

NEW

× **REVISED**

WORKPLACE TASK TO BE ANALYSED

Heavy Garbage Removal

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Caretaker

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

WESTERN HAZARD CATEGORY*

HAZARD TYPE*

LOSS POTENTIAL RATING*

*refer to Stantec Specific Job Report

DATE:

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REVIEWED BY:

Building Managers

MGMT APPROVAL:

Chris Bumbacco

SEQUENCE OF TASK

Assess waste receptacle bin, area, classroom or laboratory

POTENTIAL HAZARDS

ACTION OR PROCEDURE

Assign appropriate staff

Overexertion strain
injuries

Identify what tools and equipment is needed for the
day and inspect them for damage prior to use.

Removal of large debris, articles, broken glass	<ul style="list-style-type: none"> a) Lacerations and abrasions b) Repetitive strain, back injury 	<p>a) Wear gloves and masks when appropriate for removal of any visible large or broken glass articles and hazardous debris such as glass, staples or other such sharp objects. Never compact waste with hand or foot or other object. Never unload waste into another container by hand to avoid lacerations, abrasions, exposure etc.</p> <p>Refer to JHA 33: Handling Broken Glass if dealing with broken glass.</p> <p>b) Use proper body mechanics while bending to pick up debris behind desks, tables and seating, alternate duties when and where possible. Excessively full or overweight garbage cans are to be a two person operation utilizing another person to assist in removing the bag of waste and safely disposing to collection area. Never compact waste with hand or foot or other object. Never unload waste into another container by hand to avoid lacerations, abrasions, exposure etc. Be observant of any out of place trash and report to your manager</p>
Proceed with removal of waste from area(s)	<ul style="list-style-type: none"> a) Over exertion strain injury b) Slip, trip, fall c) Exposure to particulate or debris 	<p>a) Avoid heavy lifting by ensuring garbage cans are of safe weight to be removed. Lift safely away from body with extended arms to avoid contact with sharp objects.</p> <p>b) Staff to watch proper footing, observe pedestrian traffic around them with caution to work environment awareness for trip hazards (ex: cord locations, furniture, drawers, obstructions)</p> <p>c) Follow appropriate directions for potential exposure to particulate which will require eye protection and mask.</p>
I.R. = if required		