**Section 3.1: Job Safety Analysis (JSA)**

| Job/position/work type: **Caretaker** | | | | | | Date Completed: |
| --- | --- | --- | --- | --- | --- | --- |
| Assessment Team: | | | | | | Reviewed/revised: |
| Tasks  (List **all** tasks/activities of the job/position) | Hazards  (List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls  (List the controls for each hazard:  Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments: |
| **S x P = R** | | |
| Maintain floors:   * sweeping * mopping * stripping * waxing * scrubbing polishing | Falls  Slipping  Tripping  Repetitive movements  Airborne Particles (dust)  Lifting water buckets, brooms, mops, heavy floor machines.  Moving heavy items/furniture.  Chemical exposure to cleaners, strippers, waxes.  Electrical hazards, forceful grasping, noise, hand/arm vibration;  Physical injury from awkward postures (bending, twisting, pushing, pulling, bent wrists; kneeling on hard floors) Improperly inspected/maintained machines.  Working alone |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual),  Be aware of surroundings  Avoid forceful pressing handles into palms.  Ensure your equipment is strategically placed to reduce carrying/lifting distances.  Working alone procedures in place.  Approved personal protective equipment provided and used by worker (e.g., gloves, chemical cartridge respirator, dust masks, eye and hearing protection).  Refer to Safety Data Sheet (SDS)  Applicable PPE (refer to respirator sheet) |  |
| Remove garbage  and recyclables | Strains/Pulls  Pulling bags out of bins  Throwing bags into dumpsters  Hazardous Items (broken glass, used needles, etc.)  Overloaded waste bins  Blood and body fluids  Working alone |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual),  Be aware of surroundings  Applicable PPE (refer to respirator sheet) Ensure air seal is broken in garbage bin, Smaller garbage container options  Ensure garbage is not overfilled  Communicate to staff to not overfill garbage Manage weight loads to waste bin  Follow working alone procedure  Follow exposure plan procedures |  |
| Clean and disinfect washrooms | Blood/body fluids  Slips/trips  Muscle strains  Awkward positions  Push/pull  Chemical exposures  Poor ventilation  Repetitive strains |  |  |  | TLR Object Moving Training, Good body mechanics. Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual)  Be aware of surroundings  Applicable PPE (refer to respirator sheet & SDS)  Follow exposure plan procedures  Refer to caretaking manual (pictures) |  |
| Hazardous spill clean-up (e.g., blood/body fluids, mouse/bird/bat droppings) | Exposure to bacteria/ viruses/ chemicals |  |  |  | Follow expose control plan procedures  For Hantavirus and Blood and Body  Applicable PPE (refer to respirator sheet & SDS)  Practice hand hygiene |  |
| Move furniture and equipment (tables, benches, desks, cabinets, TVs, entrance mats, floor machines, etc.) | Injury from awkward postures; heavy lifting, overexertion, repetitive motions, bending, twisting, carrying up and down stairs  foot/hand injury |  |  |  | Adhere to TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Use carts, dollies whenever possible  Vary your tasks  Appropriate footwear (as per caretaker manual)  Be aware of surroundings |  |
| Snow Removal | Shovels, snow blowers; heavy snow;  Flammable materials.  Heavy repetitive lifting; bending/ awkward postures.  Pushing, pulling equipment over uneven terrain.  Injury from flying debris,  moving machinery parts.  Fatigue and time constraints;  Slips/falls;  Extreme temperatures  Windchill  Weather conditions |  |  |  | Safe work procedures: snow blowers, tractor snow blower  Follow Safety Memo for Snow Shoveling  Adhere to TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Be aware of your surroundings  Vary your tasks  Appropriate footwear (as per caretaker manual)  Appropriate protection from the elements.  Refer to SDS  Gasoline stored outdoors in approved shed/  containers |  |
| Boiler checks | Hot steam/water burn  Chemical exposure  Slip/trip/fall  Working alone  Lifting |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn.  Refer to SDS  Applicable PPE (glasses, gloves)  Be aware of your surroundings  Working alone procedures  Appropriate footwear (as per caretaker manual) |  |
| Grounds Maintenance | Lawn mower, noise exposure pesticides, sun exposure, insects;  Stooping, bending  Kneeling;  Hand/foot hazards from contact with moving parts.  Trips/ falls  Electric shock |  |  |  | Safe work procedures: Lawnmower, weed-whipper, leaf blower, riding lawnmowers, hedge trimmers  Safe practices for rakes, shovels  Gasoline stored outdoors in approved shed/  containers  TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual),  Be aware of surroundings  Appropriate protection from the elements |  |
