JOB HAZARD ANALYSIS - Task Specific

Western

☐ NEW ☒ REVISED

WORKPLACE TASK TO BE ANALYSED	WESTERN HAZARD CATEGORY*	DATE:
Mail Delivery - Winter	Worksite/ Ergonomic Hazards	January 31, 2019
DEPARTMENT	**HAZARD TYPE***	**WRITTEN BY:**
Facilities Management	Slips,Trips, Falls/ Weight	Mark Denomy
WESTERN JOB CLASSIFICATION*	**LOSS POTENTIAL RATING***	**REVIEWED BY:**
Mail Clerks, Mail Drivers	Moderate	
REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT	***refer to Stantec Specific Job Report**	**MGMT APPROVAL:**

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Transfer mail from/to truck after snow fall, icy conditions.	slip, trip, fall, drop	PPE (eg. Safety shoes). Observe to ensure area clear of snow, de-iced, etc. If not, notify Client Services to initiate corrective action.