











|   |   |                           |                 |   |                |   |
|---|---|---------------------------|-----------------|---|----------------|---|
| Date Revised:   | March 2021  | Overall Task Risk Rating: | Before Controls | C | After Controls | C |
| Description:  | Tasks include making / answering / transferring phone calls; computer typing and mousing activities; hand-writing notes; communicating with workers, supervisors, clients, visitors & the general public, etc.... |                           |                 |   |                |   |
| Location(s):  | Office, Shop, Asphalt Plant & Construction Projects   |                           |                 |   |                |   |
| Associated Documents: Manual Material Handling WTS, Workplace Violence and Harassment WTS, Hazardous Agents WTS, Housekeeping WTS |   |                           |                 |   |                |   |

**RED FLAGS (HOLD WORK UNTIL CORRECTED):**

Note:

- If a person wields a weapon, stop work immediately and initiate emergency procedures
- If you are the target of any violence or harassment, stop work immediately, find a safe location and call for help

**PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)**

|   |   |   |   |   |   |  |   |   |   |
|---|---|---|---|---|---|--|---|---|---|
|  |  |  |  |  |  |  |  |  |  |
| Head Protection   | Foot Protection   | High-Vis Protection   | Hearing Protection  | Hand Protection   | Eye Protection  | Respiratory Protection   | Skin Protection   | Face Protection   | Fall Protection   |
| <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  |

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)
- Visitors and clients will be advised of the required PPE
- All visitors and clients are expected to provide their own PPE
- Additional PPE may be required for clients / visitors, based on project specific hazards

**SAFE WORK PRACTICES (SWP)**

Repetitive tasks (including typing, use of a mouse, printing) and prolonged postures (including sitting):

- Maintain neutral postures when possible (with minimal bending, twisting, leaning, etc...)
- Take small breaks from the prolonged / repetitive activity as needed (i.e. if sitting all morning typing on a computer, consider standing to answer the phone when it rings)

Lifting:



- Ask for assistance if you need to move or lift something heavy
- Try to make use of any lift-assist or trollies that are present for the job at hand
- When lifting, bend your knees (not your back) and keep the object close to your body (don't have your arms outstretched in-front of you)
- For more information – refer to the Manual Material Handling WTS

Communication and Interactions with other workers and/or the public:

- Remain professional (use non-offensive language and gestures)
- Maintain confidentiality as required
- Be polite – listen carefully, do not interrupt

Violence and Harassment:

- There is ZERO tolerance for violence and harassment at Gazzola Paving Limited
- Report all incidents to the Health and Safety Coordinator so it can be documented and hopefully a solution found to prevent future incidents



- A violence assessment will be completed on annually for all workplaces, or as often as is needed (based on changing or new conditions)
- Get to a safe location and call for help
- Reported incidents will be investigated and corrective actions will be implemented
- Refer to the Workplace Violence and Harassment WTS

**Ergonomics:**

- Where possible, reduce repetitive motions, or perform repetitive motions over shorter periods
- Stop and stretch occasionally and vary the activities to be completed
- Reduce the amount of time spent either in an awkward or static position
- Keep the most commonly used items within easy reach and at a comfortable height (i.e. around waist level)
- Workstations (desks, chairs, computers, etc.) should be adaptable and adjusted to suit the user
- Use proper back care and lifting techniques when lifting supplies, files, etc.
- Sit with your spine against the back of your chair, shoulders relaxed, elbows at the sides of your body, wrists straight, and feet flat on the floor
- Monitors should be at eye level to prevent excessive and prolonged bending of the neck and back
- Take regular short breaks from activities that require repetitive motions or continuous focus on a screen
- Get up and walk around to keep blood circulating in your arms and legs

**WHMIS:**

- \* Consult MSDS / SDS for information on handling, storage and use of hazardous materials

**Housekeeping:**

- \* All employees are to keep their space (desks / offices) clean and free of tripping hazards or other debris
- \* Report any notably unsafe conditions to the Foreman / Superintendent

