**Sample Custodian Job Hazard Analysis (JHA)**

Complete a job hazard analysis (JHA) for each custodian work activity you identified in the Custodian Work Inventory. The following is a sample of how you might complete a JHA for the job tasks required to clean the interior of a school facility.

### Job Hazard Analysis (JHA)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Completed By: (Check ✓ all that apply)</th>
<th>JSA #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodian</td>
<td>☐ Supervisor ☐ Workers holding job ☐ OHC ☐ Safety Officer ☐ Other</td>
<td>00001</td>
</tr>
</tbody>
</table>

#### Job Tasks

<table>
<thead>
<tr>
<th>Hazards Identified</th>
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<th>Consequence</th>
<th>Corrective Actions/Controls</th>
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</tr>
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</table>
| Maintain floors by vacuuming, sweeping, mopping, stripping, waxing, scrubbing and polishing | 4 | 3 | 12 M | – Provide vacuums, mops and broom with adjustable telescopic handles  
– Provide vacuums with 360° easy roll castors  
– Provide training on using proper body mechanics when vacuuming, mopping and sweeping | |
| Pulling, filling and emptying buckets | 5 | 4 | 20 H | – Provide buckets that have wheels  
– Provide hoses to fill buckets with  
– Move drains from sinks to floors to make emptying buckets easier | |
| Moving /lifting furniture | 4 | 4 | 16 H | – Purchase furniture that has locking wheels  
– Provide carpet sliders to assist with pushing  
– Implement safe work practices to identify and inform what pieces of furniture require a two-person lift  
– Provide training on using proper body mechanics when lifting, pushing and pulling | |
| Chemical exposure to cleaning products, strippers, and waxes | 4 | 4 | 16 H | – Purchase the least toxic chemical products available  
– Provide WHMIS and TDG training  
– Have custodians review SDSs for all chemicals used  
– Provide all PPE, such as neoprene gloves, chemical aprons, face shields, and respirators, indicated on SDSs |  
– Train custodians in how to use and maintain required PPE  
– Provide first-aid measures, such as eye wash stations, indicated on SDS  
– Develop an emergency response plan to deal with chemical spills  
– Train custodians on emergency response plans to deal with chemical spills |  |
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| Maintain floors by vacuuming, sweeping, mopping, stripping, waxing, scrubbing and polishing | Slips or falls on wet floors | 4 | 4 | 16 | H | - Use signage to indicate wet floors  
- Implement a safe work practice that all custodians must wear non-slip footwear | |
| | Emptying vacuum canisters | 3 | 4 | 12 | M | - Provide canisters with contained filter bags to avoid dust exposure  
- Select filter bags based on a low lifting weight when full rather than capacity to reduce weight lifted | |
| | Noise from floor cleaning/polishing equipment | 4 | 4 | 16 | H | - Replace older models with newer models that emit less noise  
- Test noise levels and provide the appropriate hearing protection required for safe noise exposure levels | |
| | Electrical hazards from floor cleaning/polishing equipment | 4 | 5 | 20 | H | - Implement safe work practice to inspect all equipment before operating using a pre-use equipment inspection checklist  
- Implement a preventative maintenance program based on manufacturer’s specifications for all equipment  
- Implement a safe work practice that all damaged equipment be removed from use until repaired | |
| | Lifting and carrying floor cleaning/polishing equipment up and down stairs | 4 | 4 | 16 | H | - Provide floor cleaning/polishing equipment for each floor  
- Purchase light-weight machines  
- If equipment must be carried, implement safe work practices for machines that require two people to lift and carry up and down stairs | |
| | Tripping hazards from cords and hoses | 5 | 3 | 15 | M | - Purchase high visibility (red or yellow) cords and hoses  
- Purchase equipment with retractable cords  
- Implement a safe work practice that all cords and hoses must be wrapped/coiled when equipment is not used | |
| Remove garbage and recyclables | Lifting hazards when emptying containers | 5 | 4 | 20 | H | - Provide small containers to collect heavy items such a food scraps, wood scraps or books to reduce weight  
- For larger garbage containers put in a false bottom or tie bottom of garbage bags to limit capacity  
- Drill small holes in the bottom of containers to eliminate suction effect  
- Use front opening collection containers to prevent the need to lift bags up and out | |

