






RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Asphalt Kettle
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Fire / explosion / injuries and property damage due to lack of adequate training	A	Training of operators based on manufacturer's operation manual and recognized propane handler's certification training – by qualified trainer.
2. Pre-inspection of kettle equipment	Unsafe components causing fire / explosion	A	Green tag status from maintenance shop. Pre-inspection of kettle on-site by competent person using checklist (see attached).
3. Mobilization of kettle on site	Improper towing setup / practices Vehicular contact with persons when backing up	A	Drivers trained in proper towing connections and towing practices. Qualified signalman to assist driver backing up kettle into position.
4. Kettle setup on project grounds	Encroachment by public / other workers Fires / explosion due to kettle not levelled, vents not cleared, kettle compartments not cleared of moisture Kettle moves out of position Bitumen feed pipe deflects and/or breaks	B	Provide suitable fencing separation of kettle grounds operation zone. Post danger signs. Ensure kettle is levelled, vents are open and functional and kettle compartments are cleared of moisture by heating compartments with torch prior to filling with asphalt. Have fire extinguishers stationed nearby. Ensure wheels of kettle are chocked if set on inclined surfaces. Ensure bitumen feed piping is properly supported midway along its length and secured at roof by tripod support.
5. Kettle operations	Fire / explosion of kettle from tar overheating Fire / explosion from leaking propane gas Fire / explosion from exposing kettle flues Fires of combustibles nearby Kettle fumes causing injury to operator Burns from hot tar splatter	A	Ensure kettle setup as per above. Stay within asphalt heating temperatures as per tar manufacturer's recommendations. Ensure positive seal connections of propane hoses / cylinders. Ensure tar level in kettle is always above heating flues. Ensure propane cylinder clearances from kettle burners are 15 ft away for 100 lb cylinders / 25 ft away for propane tankers. Keep combustibles at least ten feet away from kettle burners. If kettle tar fumes concentrate in work area, kettle man should wear suitable respirators. Kettle man to wear protective face shield and fire resistant apparel to protect against risk of tar splatter.
6. Kettle shut down	Kettle builds heat causing fire / explosion	A	Put cool tar kegs in kettle to assist cool-down. Fire watch for a minimum of 2 hours after Kettle propane burners are turned off. Keep lids open to dissipate heat.


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd	Item: Asphalt Tanker	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Delivery technician & kettleman qualification process	Fire / explosion / injuries Tanker contact with workers / pedestrians / property due to lack of adequate training	A	Training of operators based on CVOR and MTO standards as well as recognized certification for transportation of dangerous goods training – by qualified trainer.
2. Pre-inspection of tanker equipment	Unsafe components causing spills, leaks, burns	A	Pre-inspection of Tankers on-site by competent person using checklist prior to transfer of material.
3. Mobilization of tanker on site	Improper towing setup / practices. Capsizing / rollover of tanker Vehicular contact when backing up Road cave in	A	Drivers trained in proper towing connections and towing practices. Qualified signalman to assist driver backing up Tanker into position. Inspect path of travel for road section weakness, unevenness. Ensure roadway has no underground parking or basement where shoring is required prior to tanker travel
4. Tanker setup on project grounds	Encroachment by public / other workers Fires / explosion due to tanker not levelled, vents not cleared Tanker slips or shifts out of position Bitumen transfer pipe defects and/or breaks	B	Provide suitable fencing separation of tanker grounds operation zone. Post danger signs. Ensure tanker rests on level stable ground, vents are open and functional and tanker compartments are cleared of moisture by heating compartments with torch prior to filling with asphalt. Have fire extinguishers stationed nearby. Ensure wheels of tanker and feeder tanker are chocked if set on inclined surfaces.
5. Bitumen Transfer Operations	Explosions due to gas & moisture pockets Burns caused by errand splatter of asphalt Slips from walking on tankers	A	Ensure tanker setup as per above. Stay within acceptable transport temperature ranges. Tanker man should wear suitable respirators. Do not transfer if temperature exceeds ranges. All access ladders on tank roof walkways should be fitted with suitable guards to prevent slips and falls. Tanker man to wear protective face shield and fire resistant apparel to protect against risk of tar splatter. Other PPE must be worn including the following: CSA safety boots with anti slip, anti static and heat resistant soles, also chemical, solvent and oil resistant; hard hat; reflective safety vest.
6. Overfilling of bitumen from transfer tank to static tank	Burns Flash fire (rare)	B	Observe and maintain vigilant watch at all times during the process. PPE's must be worn at all times during the process. No parties to be under or near vicinity of overflow.


