



JOB HAZARD ANALYSIS - Task Specific

NEW

REVISED

WORKPLACE TASK TO BE ANALYSED

Belt Replacement on Air Handling and HVAC Units

DEPARTMENT

Facilities Management

WESTERN JOB CLASSIFICATION*

Motor Mechanic, Service Mechanic

REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT

Safety footwear, safety eyewear, work gloves, portable lighting

WESTERN HAZARD CATEGORY*

Energy/WorkSite Hazards

HAZARD TYPE*

Electricity/ Struck By, Pinch Points, Protruding/Sharp Objects

LOSS POTENTIAL RATING*

Moderate

*Refer to Stantec Specific Job Report

DATE:

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MGMT APPROVAL:

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SEQUENCE OF TASK

POTENTIAL HAZARDS

ACTION OR PROCEDURE

Inspect site conditions and equipment. Familiarize yourself with work area.	Slips, falls, contacts with sharp objects	Make sure you have proper lighting inside cabinet. Survey area for possible debris or spilled liquids. Investigate the access points and use best practices for entering and exiting.
Shut off the equipment and disconnect power. Confirm de-energized state.	Possible arc flash	This task requires safety eyewear. Always stand to one side of controller while you are operating this device.
Lock off / tag off the air handling unit to be worked on		Follow Lock-Off/Tag-Off Procedure WP-18
Ensure rotating equipment has completely stopped	Pinch, scrapes, abrasions	Visually check to make sure the equipment has stopped rotating including a return air system that might cause a "free wheeling effect".
Open access and check unit for sharp objects and accessibility	Awkward postures, scrapes, cuts, abrasions	Visually check for exposed screws, sharp metal edges. Cover anything with a protective material. Use the proper ergonomics for the required task. Lighting should be adequate and use PPEs appropriate for the task. Determine if the task requires a second person prior to starting job.

Remove guard (if necessary), loosen motor and or belt adjustors	Pinch points.	Wear work gloves and make sure that the proper hand tools/wrenches are being used. Determine if a second person is needed to
Remove belts		
Install new belts and align sheaves using the laser alignment tool	Eye contact with laser	Read warnings on laser device.
Tighten belts and the motor adjuster. Re-install gaurds if applicable.	Abrasions from wrench slipping	Make sure the small tools or wrenches are appropriate for the task
Clean up area. Remove and account for tools.		Leave area clean/debris free
Remove lock-offs and re-energize equipment	Arc flash	Use precautions when turning on equipment. Stand to one side and PPEs must be in place

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