

## HAZARD ASSESSMENT AND CONTROL FORM

Job Class	Job Title	Assessment Performed By	Assessment Reviewed By		
Temporary - Light Industrial	Material Handler, Shipper/Receiver, Warehouse Worker, General Labour, Picker/Packer (all jobs that fall into our Light industrial Service Lines)	<b>Name:</b> Nicky Muir <b>Title:</b> Service Manager, Western Canada	<b>Name:</b> Dale Hindmarsh <b>Title:</b> Senior Manager, HR		
		Revised By		Assessment Approved By	
		Ryan Graham, Lisa Hawkins, Joseph Lam, Julia Kryuchenkova, Rita Ogedegbe	<b>Name:</b> Byrne Luft <b>Title:</b> Country General Manager		
Date	Prepared Date	Revision Date	Revision #		
November 8, 2019	November 8, 2019	November 8, 2019	3		

Hazard/Task	Risk			Rating L,M,H	Potential Hazard	Preventative/Control Measure Engineering, Administrative, PPE (E.A.P.)	Recommended Controls/PPE
	S	P	F				
Material Handling lifting, carrying	<b>3</b>	<b>2</b>	<b>3</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Musculoskeletal injuries</li> <li>Repetitive strain injuries</li> <li>Slips, trips, falls</li> <li>Oversized/awkward objects</li> </ul>	<ul style="list-style-type: none"> <li>Familiarization with the material handling safe work practice</li> <li>Use proper lifting techniques</li> <li>Frequent breaks, weight limits, rotations and realistic quotas</li> <li>Get assistance when necessary, another worker, forklift, pallet jack etc.</li> <li>Follow safe work practices, i.e. guidelines for material handling</li> <li>Use PPE i.e., safety footwear, gloves, vests, hard hats etc.</li> </ul>	<p>E: Step stools should be made available to access materials on higher shelves.</p> <p>E: Use of dolly etc. to transport heavy items when possible</p> <p>E: Not placing heavy items on high shelves.</p> <p>A: Development of Safe Work Procedures for lifting and training on the risk factors and symptoms of musculoskeletal injury – perhaps provide during orientation. Review &amp; follow Safe Work Practices on myKelly.ca.</p>

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Operating Forklifts, Powered Industrial Trucks	<b>3</b>	<b>2</b>	<b>3</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Forklift turnovers</li> <li>• Falling product</li> <li>• Foot injuries</li> <li>• Crush injuries</li> <li>• “Run away” equipment</li> <li>• Inexperienced operator, unsafe handling of vehicle, losing load</li> <li>• Environment - Weather conditions - working in and outside may pose the risk of heat stress, cold or freezing temps and slips and falls due to slippery work conditions</li> <li>• Can be a noisy environment</li> <li>• Pedestrians</li> <li>• Other vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain copy of forklift certification &amp; document in employee file. Check forklift references and have employee complete forklift evaluation. Ensure customer will provide machine specific orientation to employees. Have customer sign the Powered Motor Vehicle Release prior to the assignment starting.</li> <li>• Ensure housekeeping and safety programs are in place and clear areas of safe walk zones are marked. Sound horn when approaching pedestrians.</li> <li>• Drive with due care and attention and obey all traffic regulations including plant speed limits. Look behind when reversing. If leaving forklift unattended, ensure it is in neutral, brakes are set and it is turned off with the key removed. Ensure the forks are fully lowered.</li> <li>• Drive slowly on wet or uneven surfaces. If noise level is over the legislative requirements, PPE will be required.</li> <li>• Operators are responsible for wearing the seatbelt or operator restraining device. Keep all body parts inside the running lines of the forklift.</li> <li>• Ensure loads are safely arranged and stable according to machines limitations. Caution must be taken when handling off centre loads.</li> <li>• Do not have loads that exceed the trucks weighted capability.</li> </ul>	<p>E: Stack lighter items higher.</p> <p>A: Properly maintain equipment, including tires.</p> <p>A: Follow safe work procedures for picking up, putting down and stacking loads.</p> <p>A: Certification for forklift operation.</p> <p>A: Drive safely and slowly never exceeding 5 km/h.</p> <p>A: Lock out/ tag out program to prevent equipment from accidentally becoming energized.</p> <p>P: Wear toe caps when operating forklifts and transporting heavy items.</p>
Working on/near Docks	<b>3</b>	<b>2</b>	<b>3</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Forklifts run off docs</li> <li>• Products fall on employees</li> <li>• Equipment strikes a person</li> <li>• Falling off dock</li> <li>• Slips, trips, falls</li> <li>• Environment</li> </ul>	<ul style="list-style-type: none"> <li>• Ascend and descend ramps/grades slowly when driving forklift. Drive slowly on wet or slippery surfaces. Load should always be uphill when climbing or descending inclines. Place heavy, odd shaped objects with the weight as low as possible</li> <li>• Wear/use PPE</li> <li>• Ensure housekeeping and safety programs are in place</li> <li>• No dock jumping</li> </ul>	<p>A: Drive forklifts slowly on docks and dock plates.</p> <p>A: Secure the dock plates and check to see if the plate can safely support the load.</p> <p>A: Keep clear of dock edges and never back up forklifts to the dock’s edge.</p> <p>A: Provide visual warning signs near dock edges.</p> <p>A: Prohibit “dock jumping” by employees.</p>