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Mobile Industrial Vacuum Unit
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Mobilization on site	Contact with overhead hydro lines Contact with people / structures	A	Use competent signaller to direct crane operator into position. Plan for required regulatory clearances from overhead hydro lines.
2. Operator pre-operation check	Injury to personnel, damage to structures due to faulty equipment	A	Pre inspect machine hoses, lines, gauges and emergency stops.
3. Pre-inspection of vacuum unit's critical parts and rigging hardware	Failure of vacuum unit's critical parts and rigging causing injury and/or structural damage	A	Check for recent maintenance and non-destructive testing results. Inspect condition and confirm safe load carrying capacity of all rigging. Operator to do circle check of vacuum unit and use parts inspection checklist / logs.
4. Vacuum staging area set up	Encroachment by unauthorized persons or public causing injury	A	Contain vacuum operation zone by fencing or danger tape. Use watch person if required to keep unauthorized persons out. Post "Danger" signs at grounds area.
5. Operation of Vacuum Unit	Burns from hot parts Hose connection failure causing injury Pinching by moving parts Tipping due to unstable grounds Dust generation causing respiratory concerns High noise levels Amputation risks Explosion / fire risks Falls at heights	A	Keep body away from hot parts of unit Ensure hose connections are locked in place. Ensure all guards in place and keep clear of scissor arm mechanism. Ensure grounds are firm and level, use outriggers as per manufacturer instructions. Operator and workers to use hearing protection. Operator and workers to use hearing protection. Operator to keep body extremities clear of unit's inlets / hose inlets. Do not suck in flammable / explosive materials. Operator to use travel restraint protection when working at / near roof edges.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Power Sweeper	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of power sweeper	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist. Inspect for broken parts, bent frames, cracked welds,
3. Start-up of power sweeper	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up.
4. Operation of power sweeper	Injury from flying debris Injury from generated dusts Vibration injuries Pinch point injuries Hearing loss due to high noise levels Bystanders struck by swept debris propelled into motion Burns from hot parts and hydraulic fluid	A	Operator to wear eye protection and ensure that workers are clear of flying debris zone. Operator to use respirator as required. Use of vibration dampeners on handles. Ensure guards in place over moving parts. Operator to wear hearing protection and required PPE's. Never operate machine with pedestrian traffic that passes in front of line of fire. Never touch muffler while in operation or until machine has had sufficient time to cool down. Never source a fluid leak with hands!!! Always use cardboard.
5. Check Battery Electrolyte Levels	Electric Shock Burns Explosive Gases Lead Exposure	A/B	Always remove – lead first and connect + lead first; do not allow tools to contact leads. Always keep flames and sparks away from batteries. Use gloves & wash hands after handling.
6. Post Operation of power sweeper	Overheating causing fires	A	Ensure asphalt debris and dust are not allowed to setup and cover engine cooling fins of machine which can prevent machine from cooling down and cause fires. Watch machine for at least 30 minutes after use and use this period to scrape off debris from cooling fins while it is still soft.
7. Re-fuelling of power sweeper	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel power sweeper. Never make adjustments to machine while in operation.

RISK ASSESSMENT WORKSHEET


	Company: Pollard Enterprises		Item: Roof Remover
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of roof remover	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of roof remover on-site by competent person using checklist.
3. Start-up of roof remover	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up.
4. Operation of roof remover	Injury from flying debris Injury from generated dusts Vibration injuries Pinch point injuries Shock hazards High noise risks Burns / injection from hot parts and hydraulic fluid	A	Operator to wear eye protection and ensure workers are clear of flying debris zone. Operator to use respirator as required. Use of vibration dampeners on handles. Ensure guards in place over moving parts. Operator to ensure no electrical services are within stripping range. Wear hearing protection as required. Never source a fluid leak with hands!!! Always use cardboard.
5. Check Battery Electrolyte Levels	Electric Shock Burns Explosive Gases Lead Exposure	A/B	Always remove – lead first and connect + lead first; do not allow tools to contact leads. Always keep flames and sparks away from batteries. Use gloves & wash hands after handling.
6. Re-fuelling of roof remover	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel roof remover.