| Auto Scrubber- Checking the battery fluids/filling the fluids | Splash  Overfill of battery fluid |  |  |  | Refer SDS  Utilize battery fill jug  Applicable PPE (gloves, eye protection, proper clothing) |  |
| Maintain carpets:   * Vacuum/Clean * Spot clean | Repetitive Movements  Trips/Falls  Push/Pull  Exposure to dust, noise |  |  |  | Be aware of surroundings  TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual)  Applicable PPE (refer to respirator sheet)  Refer to SDS |  |
| Prior to use, visual inspection of equipment | Electrical shock  Trips/Falls  Rotating Equipment  Equipment Failure |  |  |  | Complete inspection prior to use  Be aware of surroundings  Appropriate footwear (as per caretaker manual) Good body mechanics  Vary your tasks  Applicable PPE (refer to respirator sheet), Reference manufacturers guidelines  Refer to SDS |  |
| General cleaning: desks, walls, chalk/whiteboards; windows/glass etc. | Repetitive Movements  Strains  Awkward positions  Chemical Handling  Push/pull  Slips/trips  Working from heights |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual),  Be aware of surroundings  Applicable PPE (refer to respirator sheet),  Refer to SDS  Refer to ladder safety in caretaker manual |  |
| Plunge clogged toilet | Biohazard  Splash  Slips/trips  Muscle strains  Push/pull  Chemical exposures  Repetitive strains |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Vary your tasks  Appropriate footwear (as per caretaker manual)  Be aware of surroundings  Applicable PPE (refer to respirator sheet & SDS)  Follow expose control plan procedures  Keep mechanical snake, used to unclog toilet, in its own separate container. (drum auger, closet snake)  Ensure equipment is cleaned and contained. (Plunger)  Practice hand hygiene |  |
| Expose to hazardous products/ spill clean-up (chemical) | Exposure to chemicals |  |  |  | Read and follow SDS  Applicable PPE  Refer to WHMIS 2015 education and training  Practice hand hygiene |  |
| Inspect and clean-up of buildings and grounds | Broken glass  Cuts/lacerations;  Blood/body fluids.  Insect bites  Animal feces  Working alone |  |  |  | Be aware of your surroundings. Follow exposure plan-applicable PPE to be worn.  Working alone procedures  Follow broken glass procedure  Vary tasks, insect may be worse sundown (bug spray) |  |
| Order stock and maintain supplies | Stock shelves with supplies  Exposure to hazardous products |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movement  Always keep heavier items on lower shelves  Never store liquids above shoulders  Always keep lighter items higher  Vary your tasks  Refer to SDS  Appropriate footwear (as per caretaker manual) |  |
| Change/replace lights, ceiling tiles | Working from heights;  Ladders, scissor lifts/Geni-lifts.  Awkward postures  Risk of shock  Broken glass  Falls |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn.  Vary your tasks  Refer to ladder safety in caretaker manual  Safe work procedures: Scissor lifts/Geni-lifts  Fall protection procedures  Be aware of your surroundings  Follow broken glass procedure  Applicable PPE to be worn  Appropriate footwear (as per caretaker manual) |  |
| Inspect/ change filter on furnace | Moving parts/rotating equipment  Dust exposure  Hand injury  Slips/trips/falls  Working alone |  |  |  | Follow proper maintenance safe work procedures  Wear appropriate PPE  Never wear loose clothing, long hair to be tied back and no loose hanging jewelry  Increased caution to be used around moving equipment  Use lockout/tag out procedures  Working alone procedures  Be aware of your surroundings |  |
| Record/monitor mechanical room checks | Risk of shock  Slips/trips/falls  Working alone |  |  |  | Working alone procedures  Be aware of your surroundings  Wear appropriate PPE  Appropriate footwear (as per caretaker manual)  Ensure handrails are used if applicable |  |
| Working at heights   * Scissor lift/Geni lift * Ladder * Roof | Falls  Awkward postures  Other people around (students/staff)  Carry, pushing, pulling  Working alone |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn.  Fall protection procedure  Vary your tasks  Refer to ladder safety in caretaker manual  Safe work procedures: Scissor lifts/Geni lifts  Be aware of your surroundings in control zone  Working alone procedures  Appropriate footwear (as per caretaker manual) |  |
| Ear buds, headphones, excessive volume (radios, stereos, TVs, phones etc.) | Unable to hear people around you  Unable to hear emergency announcements |  |  |  | Ear buds, headphones are prohibited. |  |
| Operating Truck | Road hazards  Other drivers  Students, pedestrians  Regular maintenance (fueling, check oil, general housekeeping) |  |  |  | Be aware of your surroundings at all times  Ensure circle check is complete prior to moving truck  Refer to the SDS  Appropriate footwear (as per caretaker manual) Appropriate protection from the elements. |  |

