



School/Worksite: All Facilities Staff Group: Head / Day Custodian	Job/Position Summary: Under the general supervision of the Custodial Coordinator in consultation with the site Principal, oversees and personally performs work required to maintain the school and all related buildings and adjacent grounds in a safe, sanitary and orderly condition. Many of these tasks are often performed while working alone and often involve working with chemicals, awkward postures lifting/handling of loads and repetitive motions.	Assessment Team: Bev Wiltsey, Ruth Lewis	Date Completed: 29 Jan 2009
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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		
Cleaning/Building Maintenance	1. Maintain floors: sweep, wet mop, strip, wax, scrub burnish, and buff floors	1. Brooms, mops, buckets, heavy floor machines; scrapers. Moving heavy items/furniture; Chemical exposure to neutral cleaners, strippers, waxes, dust, slips/falls electrical hazards, forceful grasping, noise, hand/arm vibration; Physical injury from awkward postures (bending, twisting, pushing, pulling, bent wrists; kneeling on hard floors);Lifting water buckets into sinks or floor drains; improperly maintained machines	4	4	3	48	High	1. Provide ergonomically designed equipment / tools. Avoid forceful pressing handles into palms. Avoid twisting/bending motions when possible. Train all employees how to properly lift bend, twist. Supply enough machines per wing or floor to reduce carrying/lifting distances. Working alone procedures in place. Approved personal protective equipment provided and used (e.g. gloves, chemical cartridge respirator, dust masks, eye and hearing protection). Current Material Safety Data Sheets Available.					
	2. Maintain carpets clean/vacuum; spot cleaning	2. Extractors, lifting furniture, vacuum bags; upright, canister or backpack vacuums. Awkward postures (bending, twisting, pushing pulling, reaching). Repetitive Motions. Exposure to dust/moulds, noise	4	2	2	16	Low	2. Alternate with other tasks to use different muscle groups. Take mini rest pauses or stretch breaks (20 seconds) between strenuous tasks. Use district carpet cleaning contractor					



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3.	Remove garbage and recyclables	3.	Strains/sprains carrying bags and lifting out of carts/cans and into dumpsters; awkward postures (e.g. stooping; kneeling, reaching over shoulder; lifting heavy lids); Slips/falls on ice/uneven surfaces. Physical injury to hands/fingers if lid falls. Potential violence from working alone.	4	4	3	48	High	3.	Safe work procedures for lifting/handling loads. Provide mechanical aids for transporting loads. Provide ergonomic training to all custodial staff.				
4.	Pressure wash walls and fixtures in showers and bathroom walls.	4.	Pressure washer; chemical exposure to strong chemicals/degreasers; eye, skin injuries from high pressure water	1	3	4	12	Low	4.	Respirator, gloves, eye protection and other PPE as required.				
5.	Clean/disinfect washrooms	5.	Chemical disinfectants, acid bowl cleaners, glass cleaners, scrapers, blood/body fluids; slips/falls; poor ventilation; muscle strain from bent wrists, twisted forearms from hand wringing; forceful scrubbing	4	3	4	48	High	5.	Use of appropriate PPE including correct footwear. Make all custodians aware of Policy EBB. Alternate with other tasks to use different muscle groups. Take mini rest pauses or stretch breaks (20 seconds) between strenuous tasks				
6.	Hazardous spill clean up (e.g. blood/body fluids, Mouse/bird droppings, chemicals etc.)	6.	Exposure to hazardous chemicals; bacteria, viruses	4	1	4	16	Low	6.	Procedures for Blood and Body Fluids. Procedures for Hanta Virus. Use of appropriate PPE.				
7.	General cleaning: desks, walls, chalk/whiteboards; windows/glass etc.	7.	Whiteboard cleaners, Neutral and glass cleaners. Awkward postures, repetitive motions. Glass cleaning may involve working from heights or ladders.	4	3	3	36	Med	7.	IEQ guideline for whiteboard cleaning, Ladder safety procedure and checklist. Ergonomic training. Take mini rest pauses or stretch breaks (20 seconds) between strenuous tasks.				
8.	Change/replace lights, ceiling tiles	8.	Working from heights; ladders, genie-lifts. Risk of electrocution.	3	3	3	27	Med	8.	Ensure lock-out / tag out procedure is in place and used. Ladder safety procedure and checklist. Working from heights legislation adhered to. Genie-lift certification.				



