











Date Revised:	March 2020	Overall Task Risk Rating:	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 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	TASK CONTROLS	RATING
<ul style="list-style-type: none"> • Workplace harassment or violence 	<ul style="list-style-type: none"> • Every employee should ensure a respectful workplace free from violence and harassment • Workers who do not comply with the Policies and Safe Work Practices will be subject to progressive disciplinary actions 	C
<ul style="list-style-type: none"> • Lack of harassment or violence reporting 	<ul style="list-style-type: none"> • Immediately report any violence or threats of violence • Report any abusive domestic situations that have the potential to intrude upon the workplace 	C
<ul style="list-style-type: none"> • Lack of violence assessment and control measures 	<ul style="list-style-type: none"> • All workplaces will have violence assessments completed on an annual basis, or as often as needed (based on changing or new conditions) • Assessments must identify and document specific control mechanisms implemented 	C
<ul style="list-style-type: none"> • Improper lighting for office staff 	<ul style="list-style-type: none"> • Ensure adequate lighting (i.e. bright enough for reading) • If lights burn out, have them replaced as soon as possible • Ensure that glare is not affecting the visibility of your computer screen 	C
<ul style="list-style-type: none"> • Lack of proper ergonomics 	<ul style="list-style-type: none"> • Adjust workstation to allow for neutral postures • Take regular short - get up and walk around to keep blood circulating in your arms and legs 	C



ADMINISTRATIVE DUTIES

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