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	Company: Pollard Enterprises	Item: Material Hoist (page 1 of 2)
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to hoist operator or others due to lack of adequate training.	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of material hoist's critical parts and cable rigging hardware,	Failure of material hoist's critical parts and rigging causing injury and/or structural damage.	A	Green tag status from maintenance shop. Pre-inspection of material hoist on-site by competent person using critical parts checklist. Keep operator's manual and most recent inspection / maintenance records on hoist. SWL capacity plate affixed to hoist.
3. Mobilization of material hoist components to roof.	Body strains Pinch / crush injuries by hoist components	B	Lift with legs, not back. Do not over exert. Use assistance of elevators, pulleys, etc. Secure moving parts, to avoid pinching fingers.
4. Set up of material hoist on roof	Falls from roof height Failure of roof due to heavy counter-weights Pinch injuries Body strains	A	Set up and use travel restraint protection Determine load capacity of roof and use planking / thick plywood to distribute weight of hoist across roof trusses. Secure moving parts, to avoid pinching fingers. Use legs, not back to raise winch motor into position on boom.
5. Start-up of material hoist motor	Injury to elbow / arm during pull start Explosion or fire to engine	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up. Ensure that engine is serviced by qualified technician and that no modifications to engine setting and components. Ensure only replacement parts used are those of engine manufacturer.
6. Re-fueling of engine	Fire due to ignition of fuel splatter during re-fueling.	A	Allow hot parts to cool. Use funnel to re-fuel engine.
7. Setup of hoisting zone on grounds.	Encroachment by unauthorized persons or public causing injury.	A	Contain hoist zone by fencing or danger tape. Use watch person if required to keep unauthorized persons out. Post "Danger – Work Overhead" signs. Ensure excess egress.
8. Rigging of loads to hoist	Failure of rigging causing injury or property damage due to faulty rigging and/or unqualified rigging personnel. Pinch point injuries to riggers. Load failure due to mechanical failure, slings.	A	Ensure rigging is in good condition and has suitable lift carrying capacity for load. Ensure riggers are suitably trained. Keep hands clear of rigging prior to hoisting of load / landing of load. Ensure capacity not exceeded, ensure rigging equipment is free from defects and wear. Ensure no parties are ever under a load under any circumstance.
9. Hoisting and Lowering of loads	Falls through hoist archway. Hoist cable breaks due to excessive braking. Jerking of load during lift process. Un-controlled motion of load	A	Operator to "tie-off" using travel restraint protection measures. Do not shock load hoist cable during lift or lowering of loads. Use smooth and gradual application of controls. Use tag lines to control load in windy or close quarter conditions.
10. Securing material hoist between uses.	Risk of falls through hoist archway. Tampering by unauthorized persons.	A	Rail across hoist archway and ensure guard Rail protection, at both sides of hoist. Lock down hoist to prevent unauthorized use.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Roof Felt Cutter
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021


JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training.	A	Training of operators based on manufacturer's operation manual – by qualified trainer. An uninformed operator is a danger to himself and others.
2. Pre-inspection of Roof Felt Cutter	Unsafe components causing explosive parts.	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist.
3. Start-up of Roof Felt Cutter	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start up.
4. Operation of Roof Felt Cutter	<p>Injury from flying debris</p> <p>Generated dusts.</p> <p>Vibration injuries</p> <p>Pinch point injuries</p> <p>Hearing loss due to high noise levels.</p> <p>Shock hazard due to contact with electrical</p> <p>Run-Away device</p> <p>Incorrect depth of blade cut substructure causing collapse</p>	A	<p>Operator to wear eye protection and ensure workers are clear of flying debris zone, Never cut towards people or vehicles buildings or objects that can be damaged via flying debris. Operator to use respirator as required.</p> <p>Use of vibration dampeners on handles. Ensure guards in place over moving parts and disengage all clutches and shift levers</p> <p>In neutral position when shutting down. Operator to wear hearing protection.</p> <p>Operator to ensure no electrical services within cutting range. Never leave machinery unattended, always turn off vehicle if you decide to attend to another task or duty. Always inspect structural integrity of roof deck for corrosion and ensure cut depth is set correctly.</p>
5. Operation of Roof Felt Cutter (cont)	Overheating causing fires	A	<p>Ensure asphalt debris and dust are not allowed to setup and cover engine cooling fins of machine which can prevent machine from cooling down and cause fires. Watch machine for at least 30</p> <p>minutes after use and use this period to scrape off debris from cooling fins while it is still soft.</p>
6. Re-fuelling of Roof Felt Cutter	Fire due to ignition of fuel splatter during re-fuelling.	A	<p>Allow hot parts to cool. Use funnel to re-fuel</p> <p>Cutter. No smoking permitted by operator of vehicle or nearby workers.</p>

