



School/Worksite: Facility Services			Job/Position Summary: Custodial Coordinator				Assessment Team: Terrance Curtis, Linden Lonsberry		Date Completed: 17 Aug 2016					
Staff Group:														
Step 1 (1) List types of work and work related activities		Step 2 (2) Identify Existing or Potential Hazard Sources/Types		Step 3 Assess Risk and Prioritize the Hazards			Step 4 Identify and Implement Hazard Controls							
							Engineering (3) Administrative (4) Personal Protective Equipment (5)			Corrective Action				
Type of Work	Related Task/Activities	Environmental Tools/Equipment People Hazard Types Ergonomic, Biological, Psychosocial, Physical, Chemical		A - Frequency of Exposure (6)	B - Hazard Probability (7)	C - Potential Consequence (8)	Risk Level A X B X C	Risk Priority (9)	Summary of Recommended Hazard Controls		In Place		Initial	Date Completed
											Yes	no		

General Office Work	1. Office work including computer, paper work, keyboarding, photocopier	1. muscular injury/strain, - repetitive strain from sitting too much - eye strain - physical injury from unstable furniture	4	1	1	4	Low	1. Office ergonomics assessment - ensure to take breaks often and stretch Use of the 20-20-20 rule - ensure furniture is properly designed for the Workspace	✓			
	2. Working alone	2. Potential harm or entrapment with no assistance.	3	2	2	12	Med	2. Company use of a cell phone at all times and complete a pre job hazard assessment - create working alone procedures	✓			
	3. Supervision of custodial	3. Stress under various situations - exposure to heavy equipment - slips, trips, falls	4	2	2	16	Med	3. Walk away from stressful situations and take time to regroup, take deep breaths, and keep control of yourself - proper use of required PPE - safe work procedures for slips, trips, falls	✓			
	4. Handling and ordering of custodial inventory	4. Exposure and mixing of various chemicals related to custodial cleaners	4	2	2	16	Med	4. WHMIS training and current MSDS sheets for controlled products - wear PPE (gloves, masks) when necessary	✓			



Chinook's Edge School Division No. 73

Hazard Assessment
Average Hazard Rating: 13.36

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Facility Site Visits	1. Driving to various facilities	1. Inclement weather conditions	4	3	3	36	High	1. Regular preventative maintenance and safety inspections on vehicles and equipment – if person vehicle is used this would be expected to be maintained	✓			
	2. Material handling including lifting/handling/moved equipment at time	2. Potential for slips, trips, falls - muscle and joint strain or injury - cuts/bruises	3	2	3	18	Med	2. Safe work procedure on lifting - fall protection training - pre job hazard assessment - proper use of PPE	✓			
	3. Use and handling of custodial cleaning equipment	3. Contusions, electrical hazards, equipment falling on person	4	2	2	16	Med	3. Safe work procedures for use and handling of custodial equipment - use of proper PPE	✓			
	4. Working from heights	4. Potential Slips, trips and falls	1	1	1	1	Low	4. Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. - perform a pre job hazard assessment - use of approved safety footwear	✓			



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	5. Transporting of custodial inventory	5. Exposure to various chemicals related to custodial cleaners - muscle/joint strain from lifting	2	2	2	8	Low	5. Transportation of dangerous goods training (TDG) - WHMIS training and current MSDS sheets for controlled products - safe work procedures on lifting techniques	✓				
	6. Use of ladders, man lifts, genie lifts and Scaffolds	6. Potential Slips, trips, falls	2	2	2	8	Low	6. Use of CSA approved industrial ladders and scaffolding - create a safe work procedure for use of man lifts and genie lifts, ladders and scaffolds - use of approved safety footwear	✓				
	7. Chemical and biological exposure; ie; asbestos, glues, solvents, mouse droppings, insect bites	7. Chemical burns, respiratory problems, infections	3	2	2	12	Med	7. Identify and document locations of asbestos and report immediately – inform other workers - WHMIS training and current MSDS sheets for controlled products - wear PPE (gloves, masks, insect repellent) when necessary	✓				

¹ **TYPE OF WORK** includes a description of the broad general nature of the work carried out (e.g. office work, classroom preparation, cleaning). The **WORK RELATED ACTIVITIES** would be the specific activities carried out within each type of work starting with an action verb e.g. operating office equipment, using computers, lesson planning, vacuuming floors)

¹ **HAZARDS** can be identified using several methods including personal experience/intuition, physical observations, task/job analysis, or incident investigation.

¹ **Engineering Controls:** Preferred method. Reduces exposure by removing or isolating hazard from worker. E.g. elimination, ventilation, substitution, redesign, guarding, enclosure, automation, mechanical aids



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¹ **Administrative Controls:** Practices that reduce likelihood of exposure by altering the time or way a task is performed e.g. training/education, safe work procedures, purchasing stds, supervision, signage, job rotation/scheduling, housekeeping etc.

¹ **Personal Protective Equipment (PPE):** Not to be used as primary control unless engineering or administrative controls are not feasible. E.g safety glasses, safety footwear, gloves, respiratory protection, hearing protection

¹ **ASSESS AND PRIORITIZE:** Frequency of Exposure to Hazard: 1= less once/month; 2= at least once/month; 3 = at least once/week; 4= one or more times daily

¹ Hazard Probability: Likelihood hazard will result in an incident causing harm: 1= not likely; 2= Remote- not likely but possible once every 5-20 years; 3= Occasional – likely to happen once every 1-5 years; 4= probable – expected to happen often once/year

¹ Potential Consequence: Severity of loss if hazardous event occurs 1= negligible (no injury , first aid; limited property damage); 2=Marginal (medical aid, minor injury/illness-no lost time); 3= Critical (lost time injury, temporary disability); 4= Catastrophic (serious injury/illness; permanent disability, death, extensive property damage)

¹ Risk Classification: 1-9 = **Low risk** (minimal controls); 12-27 = **Medium Risk**- Take scheduled action to minimize ; 32-64= **High Risk** – “Critical Task ” Take immediate action to eliminate hazard or reduce degree of risk