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Dealing with Co-Workers, Clients and General Public	2	2	3	M	<ul style="list-style-type: none"> <li>Workplace Violence</li> </ul>	<ul style="list-style-type: none"> <li>Avoid working alone</li> <li>Ensure Customer provides 1<sup>st</sup> day orientation which includes employee training on what to do in an emergency, i.e. call security &amp; know how to call from location where they are working</li> </ul>	A: Workplace Violence, Harassment, Bullying & Weapons Program
Working Alone	2	2	1	M	<ul style="list-style-type: none"> <li>Becoming injured</li> <li>Workplace Violence</li> </ul>	<ul style="list-style-type: none"> <li>Ensure regular check-in procedures are in place for any employees working alone</li> <li>Ensure there is an effective means of communication in place, i.e. 2-way radio, cell phone etc.</li> <li>First aid kit on site</li> <li>Familiarization with Safety Policies/Programs</li> </ul>	E: Effective means of communication
Working with and Near Chemicals	3	2	2	M	<ul style="list-style-type: none"> <li>Chemical Burns if spills occur</li> <li>Exposure</li> <li>Inhalation</li> <li>Skin Absorption</li> <li>Fire</li> <li>Explosion</li> </ul>	<ul style="list-style-type: none"> <li>WHMIS orientation &amp; evaluation for all employees. Client will provide site specific WHMIS orientation. Locate &amp; familiarize yourself with the SDS at the work site.</li> <li>Clean up any spills immediately (refer to SDS for handling instructions).</li> <li>If there is no label on the container STOP. Get your supervisor. Do not dispense/handle the produce until you are certain you know what you are dealing with.</li> <li>Familiarize yourself with the site's emergency response/evacuation procedures.</li> <li>Wear PPE, ensuring that you have the correct PPE for the materials you are handling – refer to the SDS sheets for confirmation.</li> </ul>	E: Provide spill cleanup kits in areas where chemicals are stored. A: Follow instructions on the SDS. A: Educate employees on the risks of each chemical being stored. A: Educate employees to clean up spills, protect themselves and properly dispose of the used materials. A: Store all chemicals safely and securely. A: Store chemicals away from forklift traffic areas. A: Flammable and combustible materials must be identified and stored properly. A: Fire equipment should remain unobstructed. A: Fire extinguishers and alarms should be conspicuously placed and accessible.

