**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
 | FallsSlippingTrippingRepetitive movementsAirborne 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 movementVary your tasksAppropriate footwear (as per caretaker manual),Be aware of surroundingsAvoid 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 garbageand recyclables | Strains/PullsPulling bags out of binsThrowing bags into dumpsters Hazardous Items (broken glass, used needles, etc.)Overloaded waste binsBlood and body fluidsWorking alone  |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementVary your tasksAppropriate footwear (as per caretaker manual),Be aware of surroundingsApplicable PPE (refer to respirator sheet) Ensure air seal is broken in garbage bin, Smaller garbage container optionsEnsure garbage is not overfilledCommunicate to staff to not overfill garbage Manage weight loads to waste bin Follow working alone procedureFollow exposure plan procedures |  |
| Clean and disinfect washrooms | Blood/body fluidsSlips/tripsMuscle strainsAwkward positionsPush/pull Chemical exposuresPoor ventilationRepetitive strains |  |  |  | TLR Object Moving Training, Good body mechanics. Never twist or turn without positioning feet in direction of movementVary your tasksAppropriate footwear (as per caretaker manual)Be aware of surroundingsApplicable PPE (refer to respirator sheet & SDS)Follow exposure plan proceduresRefer 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 proceduresFor Hantavirus and Blood and BodyApplicable 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 stairsfoot/hand injury |  |  |  | Adhere to TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementUse carts, dollies whenever possibleVary your tasksAppropriate 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 blowerFollow Safety Memo for Snow ShovelingAdhere to TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementBe aware of your surroundingsVary your tasksAppropriate footwear (as per caretaker manual)Appropriate protection from the elements.Refer to SDSGasoline stored outdoors in approved shed/containers |  |
| Boiler checks | Hot steam/water burnChemical exposureSlip/trip/fallWorking aloneLifting |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn.Refer to SDSApplicable PPE (glasses, gloves)Be aware of your surroundings Working alone proceduresAppropriate footwear (as per caretaker manual) |  |
| Grounds Maintenance | Lawn mower, noise exposure pesticides, sun exposure, insects; Stooping, bendingKneeling; Hand/foot hazards from contact with moving parts.Trips/ fallsElectric shock |  |  |  | Safe work procedures: Lawnmower, weed-whipper, leaf blower, riding lawnmowers, hedge trimmersSafe practices for rakes, shovelsGasoline stored outdoors in approved shed/containersTLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementVary your tasksAppropriate footwear (as per caretaker manual),Be aware of surroundingsAppropriate protection from the elements |  |
| Auto Scrubber- Checking the battery fluids/filling the fluids | SplashOverfill of battery fluid |  |  |  | Refer SDS Utilize battery fill jugApplicable PPE (gloves, eye protection, proper clothing) |  |
| Maintain carpets:* Vacuum/Clean
* Spot clean
 | Repetitive MovementsTrips/FallsPush/PullExposure to dust, noise |  |  |  | Be aware of surroundingsTLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementVary your tasksAppropriate footwear (as per caretaker manual)Applicable PPE (refer to respirator sheet)Refer to SDS |  |
| Prior to use, visual inspection of equipment  | Electrical shockTrips/FallsRotating EquipmentEquipment Failure |  |  |  | Complete inspection prior to useBe aware of surroundingsAppropriate footwear (as per caretaker manual) Good body mechanicsVary your tasksApplicable PPE (refer to respirator sheet), Reference manufacturers guidelinesRefer to SDS |  |
| General cleaning: desks, walls, chalk/whiteboards; windows/glass etc.  | Repetitive MovementsStrainsAwkward positionsChemical HandlingPush/pullSlips/tripsWorking from heights |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementVary your tasksAppropriate footwear (as per caretaker manual),Be aware of surroundingsApplicable PPE (refer to respirator sheet), Refer to SDSRefer to ladder safety in caretaker manual |  |
| Plunge clogged toilet | BiohazardSplashSlips/tripsMuscle strainsPush/pullChemical exposuresRepetitive strains |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementVary your tasksAppropriate footwear (as per caretaker manual)Be aware of surroundingsApplicable PPE (refer to respirator sheet & SDS)Follow expose control plan proceduresKeep 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 SDSApplicable PPERefer to WHMIS 2015 education and trainingPractice hand hygiene |  |
| Inspect and clean-up of buildings and grounds | Broken glassCuts/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 procedureVary tasks, insect may be worse sundown (bug spray) |  |
| Order stock and maintain supplies | Stock shelves with suppliesExposure to hazardous products |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn without positioning feet in direction of movementAlways keep heavier items on lower shelvesNever store liquids above shouldersAlways keep lighter items higherVary your tasksRefer to SDSAppropriate footwear (as per caretaker manual) |  |
| Change/replace lights, ceiling tiles | Working from heights; Ladders, scissor lifts/Geni-lifts.Awkward postures Risk of shockBroken glassFalls  |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn.Vary your tasks Refer to ladder safety in caretaker manualSafe work procedures: Scissor lifts/Geni-liftsFall protection proceduresBe aware of your surroundingsFollow broken glass procedureApplicable PPE to be wornAppropriate footwear (as per caretaker manual) |  |
| Inspect/ change filter on furnace | Moving parts/rotating equipmentDust exposureHand injurySlips/trips/fallsWorking alone |  |  |  | Follow proper maintenance safe work proceduresWear appropriate PPE Never wear loose clothing, long hair to be tied back and no loose hanging jewelryIncreased caution to be used around moving equipmentUse lockout/tag out proceduresWorking alone proceduresBe aware of your surroundings |  |
| Record/monitor mechanical room checks | Risk of shockSlips/trips/fallsWorking alone |  |  |  | Working alone proceduresBe aware of your surroundingsWear appropriate PPEAppropriate footwear (as per caretaker manual)Ensure handrails are used if applicable  |  |
| Working at heights* Scissor lift/Geni lift
* Ladder
* Roof
 | FallsAwkward postures Other people around (students/staff)Carry, pushing, pullingWorking alone |  |  |  | TLR Object Moving Training, Good body mechanics, Never twist or turn.Fall protection procedureVary your tasksRefer to ladder safety in caretaker manualSafe work procedures: Scissor lifts/Geni liftsBe aware of your surroundings in control zoneWorking alone proceduresAppropriate footwear (as per caretaker manual) |  |
| Ear buds, headphones, excessive volume (radios, stereos, TVs, phones etc.) | Unable to hear people around youUnable to hear emergency announcements |  |  |  | Ear buds, headphones are prohibited. |  |
| Operating Truck | Road hazardsOther driversStudents, pedestriansRegular maintenance (fueling, check oil, general housekeeping) |  |  |  | Be aware of your surroundings at all timesEnsure circle check is complete prior to moving truckRefer to the SDSAppropriate footwear (as per caretaker manual) Appropriate protection from the elements. |  |

