>Cart/dolly</li> <li>Reduce payload</li> <li>Request assistance</li> </ul>		Weekly
Outdoor supervision	<ul style="list-style-type: none"> <li>Slip on ice/falls</li> <li>Hit by equipment</li> <li>Cold Exposure</li> </ul>	Low	<ul style="list-style-type: none"> <li>Proper clothing and footwear</li> <li>Monitor safe use of equipment.</li> <li>Report lack of sand and salt/unsafe conditions</li> </ul>	<ul style="list-style-type: none"> <li>Walkie talkie or cell phone</li> <li>Walkie talkie</li> </ul>	Case-by-case



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Exposure to strong odours/scents	<ul style="list-style-type: none"> <li>• Migraines</li> <li>• Headaches</li> <li>• Dizziness</li> <li>• Difficulty breathing</li> <li>• Allergic reaction</li> </ul>	Low medium	<ul style="list-style-type: none"> <li>• reinforce expectations about scent-aware school</li> <li>• inform/make aware of sensitivities</li> <li>• removal from environment</li> <li>• pre-warning of exposure</li> </ul>	medication	Case-by-case
Using walking surfaces around office areas	Slips, Trips, Falls	Medium	Ensure that aisles are correctly established and clear, no tripping hazards are evident, floors are even, wires are not stretched across aisles, entrance mats are available and used for wet weather, floors are dry-not slippery and carpets/ rugs are secure		Daily
Using stairways, halls, ramps and storage spaces around office areas	Slips, Trips, Falls	Medium	Ensure there is adequate lighting – suitable for the work to be done. Ramps have a nonslip surface. Stairways are clear-not cluttered. Stair treads are in good condition. Handrails are installed. Halls are kept clear of equipment and supplies		Yearly



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Using bookcases, shelves and cabinets	Injuries from materials tipping and falling	Medium	Ensure that shelves are not overloaded, heavy storage shelves are secured to the wall, heavy storage files are secured from tipping with only one drawer open at a time and bookcases are secured from tipping.		Daily
Using office equipment	Cuts, sprains, strains and injuries caused by personnel tripping and falling	Medium	Ensure file drawers are closed when not in use and are not overstuffed. Ensure chairs are in good mechanical condition. Fans are guarded and secure from falling. Paper cutters are equipped with a guard, safe use of paper shredders (keep loose hanging items such as badges, scarves, and ties clear), step stools are used when needed and kept clear of aisle ways when not in use. Ensure paper, supplies and other materials are safely stacked. Ensure knives and scissors are used and stored correctly.		Daily



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Using electrical equipment	Electrical shock, Fires, Equipment damage	medium	Ensure machines and equipment are grounded, extension cords are the 3-wire type and not longer than 10 feet (extension cords to be used for temporary use only). Ensure the plugs and wall outlets are in good condition and circuits are not overloaded. Don't have any wires running under carpets. Have management's approval for coffee pots and electric heaters		Daily
Computer work	Visual problems such as eye fatigue/irritation, blurred vision, headaches and dizziness  Risk factors that can cause or aggravate musculoskeletal disorders such as tendonitis, low back pain and carpal tunnel syndrome	medium	Ensure proper lighting (28-50 foot-candles where VDT's are being used). Use a non-glare screen. Use correct screen positioning and take vision breaks.  Control workplace risk factor exposure. Ensure ergonomic design and controls for present, new or changed jobs. Educate employees about the risk factors associated with musculoskeletal disorders. Identify the person employees report work-related disorders to. Encourage the early reporting of signs and symptoms. Take stretch breaks.		Daily



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Lifting/moving material	Strains and sprains to the back, arm and shoulders	medium	Employees must be aware of and use safe practices when lifting. Use the appropriate mechanical aids when possible. Ask for help if the item is too heavy for one person.		