

FORMAL HAZARD ASSESSMENT: JOB HAZARD ANALYSIS

JOB HAZARD ANALYSIS BY POSITION: SALES AND MARKETING MANAGERS

Describe the Task: Position for Sales and Marketing Mangers																						
List Materials Required: Marketing and sales items required. Power jack, cart, dolly as needed. Computer and mobile devices.	Applicable Legislation: <i>Provincial or state Labor Law.</i> <i>Provincial or state Health and Safety Act/Regulation/Code.</i>		CSA / ANSI Standards: N/A	Personal Protective Equipment: When on Work Site and Work Site dependent: Safety Glasses / Gloves / CSA (ANSI) Boots Hard Hats / Hearing Protection High Visibility Vest																		
List Hand / Powered Tools Required: Vehicle – always have keys on you. Phone – charged and on you. Work Alone App where applicable	Powered Mobile Equipment (PME) / Vehicles Required: Vehicle.		Manufacturer's Specifications:																			
Related Information: Transportation Regulations, Work Site Orientation, SWP / SJP / JHA Office and Shop Safety, Cell Phone Use in Vehicle, Vehicle / Driving Policy, Personal Protective Equipment, Manual Lifting, Employee Assistance Program, Working Alone, Safety Rules, Violence and Harassment Policies.			Please Note: prior to the Sequence of Steps consult any safety material, manufacturers' recommendations or any other material pertinent to the job being completed.																			
Risk Ranking: Severity x Likelihood = Risk Low Risk (1-4): It is okay to continue working Medium Risk (6): Review the Safe Work Practice/Procedure before proceeding with task High Risk (9): Stop and reassess the task			<table border="1"> <thead> <tr> <th colspan="3">Severity</th> </tr> <tr> <th>Make you uncomfortable 1</th> <th>Send you to the hospital 2</th> <th>Kill you / cause a permanent disability 3</th> </tr> </thead> <tbody> <tr> <td>Unlikely 1</td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>Might happen 2</td> <td>2</td> <td>4</td> <td>6</td> </tr> <tr> <td>Highly likely 3</td> <td>3</td> <td>6</td> <td>9</td> </tr> </tbody> </table>		Severity			Make you uncomfortable 1	Send you to the hospital 2	Kill you / cause a permanent disability 3	Unlikely 1	1	2	3	Might happen 2	2	4	6	Highly likely 3	3	6	9
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			S	I	R		S	I	R
1.	Office/Computer Work	• Eye Fatigue/Computer glare	2	3	6	- Set computer monitor 1 arm length away from you. (Admin) - Set monitor location to avoid glare (the monitor should not face windows or powerful sources of light) (Admin) - Look away from the monitor often. Follow 20/20/20 – Every 20 minutes, take your eyes from the monitor for 20 seconds and look 20 ft away. (Admin)	1	3	3
		• Repetitive strain injury (RSI) due to repetitive movement or body positioning	2	3	6	- Adjust your workstation to fit you. Follow/review the instructions provided in Orientation - Ergonomics and Safe Lifting (Admin) - Ask for and use a footrest if your feet do not touch the floor when seated. (Eng) - Adjust the height of the monitor so you don't lift or tilt your chin when looking at it. Your eye level should be at the top of the monitor. (Admin) - Report immediately body pains and aches due to positioning and work with your supervisor to improve your workstation. (Admin) - Take frequent breaks, walk away from your station and/or stretch. (Admin)	1	2	2
		• Electric Shock	3	2	6	- Plug maximum 4 devices into a power bar. (Admin) - Plug only one high-power device (such as printers) or a monitors/computer combination in the same power bar. (Admin) - When disconnecting devices from power, pull on the power plug (not the cord) (Admin) - If you spill fluids (coffee, tea, etc.) on electrical equipment, disconnect the equipment immediately from power, by pulling on the plug. (Admin) - Remove from service all power cords that are damaged (have visible wiring, the casing is broken, show a gap between the cable and the plug, etc.) (Admin)	2	1	2
		• Tripping Hazards	2	2	4	- Keep all electrical and data cables away from pathways. (Admin) - If data or power cables are needed and no outlets are available for your devices put a ticket with IT/maintenance to properly wire the area. (Admin) - Close all drawers and cabinet doors when not in use. (Admin)	1	2	2
		• Back Injuries (Heavy/large/awkward objects)	3	2	6	- Only lift objects that are easy to grasp and weight less than 50 lb. (Admin) - Lift with your legs, keeping the load close to your body. Follow/review the instructions provided in Orientation - Ergonomics and Safe Lifting (Admin)	1	2	2