**Training:**

- \* Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)

| JOB HAZARD AND RISK ANALYSIS                       |                        | RISK RATING SYSTEM  |                       |
|--|------------------------|---|-----------------------|
|  |                        | A   | B                     |
| TASK HAZARDS                                       | RATING BEFORE CONTROLS | TASK CONTROLS   | RATING AFTER CONTROLS |
| • Workplace harassment or violence                 | C                      | <ul style="list-style-type: none"> <li>• Every employee should ensure a respectful workplace free from violence and harassment</li> <li>• Workers who do not comply with the Policies and Safe Work Practices will be subject to progressive disciplinary actions</li> </ul>          | C                     |
| • Lack of harassment or violence reporting         | C                      | <ul style="list-style-type: none"> <li>• Immediately report any violence or threats of violence</li> <li>• Report any abusive domestic situations that have the potential to intrude upon the workplace</li> </ul>  | C                     |
| • Lack of violence assessment and control measures | C                      | <ul style="list-style-type: none"> <li>• All workplaces will have violence assessments completed on an annual basis, or as often as needed (based on changing or new conditions)</li> <li>• Assessments must identify and document specific control mechanisms implemented</li> </ul> | C                     |
| • Improper lighting for office staff               | C                      | <ul style="list-style-type: none"> <li>• Ensure adequate lighting (i.e. bright enough for reading)</li> <li>• If lights burn out, have them replaced as soon as possible</li> <li>• Ensure that glare is not affecting the visibility of your computer screen</li> </ul>              | C                     |



# ADMINISTRATIVE DUTIES

|   |   |   |   |
|---|---|---|---|
| <ul style="list-style-type: none"> <li>Lack of proper ergonomics</li> </ul>   | C | <ul style="list-style-type: none"> <li>Adjust workstation to allow for neutral postures</li> <li>Take regular short - get up and walk around to keep blood circulating in your arms and legs</li> </ul>   | C |
| <ul style="list-style-type: none"> <li>Improper screening of visitors</li> </ul>  | C | <ul style="list-style-type: none"> <li>Ensure all visitors sign in and are met by the person they have come to see</li> </ul>   | C |
| <ul style="list-style-type: none"> <li>Inadequate PPE in the workplace</li> </ul>   | C | <ul style="list-style-type: none"> <li>Remind all visitors that certain areas require additional PPE as posted</li> </ul>   | C |
| <ul style="list-style-type: none"> <li>Tipping or falling objects</li> </ul>  | C | <ul style="list-style-type: none"> <li>Exercise caution when hanging and removing objects and pictures at work stations</li> </ul>  | C |
| <ul style="list-style-type: none"> <li>Lifting or carrying heavy objects</li> </ul>   | C | <ul style="list-style-type: none"> <li>Don't lift anything heavier than 50lbs</li> <li>Ask for help in lifting heavy objects</li> <li>Exercise caution when lifting, be aware of twisting and lifting at the same time which can cause additional back strain</li> </ul>                        | C |
| <ul style="list-style-type: none"> <li>Debris and clutter in hallways</li> </ul>  | C | <ul style="list-style-type: none"> <li>Keep hallways clear</li> </ul>   | C |
| <ul style="list-style-type: none"> <li>Toner, cleaning products, other hazardous materials</li> </ul>   | C | <ul style="list-style-type: none"> <li>Ensure current SDS are available for review</li> <li>Ensure staff have undergone WHMIS training</li> </ul>   | C |
| <ul style="list-style-type: none"> <li>Unauthorized access</li> </ul>   | C | <ul style="list-style-type: none"> <li>Secure project using appropriate fencing and barriers as required</li> <li>Ensure visitor sign-in / out record is maintained</li> </ul>  | C |
| <ul style="list-style-type: none"> <li>Electrical Room (Lack of signage, unlocked access to electrical locations)</li> </ul>  | C | <ul style="list-style-type: none"> <li>Ensure that all electrical panels and electrical locations within the office are identified and have restricted access</li> </ul>  | C |
| <ul style="list-style-type: none"> <li>Industrial access (Lack of signage, lack of proper training)</li> </ul>  | C | <ul style="list-style-type: none"> <li>Ensure all locations requiring additional PPE are identified</li> <li>Without specific training and authorization, do not operate equipment or devices</li> </ul>  | C |
| <ul style="list-style-type: none"> <li>Driving and delivery (Not obeying the rules of the road, poor weather conditions, distracted driving, poor vehicle maintenance)</li> </ul> | C | <ul style="list-style-type: none"> <li>Stay focused and comply with all rules of the road</li> <li>Drive in accordance to current weather conditions</li> <li>Do not use hand held devices while operating vehicles</li> <li>Report any damage, vehicle contact or other malfunction</li> </ul> | C |