



School/Worksite: Facility Services – Entire Division Staff Group: Carpenter		Job/Position Summary: Carpenters are responsible for constructing, installing, erecting, and repairing fixtures and structures made from wood and other materials at all schools and facilities within CESD. They know how to use different construction tools like small hand tools, saws, drills, and a wide variety of mechanized tools. These professionals cut and shape different materials and then use screws, nails, staples, or adhesives to join them.					Assessment Team:		Date Completed:				
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						
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)	Engineering (3) Administrative (4) Personal Protective Equipment (5)		Corrective Action			
								Summary of Recommended Hazard Controls		In Place		Initial	Date Completed
								Yes	No				
General carpentry work.	1. Working from heights	1. Potential slips, trips and falls	2	2	4	16	Low	1. 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.					
	2. Roof: working within 2 meters of an unguarded edge.	2. Potential fall hazard	1	2	4	8	Low	2. Ensure all school custodians & Maintenance workers are aware of the two meter rule. Roof top access controlled and restricted. A two meter stick or rod be made available on roof to retrieve balls or debris. Use of approved safety footwear.					
	3. Use of ladders, man lifts, genie lifts and Scaffolds	3. Potential slips, trips, falls	3	2	4	24	Med	3. 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.					



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4. Moving parts of machinery	4. Contusions, electrical hazards, lacerations, amputations or entrapment	2	2	3	12	Low	4. Guards over fan belts and moving parts of all machinery. Use of CSA approved non-conductive industrial ladders. Lock out procedure on equipment. No loose clothing or jewelry.			
5. Working alone.	5. Potential harm or entrapment with no assistance.	3	2	3	18	Low	5. Company use of a cell phone at all times and complete a pre job hazard assessment. Follow CESD working alone procedures.			
6. Driving to and from facilities – multiple sites in one day.	6. Inclement weather conditions. Poor visibility, heavy traffic. Time constraints. Vehicle breakdown.	4	2	4	32	Med	6. Regular preventative maintenance and documented safety inspections on vehicles and equipment. Fire extinguisher, first aid kit and reflective triangles in all vehicles. Cell phone available.			
7. Use of power and hand tools	7. Contusions, lacerations, Punctures electrical hazards, supplies falling on person	4	4	2	32	Med	7. Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them.			
8. Ergonomics – working in awkward positions and kneeling	8. Potential for sprains, strains and contusions.	2	2	3	12	Low	8. Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary.			
9. Chemical and biological exposure; i.e.; asbestos, glues, solvents, mouse droppings, insect bites.	9. Chemical burns, respiratory problems, infections.	2	2	3	12	Low	9. Identify and document locations of asbestos or mould, report immediately, inform other workers and isolate the area. WHMIS training and current MSDS sheets for controlled products. Wear PPE (gloves, masks, insect repellent) when necessary. Clean rodent messes up, spraying down with a bleach solution first and ensuring nitrile gloves and P95 mask is worn.			



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Lifting and Handling of Materials and Supplies	10. Moving furniture, supplies, staging, whiteboards etc.	10. Potential injury from dropping heavy equipment, cuts, sprains, strains, slips, trips and falls.	3	2	3	18	Low	10. Use of carts and dollies. Proper lifting techniques to prevent injury. Ask for assistance is required. Pre job hazard assessment. Approved CSA footwear, wear gloves.				
	11. Use of hand and power tools for dismantling of furniture/equipment	11. Potential injury, cuts, electrical shock.	4	2	2	16	Low	11. Safe work procedures for use of power tools. Use of gloves and proper PPE				
	12. Driving to and from facilities – multiple sites in one day.	12. Inclement weather conditions. Poor visibility, heavy traffic. Time constraints. Vehicle breakdown.	4	2	4	32	Med	12. Regular preventative maintenance and documented safety inspections on vehicles and equipment.				
	13. Chemical and biological exposure; i.e.; asbestos, glues, solvents, mouse droppings, insect bites.	13. Chemical burns, respiratory problems, infections.	2	2	3	12	Low	13. Identify and document locations of asbestos or mould, report immediately, inform other workers and isolate the area. WHMIS training and current MSDS sheets for controlled products. Wear PPE (gloves, masks, insect repellent) when necessary. Clean rodent messes up, spraying down with a bleach solution first and ensuring nitrile gloves and P95 mask is worn.				
									Step 5: Review/Communicate with affected staff (List staff members)			
									Step 6: Date of review with affected staff members			



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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

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:** 1-18 = **Low risk** (minimal controls); 19-36 = **Medium Risk**- Take scheduled action to minimize; 40-64= **High Risk** – “Critical Task” Take immediate action to eliminate hazard or reduce degree of risk