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						- Where possible, use mechanical means to move large and heavy objects, such as carts or dollies. (Admin) - When using cart or dollies with heavy loads always pull – do not push. (Admin) - If no mechanical devices are available to move heavy or bulky objects, ask for help from your co-workers and do a team lift. (Admin)			
		Stress/Fatigue/Conflicting messages and priorities	2	3	6	- Communicate to your manager when your workload becomes too high to allow you to complete it in the allotted time. (Adm) - Assess priorities and delegate or put on the back burner projects that can be delegated or executed later. (Adm) - Take breaks during the day and vacation during the year to disconnect from work and recharge. (Adm) - Ask for help from your manager and/or access the Employee & Family Assistance Program (Homewood Health - 1 866 644-0326. Please refer to policy number 613923 and your individual certificate number as indicated on your Manulife wallet id card). (Adm)	1	2	2
2.	Driving to Work Sites Inspect and walk around vehicle	Slips, trips, and falls	2	3	6	- Walk around the vehicle - Inspect the surroundings before starting the vehicle inspection. (Admin) - If possible, inspect the vehicle in a well-lit area (Admin) - Turn the lights on and/or use a flashlight if the area is not well lit. (Admin)	1	2	2
		Vehicle traffic (impacted by vehicle)	3	3	9	- Inspect the vehicle in an area with no or minimal traffic – such as your garage, driveway, Qualico's parking lot. (Admin) - Wear a hi-visibility vest or other hi-viz garment when inspecting the vehicle in area with vehicular traffic. (PPE) - Turn on your 4-way flashers when inspecting the vehicle in an area with vehicular traffic. (Eng)	1	2	2
		Mechanical Failure	3	2	6	- Make note of and inform your supervisor of all minor deficiencies noted during inspection. (Admin) - Do not drive the vehicle if major deficiencies are noted during the inspection. (Admin)	1	1	1

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• Driving		• Impact with pedestrians/children/pets	3	3	9	- Walk around the vehicle before starting to drive, to detect unseen children, pets or pedestrians that might be hidden in your blind spots. (Admin) - Use the mirrors or back up camera when backing up from a parking spot. (Eng). - Always give the right of way to pedestrians crossing a roadway. (Admin)	1	1	1
		• Vehicle Traffic/Accidents	3	3	9	- Follow the posted speed limits and all other posted traffic signs. (Admin) - Drive defensively and try to anticipate the other motorists moves (ie. Stay away from aggressive drivers). (Admin) - Always wear the seat belt when the vehicle is moving, regardless of speed. (Eng) - Maintain a safe distance between your vehicle and the one ahead of you – minimum 3 car lengths in normal driving conditions. (Admin) - You should be fit for work when driving vehicles, free from the effects of mind altering substances (alcohol and drugs) as defined in the Qualico Safety Rules and Qualico's Drug and Alcohol Policy. (Admin) - Adjust your seat and steering wheel so the distance from the center of the steering when to your chest is at least 10 inches (25 cm) to allow the airbag to deploy safely. (Eng)	2	2	4
		• Adverse weather conditions	3	2	6	- If possible, postpone travel arrangements when adverse weather conditions are announced or when you consider road conditions to be unsafe. (Admin) - Pull over in a safe spot if driving conditions become unsafe due to weather – poor visibility, freezing rain, slippery road surface, sandstorm, etc. (Admin) - Use 3 points of contact when mounting or unmounting vehicles on slippery roads. (Admin) - Drive with the headlights on when visibility is poor. (Admin) - Turn your 4-way flashers on, to avert other motorists of the hazard. (Admin)	2	2	4
		• Distracted Driving	3	2	6	- If you anticipate you might have to take a call while driving, set up your Bluetooth connection with your vehicle sound system before starting to drive. (Admin) - Only use the phone on hands free mode when driving. (Admin)	1	2	2
		• Wildlife (impact with)	3	2	6	- Slow down when noticing wildlife on or near the road. (Admin) - Turn your 4-way flashers on, to avert other motorists of the hazard. (Admin)	1	2	2

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	• Refuelling	• Fire/Explosion	3	2	6	• Turn off the engine before fuelling the vehicle. (Admin) • Leave the phone and other non-intrinsically safe electronic devices in your vehicle while fueling. (Admin)	1	1	1
		• Gas/diesel spill	1	3	3	• Place the fuel pump nose into the fuel tank before depressing the fuel pump trigger. (Admin) • Stay by the pump all the time during the fuelling process. (Admin) • Report any spills to the gas station attendant. (Admin)	1	1	1
3.	Work Site Meetings and Tours	• Injury to self and/or client due to lack of knowledge about the site	2	3	6	• Call the site supervisor/superintendent before going to site. Inquire if you can go to site and what controls you need in place. (Admin) • Perform a hazard assessment. (Admin) • Review and follow all sign in place before entering the site. (Admin) • Ensure the clients always remains with you and does not venture in active construction areas. (Admin) • Ask the trades to stop work if the client enters an active construction area (Admin) • Provide PPE to your client and ensure the client wears the PPE. (PPE)	1	1	1
		• Poor Housekeeping	2	3	6	• Enter homes only if proper permanent or temporary walk are in place. (Admin) • Avoid stepping on piles of materials and/or unstable surfaces. (Admin) • Remove materials blocking walkways or stairs. (Admin) • Wear safety boots/shoes when on active construction sites. (PPE) • Ensure clients wear closed toe shoes. (PPE)	2	2	4
		• Overhead hazards	3	3	9	• Check for overhead hazards. Walk around suspended loads or workers working above head. (Admin) • Wear a hard hat in active construction sites. (PPE)	1	2	2
		• Flying Debris	2	3	6	• Wear safety glasses around people using hand and power tools. (PPE) • Wear safety glasses in windy/dusty conditions. (PPE) • Use an eye wash station (available in all show homes) to clean your eyes if you got debris in them. (Admin)	1	2	2

