JOB HAZARD ANALYSIS - Task Specific

Western

[ ] NEW [x] REVISED

WORKPLACE TASK TO BE ANALYSED	WESTERN HAZARD CATEGORY*	DATE:
Bedmaking	Ergonomic/Worksite Hazard	March 17, 2021
DEPARTMENT	**HAZARD TYPE***	**WRITTEN BY:**
Facilities Management	Pinch Points, Protruding Objects, Slips/Trips/Falls	Frank DeGurse, Chris Brown
WESTERN JOB CLASSIFICATION*	**LOSS POTENTIAL RATING***	**REVIEWED BY:**
Caretaker	Moderate	Building Managers
REQUIRED EQUIPMENT AND/OR PERSONAL PROTECTIVE EQUIPMENT	***refer to Stantec Specific Job Report**	**MGMT APPROVAL:**
Safety shoes, appropriate gloves, mask as required for removal of soiled linen		Chris Bumbacco

SEQUENCE OF TASK	POTENTIAL HAZARDS	ACTION OR PROCEDURE
Assess and prepare materials to be moved	a) back injury b) overexertion strain c) slip, trip, fall d) contusions from struck against, caught between and pinch points e) repetitive motion injury	a) safely load and transport bedding materials to sites using various safe lifting procedures, carts, dollies, etc assess and inspect bed area b) appropriate number of staff to number of beds to be made or rooms to be cleaned c) use proper equipment lifts, carts, dollies, to move clean or soiled linen materials. Use of proper body mechanics when transporting items up stairs where no elevators exist d) avoid being caught in or between pinch and pull points, or clothing being caught, caution to be observed as to body position and environmental surroundings
Assign appropriate number of staff to size and shape of equipment to be moved	Staff to work load effort should match number of beds to avoid overexertion strain injuries	Lead Caretaker and/or Manager organize crew to job requirements Re-instruct staff as required as to safe ergonomic operation where required as staff assignments vary in experience.

Weight restrictions for Caretakers to be observed	Over exertion strain injury	See job descriptions 30kg/65lbs regular lifting and intermittent lifting of 41kg/90lbs caretaker, and regular lifting of 18kg (40 lbs) lbs and 23 kg (50 lbs) for housekeepers
Mattress turning	Sharp edges, cuts bruises Overexertion strain	Wear gloves and use appropriate tools where required as bed frames may have sharp or splintered edges. Staff need to properly communicate directions to each other as to position and direction when turning large mattresses requiring more than one staff member.
Refer to Caretaking Manual. Report any issues with bed frames, ripped or damaged mattresses that could harm when making beds.		