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<tr>
<td>Remove garbage and recyclables</td>
<td>Exposure to chemical and biological hazards from damaged garbage bags</td>
<td>4</td>
<td>5 20</td>
<td>- Implement processes to ensure all chemicals and chemical containers are disposed of as per SDS specifications</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Implement processes to ensure science teachers dispose of biological and chemical hazards in the appropriate manner and into properly labelled secure containers.</td>
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<td></td>
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<td>- Provide heavy duty bags that can be closed securely and are less likely to tear.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- Provide appropriate gloves and implement a safe work practice that all custodians must wear gloves when handling garbage.</td>
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</tr>
<tr>
<td>Carrying heavy and/or multiple garbage bags and recyclables to dumpsters</td>
<td></td>
<td>5</td>
<td>3 15</td>
<td>- Provide carts or dollies to transport garbage to dumpsters.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Locate dumpsters as close as possible to building exits to reduce distance garbage must be transported.</td>
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<tr>
<td>Walking on slippery or uneven surfaces</td>
<td></td>
<td>4</td>
<td>3 12</td>
<td>- Implement a policy that walkways to dumpsters must be maintained and all uneven surfaces fixed immediately.</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>- Implement a safe work practice to remove ice and snow from walkways to dumpsters before carrying out garbage and recyclables.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Implement a safe work practice that all custodians must wear non-slip footwear.</td>
<td></td>
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<tr>
<td>Lifting garbage bags and recyclables into dumpsters</td>
<td></td>
<td>4</td>
<td>3 12</td>
<td>- Provide a step stool/platform to allow for better working height when lifting lid and placing garbage bags.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Provide container with locking-hinge lid so it can be propped open to free both hands for handling garbage bags.</td>
<td></td>
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<td>General cleaning of furniture, desks, walls, ceilings, chalk or white boards, windows, lockers, closets and storage areas</td>
<td></td>
<td>4</td>
<td>3 12</td>
<td>- Provide training on using proper body mechanics when wiping surfaces.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Repetitive wrist and elbow movements to clean desks and chalk/white boards</td>
<td></td>
<td></td>
<td>- Implement a safe work practice to alternate wiping tasks with other tasks that use different joint movements.</td>
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<tr>
<td></td>
<td>Reaching above shoulder height to clean walls and windows</td>
<td></td>
<td></td>
<td>- Provide window squeegees with adjustable telescopic handles.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Provide mops with flat 360° rotatable heads and adjustable telescopic handles.</td>
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<td></td>
<td></td>
<td></td>
<td>- Provide training on using proper body mechanics when reaching above shoulder height.</td>
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| General cleaning of furniture, desks, walls, ceilings, chalk or white boards, windows, lockers, closets and storage areas | Working at heights | 4 | 5 | 20 H | – Provide the proper ladders or scissor lifts  
– Provide training on safe ladder use and working at heights  
– Provide PPE, such as fall arrest equipment  
– Train custodians in how to use and maintain required PPE | |
| | Using pressure washers | 4 | 4 | 16 H | – Train custodians on the safe operation of pressure washers  
– Provide PPE, such as eye, skin and hearing protection  
– Train custodians in how to use and maintain required PPE | |
| | Exposure to biological hazards such as body fluids and hantavirus from mouse droppings | 4 | 5 | 20 H | – Implement procedures for handling blood and other body fluids  
– Train custodians on blood-borne pathogens and personal hygiene practices  
– Rodent proof the facility  
– Inspect regularly for signs of rodent infestations  
– Control rodent populations by using kill traps instead of rodenticides  
– Implement procedures for handling rodents and rodent droppings  
– Train custodians on hantavirus and personal hygiene practices  
– Provide approved and appropriately fitted PPE, such as gloves, respirators, and eye protection  
– Train custodians in how to use and maintain required PPE | |
| Clean and disinfect washrooms | Exposure to chemical disinfectants, acid bowl cleaners, glass cleaners | 5 | 5 | 25 H | – Purchase the least toxic chemical products available  
– Provide WHMIS and TDG training  
– Have custodians review current SDS for all chemicals used  
– Provide all PPE, such as neoprene gloves, chemical aprons, face shields, and respirators indicated, on SDS  
– Train custodians in how to use and maintain required PPE  
– Assess ventilation and provide adequate ventilation as indicated on SDS | |
| | Awkward postures such as stooping and kneeling | 5 | 4 | 20 H | – Purchase toilet brushes and plungers with longer or extendable handles  
– Provide training on proper body mechanics for reaching below knee level  
– Provide kneepads to be used when kneeling is required | |

**Disclaimer – Partial list only. This form is not meant to include all work tasks, hazards or controls. No suggested controls are guaranteed to work in all situations.**

Sample JHA provided courtesy of WorkSafe Saskatchewan OHS School Kit, Appendix 8