

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)						
JOB TITLE	COMPLETED BY: (Check <input checked="" type="checkbox"/> all that apply)					JSA #
Custodian	Supervisor	Workers holding job	OHC	Safety Officer	Other	00001

Job Tasks	Hazards Identified	Likelihood	Consequences	Rating	Corrective Actions/Controls	Date Completed
Maintain floors by vacuuming, sweeping, mopping, stripping, waxing, scrubbing and polishing	Using vacuums, brooms and mops	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	
	Chemical exposure to cleaning products, strippers, and waxes	4	4	16 H	- Provide training on using proper body mechanics when lifting, pushing and pulling	
					- 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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Job Tasks	Hazards Identified	Likelihood	Consequences	Rating	Corrective Actions/Controls	Date Completed
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 as 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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Remove garbage and recyclables	Exposure to chemical and biological hazards from damaged garbage bags	4	5	20 H	– Implement processes to ensure all chemicals and chemical containers are disposed of as per SDS specifications	
					– Implement processes to ensure science teachers dispose of biological and chemical hazards in the appropriate manner and into properly labelled secure containers.	
					– Provide heavy duty bags that can be closed securely and are less likely to tear	
					– Provide appropriate gloves and implement a safe work practice that all custodians must wear gloves when handling garbage	
	Carrying heavy and/or multiple garbage bags and recyclables to dumpsters	5	3	15 M	– Provide carts or dollies to transport garbage to dumpsters	
					– Locate dumpsters as close as possible to building exits to reduce distance garbage must be transported	
	Walking on slippery or uneven surfaces	4	3	12 M	– Implement a policy that walkways to dumpsters must be maintained and all uneven surfaces fixed immediately	
					– Implement a safe work practice to remove ice and snow from walkways to dumpsters before carrying out garbage and recyclables	
					– Implement a safe work practice that all custodians must wear non-slip footwear	
	Lifting garbage bags and recyclables into dumpsters	4	3	12 M	– Provide a step stool/platform to allow for better working height when lifting lid and placing garbage bags	
– Provide container with locking-hinge lid so it can be propped open to free both hands for handling garbage bags						
General cleaning of furniture, desks, walls, ceilings, chalk or white boards, windows, lockers, closets and storage areas	Repetitive wrist and elbow movements to clean desks and chalk/white boards	4	3	12 M	– Provide training on using proper body mechanics when wiping surfaces	
					– Implement a safe work practice to alternate wiping tasks with other tasks that use different joint movements	
	Reaching above shoulder height to clean walls and windows	4	3	12 M	– Provide window squeegees with adjustable telescopic handles	
					– Provide mops with flat 360° rotatable heads and adjustable telescopic handles	
					– Provide training on using proper body mechanics when reaching above shoulder height	

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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	
	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						
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

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