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Asphalt Luggers
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021


JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on risks associated with the pouring and dispensing of hot asphalt. Retain training records.
2. Mobilization on site	Risk of hoisting failure while raising / lowering to roof causing injury to workers	A	Ensure hoist rigging is connected to specified connection points of lugger.
3. Inspection of Asphalt Lugger	Unsafe components causing injury		Pre-inspection of asphalt lugger on site by competent person. Ensure inspection of welds pertaining specifically to the lift points.
4. Pre-use considerations for Asphalt Lugger	Steam / explosion of lugger compartment causing burns to body	B	Use eye and skin protection. Ensure the compartment of lugger is evaporated (free) from all moisture.
5. Moving Asphalt Lugger around	Trips / falls & sprains	B	Housekeeping of area is important. Keep route ways clear of slippery materials and debris.
6. Pouring tar from the Lugger	Burns	B	Wear skin and face protection. Avoid splatter from pour spout.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Mini Bobcat – ASE SS16 Cheetah
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training.	A	Train of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of ASE SS16 Cheetah	Unsafe components causing injury.	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist. Ensure no modifications to engine components
3. Operation of ASE SS16 Cheetah	Burns from hot parts Pinch risks from moving parts Tip over due to instability / high speeds Vehicular contact with workers Injury to operator in cabin Electrical shock High Noise levels	A	Keep body clear of hot muffler / engine Ensure guards in place over moving parts. Operate only on firm / level surfaces and avoid turning or raising bucket at high speeds. Look before backing up, use signaller if necessary. Operator to use waist restraint at all times Operator to avoid contact with underground electrical surfaces. Wear hearing protection.
4. Re-fuelling of ASE SS16 Cheetah	Fire due to ignition of fuel splatter during re-fuelling.	A	Allow hot parts to cool. Use funnel to re-fuel ASE SS16 Cheetah.

