











Date Revised:	August 2024	Overall Task Risk Rating:	Before Controls	C	After Controls	C
Description:	Tasks include lawn and yard maintenance, kitchen preparation and clean-up, driving to pick-up miscellaneous office supplies, housekeeping, interacting with other Gazzola Paving co-workers and the general public, etc....					
Location(s):	Office, Shop, Asphalt Plant & Construction Projects					
Associated Documents: Manual Material Handling WTS, Hazardous Agents WTS, Housekeeping WTS						

## RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If the guards on the machine or equipment are damaged or missing
- If service / maintenance is required on, around or under equipment that is not locked out

## 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)
- Additional PPE may be required based on project specific hazards

## SAFE WORK PRACTICES (SWP)

Shop Cleaning:

Shop floor must be cleaned after work done on any vehicle or piece of equipment as required. In general, the shop floor must be cleaned during the day, at the end of every week, in accordance with the following process:

- Sweep the shop floor using brooms to remove and clean debris.
- Apply heavy duty floor degreasers to dissolve any oil/grease residue on the floor.
- Power wash the shop floor through the shop channel drains to the installed oil/grit separator drainage system.
- Open all bay doors and power wash the adjacent side of the shop floor towards the outside channel drains.
- During wintertime, ensure de-icers are applied on the external grounds, where applicable, to prevent the formation of black ice.

Ergonomics:

- Minimize repetitive tasks (i.e. cleaning, pulling weeds), prolonged postures (i.e. sitting, standing), vibrations (i.e. cutting the grass) and awkward postures (i.e. requiring the worker to bend to reach the ground while completing maintenance)
- Maintain neutral postures when possible (with minimal bending, twisting, leaning, etc...)
- Take small breaks from the prolonged / repetitive activity as needed

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 loads close to your body (don't keep your arms outstretched in-front of you)

WHMIS:

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



## Outdoor Work:

- Refer to the Hazardous Agents WTS for information on physical hazardous agents (i.e. Heat Stress and Cold Stress)

## Housekeeping:

- All employees are to keep their work space (desks / offices) clean and free of tripping hazards or other debris
- Ensure access / egress, walkways and emergency exits are kept clear of obstructions
- Report any unsafe conditions to the Foreman / Superintendent

## Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Vehicle / Machinery / Equipment Training as needed – only those with the proper training are to operate vehicles / machinery / equipment



JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
		A	High risk of injury or equipment / property damage.
		B	Medium risk of injury or equipment / property damage.
		C	Low risk of injury or equipment / property damage.
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
<ul style="list-style-type: none"> <li>Lack of proper ergonomics (vibrating machinery, repetitive movements, prolonged and/or awkward postures)</li> </ul>	C	<ul style="list-style-type: none"> <li>Try to avoid awkward postures by kneeling instead of standing and bending</li> <li>Avoid tasks that are repetitive in nature, as they can result in repetitive strain injuries</li> <li>Avoid tasks that subject the worker to vibrations, prolonged postures and or awkward postures as these may result in musculoskeletal disorders</li> <li>Take small activity breaks as required</li> </ul>	C
<ul style="list-style-type: none"> <li>Lack of operator's training</li> </ul>	C	<ul style="list-style-type: none"> <li>Only those with proper training are to operate vehicles</li> </ul>	C
<ul style="list-style-type: none"> <li>Inadequate PPE</li> </ul>	C	<ul style="list-style-type: none"> <li>Ensure you have the required PPE for the buildings / sites that you are working at</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 placing boxes for storage</li> <li>Store and/or stack material in such a manner as to prevent tipping</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> <li>Remove waste and debris at least once daily (or more often as needed)</li> </ul>	C
<ul style="list-style-type: none"> <li>Lifting of carrying objects too heavy for you</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>Toner, cleaning products, other hazardous materials</li> </ul>	C	<ul style="list-style-type: none"> <li>Ensure current MSDS / SDS are available for review</li> <li>Ensure staff have undergone WHMIS training</li> </ul>	C
<ul style="list-style-type: none"> <li>Electrical Room – Lack of Signage, Unlocked Access</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