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Working at Heights	3		1	M	<ul style="list-style-type: none"> <li>• Injuries from falling</li> </ul>	<ul style="list-style-type: none"> <li>• Wear appropriate fall arrest equipment, safety harness, lanyard etc.</li> <li>• Inspect safety harnesses daily before use and report and replace any damaged components immediately</li> <li>• Identify anchor points to be used and configuration of lifelines or other systems</li> <li>• Familiarization with customer policies for working at heights</li> <li>• Part 9 – Fall Protection of the OHS Code - work within the guidelines of the code</li> <li>• If working over 3m fall protection must be used</li> <li>• Training on using fall protection and maintenance of fall protection equipment provided by Customer at site</li> <li>• Ensure guard rails are in place as outlined in the OHS code – over 1.2 m but less than 3m</li> </ul>	<p>E: Lifts</p> <p>A: Maintain 3 points of contact when working on ladders.</p> <p>A: Do not work from the top 2 rungs, steps or treads of a step ladder.</p> <p>A: Center of balance at the centre of the ladder is maintained at all times.</p> <p>P: Fall protection and fall arrest when working 3 meters or higher.</p>
General Housekeeping	2	2	3	M	<ul style="list-style-type: none"> <li>• Slips, Trips and Falls</li> <li>• Injuries from falling objects</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the housekeeping and safety programs that are in place and use the safe walk zones that are marked</li> <li>• Remove any tripping hazards</li> <li>• Clean up any spills immediately</li> <li>• Conduct regular work site inspections</li> </ul>	<p>A: Floors and aisles are clear of clutter, electrical cords, hoses, spills and other hazards that could cause employees to slip, trip or fall.</p> <p>A: Loose/unboxed materials which might fall from a pile are properly stacked and secured.</p>

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Working with Equipment/ Machinery	2	2	3	M	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Contact with moving parts (lacerations, abrasions, fractures)</li> </ul>	<ul style="list-style-type: none"> <li>• Working with tools are risky as they may cause cuts, repetitive strain type injuries, impact injuries and eye injuries if improperly used.</li> <li>• Ensure employees have received training from the Customer and/or are supervised on the appropriate equipment they are operating</li> <li>• Follow manufacturers operating instructions</li> <li>• Stop using faulty equipment/machinery immediately.</li> <li>• Familiarization with lock out/tag out program and ensure you are following these instructions completely.</li> </ul>	E: Equipment guards. E: Equipment must be properly grounded. E: Sufficient amount of electrical outlet to prevent circuit overloading. A: Check cords for frays. A: Electrical equipment should be maintained. A: Machines should be disconnected before cleaning or adjusting. Generally machines and equipment should be locked or tagged out during maintenance.
Computer work or handwritten inventory documents	1	1	2	L	<ul style="list-style-type: none"> <li>• Musculoskeletal injuries</li> <li>• Repetitive strain injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient lighting</li> <li>• Take frequent breaks away from computer</li> <li>• Stretch hands/wrists/forearms frequently</li> <li>• Ensure workstation is set up correctly</li> <li>• Do a different task</li> <li>• Use available PPE, i.e. wrist guards, keyboard trays etc.</li> </ul>	E: Adjustable Chair & workstation P: Anti-static guards, keyboard trays, wrist guards.
Travel – other work sites, overnight stays, other countries	1	1	2	L	<ul style="list-style-type: none"> <li>• Working alone</li> <li>• Violence</li> <li>• Environmental – weather conditions</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarization with emergency procedures for hotel accommodation</li> <li>• Keep hotel room door locked at all times</li> <li>• Be aware of your surroundings</li> <li>• Familiarization with Kelly's policies for working alone, violence prevention</li> <li>• Ensure branch have itinerary and arrange regular check in times</li> <li>• Global Mobility engaged for foreign travel to ensure all documentation is correct and that a 24-hour number is provided for emergencies</li> </ul>	A: Workplace Violence, Harassment, Bullying & Weapons Program A: Safe Work Procedures

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Sign-Off
I, _____ (please print) have read and understand Kelly Services' Hazard Assessment and Control Form.
Signature: _____
Job Title: _____
Date: _____

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