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	Company: Pollard Enterprises Ltd.	Item: Boom Truck (page 1 of 2)	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Mobilization on site	Contact with people / structures Signal Interference with aircraft	A	Use competent signaller to direct crane operator into position. Notify local airports to obtain lift clearance if in vicinity of airfield
2. Platform Safety	Contact with overhead hydro lines. Boom Truck Tip-Over Operator may Fall	A	Plan for required regulatory clearances from overhead hydro lines. Ensure parking brake applied and, aerial device properly stabilized and outriggers must be properly extended on a solid level surface. Use appropriate PPE's.
3. Operator Qualification check	Injury to personnel, damage to structures due to untrained, unlicensed operator.	A	Check for operator licence for currency and type.
4. Pre-inspection of crane's critical parts and rigging hardware, logs, load charts.	Failure of crane's critical parts and rigging causing injury and/or structural damage.	A	Check for recent maintenance and non-destructive testing results. Inspect condition and confirm safe load carrying capacity of all rigging. Operator to do circle check of crane and use daily/ weekly parts inspection checklist./logs.
5. Crane staging area set up	Encroachment by unauthorized persons or public causing injury.	A	Contain hoist zone by fencing or danger tape. Use watch person if required to keep unauthorized persons out. Post "Danger – Work Overhead" signs. Conduct a pre lift plan meeting with all parties and determine weather, wind, load swing direction and hot spots prior to lift start
6. Rigging of load for hoisting	Failure of rigging causing injury or property damage due to faulty rigging and/or unqualified rigging personnel. Pinch point injuries to riggers.	A	Ensure rigging is in good condition and has suitable lift carrying capacity for load. Ensure riggers are suitably trained. Keep hands clear of rigging prior to hoisting of load /landing of load. Ensure no parties under load/path once load is in air.
7. Hoisting of loads	Injury due to: <ul style="list-style-type: none"> • Failure of load • Electrical contact with overhead lines • Being crushed between load / object • Uncontrolled motion of load 	A	Ensure sound rigging and carrying capacity. Maintain regulatory clearances from overhead hydro lines. Do not place one's self between hoisted load and objects. Use tag lines to control load in windy conditions or in close quarter areas.
8. Signaller communication with crane operator.	Miscommunication with crane operator causing Injury or property damage.	A	Signaller to be suitably trained and competent. Signaller to discuss pre-arranged signals to be used with crane operator. Signaller must be tied off using fall protection device if within 10 feet of roof edge.
9. Landing of loads	Struck or crushed by load. Falls from heights Unstable placement of load causing tip over	A	Receiver to stay clear of landing load and nearby objects. Receiver to use fall protection measures. Receiver to place loads on firm, level surface and ensure proper tonnage support for load.
10. Grounding and Bonding	Operator being injured due to electrical contact	A	Boom crane must be properly grounded. Crane and its components must be bonded.
11. Climbing in and out of Cab	Operator may slip or fall.	A	Use three points of contact always. Clear steps and use special care when there is ice, snow, mud, oil or grease on steps. Never step on fuel tank. Use only steps and handhold provided.
12. Opening Hood	Hood can hurt somebody on its descent	A	Ensure there are no people or objects on the way. Always attach the safety cable and/or hood stop when the hood is in its open position.
13. Riding without a safety belt properly fastened	Can lead to increased injury or death. Unbelted riders could be thrown into the windshield or other parts of the cab, or out of the cab	A	Always fasten seat belt properly and ensure anyone riding does the same.
14. Operating the engine	Can lead to carbon monoxide poisoning or fire	A	Never start or let engine run in an enclosed, unventilated area. Never park or operate vehicle in areas where the hot exhaust system may come in contact with dry grass, brush, spilled fuel or other combustibles.

RISK ASSESSMENT WORKSHEET


	Company: Pollard Enterprises Ltd.	Item: Mechanical Workhorse
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
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JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of mechanical workhorse	Failure of components causing injury	B	Green tag status from maintenance shop. Pre-inspection of material hoist on-site by competent person using critical parts checklist. Operator's manual and most recent inspection / maintenance records to be kept available at head office / on site.
3. Mobilization of mechanical workhorse	Failure of rigging used to hoist workhorse onto roof	A	Use proper hoist connection points on mechanical workhorse for rigging.
4. Operation of mechanical workhorse	Tip over causing injury Failure to stop with brakes Overloading of buggy Unauthorized use of workhorse	A	Use extreme caution when turning Apply brakes in smooth even manner Avoid overloading – know SWL capacity Do not leave running unattended.
5. Re-fuelling of mechanical workhorse	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel workhorse.
6. Post operation of mechanical workhorse	Fires caused by overheating of machine	A	Ensure asphalt debris and dust are not allowed to setup and cover engine cooling fins of machine which can prevent machine from cooling down and cause fires. Watch machine for at least 30 minutes after use and use this period to scrape off debris from cooling fins while it is still soft.


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Tow Motor / Fork Lift Truck
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of Tow Motor / Fork Lift Truck	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of truck on-site by competent person using checklist. Ensure no modifications to engine components guards and covers must be in place at all times while in use
3. Operation of Tow Motor / Fork Lift Truck	Burns from hot parts Pinch risks from moving parts Tip over due to instability / high speeds Vehicular contact with workers Injury to operator in cabin Electrical shock High Noise levels Run-Away Truck	A	Keep body clear of hot muffler / engine. Ensure guards in place over moving parts. Operate only on firm / level surfaces and avoid turns - forks raised / at high speeds. Look before backing up, use signaller if necessary. Use warning horn OFTEN! Operator to use waist restraint at all times. Operator to avoid contact with electrical surfaces. Wear hearing protection. Never leave vehicle with device running. Never ride on forks or as a passenger.
4. Re-fuelling of Tow Motor / Fork Lift Truck	Explosion due to propane leak from improper bottle fitting Burns to skin from leaking propane during bottle change	A	Allow hot parts to cool. Use gloves when exchanging propane bottles on the Tow Motor / Fork Lift Truck.