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	9. Move furniture and equipment	9. Tables, benches, desks, cabinets, TV's, entrance mats, floor machines etc. Physical injury from awkward postures; Heavy lifting, overexertion, repetitive motions, bending, twisting, carrying up and down stairs; foot/hand hazards	4	3	3	36	Med	9. Foot protection. Use strategies to minimize loads and frequency of manual handling. Provide carts and dollies. Adhere to CESD Safety procedure for lifting and handling loads.				
	10. Work on rooftops- Vent checks; ball retrieval; flag adjustments, changing security lights	10. Falls from heights/ladders/rooftops. Slips/Falls on ice/snow. Awkward access and egress – fixed ladders and/or roof hatches. Awkward postures carrying equipment up ladders	3	2	4	24	Med	10. See working alone procedures. Establish check in protocol with office. CESD Safety procedure for walking on snow and ice. Working from heights legislation adhered to.				
Maintain Building	11. Building/grounds inspections, clean up	11. Needles, condoms, broken glass. Cuts/Lacerations; blood/body fluids. Bitten by stray animals, insects. Encounters with threatening strangers	3	1	4	12	Low	11. Increased caution to be used on grounds. Appropriate PPE to be worn. Working alone procedures to be in place.				
	12. Grass cutting, maintain flower beds.	12. Lawn mower, noise exposure pesticides, sun exposure, insects; Stooping, bending, kneeling . Hand/foot hazards from contact with moving parts. Temperature extremes.	2	2	4	16	Low	12. Safe operating procedure: Lawnmower. Gasoline stored outdoors in approved shed/containers. Proper lifting and bending techniques to be used. Appropriate protection from the elements.				
	13. Winter snow/ice removal, sanding walkways	13. Shovels, snow blowers; heavy snow; flammable materials. Heavy repetitive lifting; bending/ awkward postures. Pushing, pulling equipment over uneven terrain. Physical injury from flying debris, moving machinery parts. Fatigue and time constraints; slips/falls; noise.	3	3	4	36	Med	13. Safe operating procedure: snow blower / tractor. Gasoline stored outdoors in approved shed/containers. Proper lifting and bending techniques to be used. Appropriate protection from the elements. Proper footwear for conditions.				
	14. Routine minor maintenance on power equipment/initiate repairs	14. Snow blowers, burnishers, lawn mowers; Contact with moving parts.	1	2	4	8	Low	14. Contact maintenance for repairs other than minor. Follow proper maintenance procedures. Wearing of appropriate PPE and environmental clothing. Shut down and lockout machines before repair.				



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Maintain Physical Plant	15. Monitor condition of building materials.	15. Caustic/corrosive chemicals, burns; high temperatures, asbestos, noise; fire/explosions. Exposure to mould.	3	1	3	9	Low	15. Wear appropriate clothing around chemicals and excessive temperatures. Report all suspected cases of mould and avoid the area if possible. Don't allow others to enter the area.				
	16. replace filters.	16. Moving parts, dust, work from heights, ladders vacuums, brushes filters, cuts, trips/falls.	1	2	4	8	Low	16. Follow proper maintenance procedures. Wearing of appropriate PPE and environmental clothing. Increased caution to be used around moving machinery. Use Lockout / tag out procedures.				
Security	17. Conduct security checks, Unlock/lock building	17. Intruders, violent encounters, slips/falls	4	3	4	48	High	17. Violence policy, Working alone procedures. Use caution at all times.				
	18. Check security and fire safety alarm systems.	18. Walking around the building, inside and outside checks, exposure to elements if outside.	2	1	1	2	Low	18. Violence policy, Working alone procedures. Use caution at all times. environmental clothing appropriate to the weather.				
	19. Perform monthly fire alarm verifications, exit light inspection and emergency light checks.	19. Working at heights. Electrocutation. Ergonomic hazards such as shoulder / arm and wrist strains.	2	1	1	2	Low	19. Use caution. Ladder safe work procedure. Frequent breaks to stretch (20 seconds or less)				
Administrative	20. Prepare cleaning schedules; performance appraisals	20. Stress, ergonomic problems such as stiff and sore shoulders and neck.	1	2	4	8	Low	20. Observe WCB ergonomic guidelines. Allow sufficient time for paperwork. Stress reduction techniques training if available.				
	21. Supervise / train custodial staff.	21. Stress, anger, violence, frustration.	1	3	3	9	Low	21. Report staff issues. Walk away and relax. Stress reduction techniques training if available.				
	22. Order stock; maintain custodial supplies.	22. Use of a computer, FAME system, use of telephone.	1	1	1	1	Low	22. Provide Office ergonomics booklet to all custodial offices.				
	23. Obtain MSDS updates; Label chemicals for WHMIS compliance	23. Use of computer and telephone to get new MSDS. Possible exposure to chemicals	1	1	4	4	Low	23. WHMIS training. Provide Office ergonomics booklet to all custodial offices.				



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	24. Prepare / monitor maintenance Service Requests	24. Computers; FAME	3	2	3	18	Low	24. Provide Office ergonomics booklet to all custodial offices.				
Other	25. Monitor / assist with community use of building	25. After hours/ weekend work	2	2	2	8	Low	25. Violence policy. Working policy. Communications available (cell Phone)				
	26. Liaise with rental groups, facilities staff, contractors, regulatory agencies (e.g., fire/ health inspectors.)	26. Building tours, walking, speaking, possible language barriers.	3	1	2	6	Low	26. Violence policy. Working policy. Communications available (cell Phone)				
	27. Attend meeting using personal vehicle.	27. Motor vehicle accidents, stress and frustration with traffic.	3	3	3	27	Med	27. Defensive driving course. Bad weather driving restrictions. Available communications.				
	28. Respond to after hour's emergencies and security call-outs.	28. Violence, stress	2	2	4	16	Low	28. Violence policy. Working policy. Communications available (cell Phone) Never enter building alone. Stress management workshop.				
									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