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		Dangerous Chemicals	3	2	6	- Do not enter homes that show an active chemical hazard sign, such as after spray foam installation. (Admin) - Read the product's SDS before handling any chemical product. (Admin) - Use the PPE recommended by the SDS when handling a chemical product (PPE) - Follow the SDS recommendations for first aid if you or the client come in contact with a chemical substance. (Admin)	1	2	2
		Moving Equipment	3	2	6	- Give the right of way to equipment on site. (Admin) - Make visual contact with the equipment operator and ensure the operator saw you before crossing in front or behind equipment. (Admin) - Wear High Visibility vest or high visibility garments around equipment. (PPE)	2	2	4
4.	Loading and unloading sales items and marketing materials	Physical injury due to lifting	2	3	6	- If available, always try to use mechanical devices, such as jack pallets, carts, or dollies to move sales items or marketing materials. (Admin) - For individual lifts, handle loads up to 50 lb maximum. (Admin) - If you are changing direction when transporting heavy or large objects, turn with your feet (do not twist your waist). (Admin) - When possible, break larger loads into smaller loads. (Admin) - When possible, objects to be moved, should be placed at waist level, to avoid bending you back. (Admin) - For loads over 50 lb either use mechanical devices or ask for help and do a team lift. (Admin) - For large/awkward loads, or if you have medical or physical limitations, use mechanical lifting devices, such as carts, dollies (Eng) or ask for help. (Admin) - Follow lifting directions as per Qualico's Manual Lifting SWP and Ergonomics and Safe Lifting training in the Safety Orientation. (Admin) - When moving materials on a jack pallet, carts, or dolly, pull the load (do not push). (Admin)	1	2	2
		Slips, trips, and falls when moving materials	2	3	6	- Plan your travel path before moving sales items or marketing materials. (Admin) - Clean the path of any obstructions. Do not step over extension cords, open drawers or other obstacles when manually handling materials. (Admin)	1	2	2

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						- Use mechanical devices, such as jack pallets, carts, or dollies to move heavy and large objects. (Eng) - Wear safety footwear or closed toe shoes when moving materials to avoid stabbing your toes into unseen obstacles. (PPE)			
5.	Dealing with stakeholders (Clients, Employees, Contractors)	Violence and harassment	3	3	9	- Always abide by Qualico's Workplace Harassment Policy and Violence Prevention Policy and Work Alone Rules (Admin) - Ensure that the emergency notification system you use (phone, app, etc.) is in good working order and you know how to summon assistance. OK Alone training HERE. (Admin) - Always have the cell phone with you and ensure it is charged. (Admin) - Always notify your buddy and/or supervisor when leaving for appointments and when completing appointments (by phone or electronic work alone app) (Admin) - When possible, try to meet clients at the office. (Admin) - If meeting clients on site, screen the client before agreeing to an onsite meeting. (Admin) - If meeting on site, let the other party lead the way, so you have a safe exit behind you. (Admin) - Keep your car keys with you. (Admin) - Leave the appointment if the situation becomes conflictual (Admin) - Summon help if the situation becomes conflictual and you can't leave the site, using available means (911, panic button, work alone app, etc.) (Admin)	2	2	4

NOTE: When applying the SJP, ensure that the work environment is taken into consideration.

Date of Development:	Developed By (Print Names):	Reviewed and Accepted By:	Revised By: (Print Names)	Date of Last Revision:
22-Oct-2019	Qualico Safety Department	Qualico Safety Department	Bill Laursen, Karoly Ban Matei, Sebastian Pop, Phil Fileccia & Christian Ravary	21-Nov-2022

Revision Note: Reviewed Formal Hazard Assessment. Updated the template for the Formal Hazard Assessment.

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22-Oct-2019	Qualico Safety Department	Qualico Safety Department				Bill Laursen, Karoly Ban Matei, Sebastian Pop, Phil Fileccia & Christian Ravary	24-Mar-2023		
Revision Note: Updated the template for the Formal Hazard Assessment to include Severity x Likelihood calculation before controls are implemented and the Risk Ranking Table.									