JOB HAZARD ANALYSIS - Task Specific

Western

☐ NEW ☒ REVISED

WORKPLACE TASK TO BE ANALYSED	WESTERN HAZARD CATEGORY*	DATE:
Mail Sorting	Worksite Hazards	January 31, 2019
DEPARTMENT	**HAZARD TYPE***	**WRITTEN BY:**
Facilities Management	Protruding/sharp objects	Mark Denomy
WESTERN JOB CLASSIFICATION*	**LOSS POTENTIAL RATING***	**REVIEWED BY:**
Mailroom Clerks, Drivers	Low	
REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT	***refer to Stantec Specific Job Report**	**MGMT APPROVAL:**

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Sorting assorted pieces of mail.	Cuts, puncture wounds, exposure to potentially dangerous materials.	PPE (eg. Rubber glovers). Be vigilant of items with obvious signs of protrusions, sharp objects, suspicious substances.