RISK ASSESSMENT WORKSHEET


	Company: Pollard Enterprises Ltd.	Item: Skid Steer Loaders	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
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JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of Tow Motor / Fork Lift Truck	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of truck on-site by competent person using checklist. Ensure no modifications to engine components guards and covers must be in place at all times while in use. Perform walk around to make sure all lights, signals, horns, alarms are functioning. Check tires.
3. Operation of Tow Motor / Fork Lift Truck	<ul style="list-style-type: none"> Burns from hot parts Pinch risks from moving parts Tip over due to instability / high speeds Vehicular contact with workers Injury to operator in cabin Electrical shock High noise levels Run-away truck Carrying passengers 	A	<ul style="list-style-type: none"> Keep body clear of hot muffler / engine. Ensure guards in place over moving parts. Operate only on firm / level surfaces and avoid turns - forks raised / at high speeds. Do not operate on uneven ground. Operate machine within limits specified by manufacturer. Look back before backing up, use signaller if necessary. Use warning horn OFTEN! Operator to use waist restraint at all times Operator to avoid contact with electrical surfaces. Wear hearing protection. Never leave vehicle with device running. Never allow passengers to ride on machine, only operator.
4. Re-fuelling of Tow Motor / Fork Lift Truck	<ul style="list-style-type: none"> Explosion due to propane leak from improper bottle fitting Burns to skin from leaking propane during bottle change 	A	Allow hot parts to cool. Use gloves when exchanging propane bottles on the Tow Motor / Fork Lift Truck
5. Obscured line of sight	<ul style="list-style-type: none"> Vehicular / Machine contact Human Contact / Run Over 	A	<ul style="list-style-type: none"> Ensure clear line of sight at all times. Use alerting horn to remind surrounding workers of your presence and ability to swing and change directions.

RISK ASSESSMENT WORKSHEET


	Company: Pollard Enterprises Ltd.	Item: Pick Axe
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Pre-inspection of pick axe	Unsafe components causing injury	B	Inspect pick axe for signs of deterioration, such as cracks and / or splinters to handles, loose metal head.
2. Survey of roof area	Accidental strike contact with services hidden under roof material Ergonomic related strain injuries	A/B	Ensure roof area has been surveyed / scoped for existence of hidden services such as electrical, gas, mechanical, etc. Use a good stance and swing smoothly.
3. Use of tool	Ergonomic and postural related strain injuries Accidental contact with other workers	C	Develop proper postural habits, avoid straining actions. Always perform stretching exercises to impacted soft tissue areas prior to use of tool. Be aware of surroundings to avoid striking other workers during back swing.
4. Use of tool (cont)	Dynamic forces of upper body resulting from impact to tool to materials Whiplash effects on neck and shoulder muscles Hazard to eyes from flying material	C	Avoid activity if history of neck injuries Use proper PPE's which include but are not limited to CSA safety glasses, gloves, hard hat, and work boots.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Portable Gas Power Generator	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Training of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with Safety Coordinator.
2. Mobilization on site	Risk of hoisting failure while raising / lowering to roof causing injury to workers	A	Ensure hoist rigging is connected to specified connection points on power generator.
3. Pre-inspection of Portable Power Generator	Unsafe components causing injury		Pre-inspection of portable power generator on site by competent person.
4. Start-up of Portable Power Generator	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start up.
5. Operation of Portable Power Generator	Noise risks Electrocution	B	Wear appropriate hearing protection. Ensure Ground Fault Breaker Interrupter Devices are in place and functional. Ensure generator is properly grounded as per manufacturer's operation manual.
6. Use and post use of device	Overheating of mechanical parts causing fire & burn risks	B	Have appropriate fire extinguishers nearby. Wear appropriate PPE's.
7. Use of device (cont'd)	Shock / electrocution and damage to equipment	A/B	Extreme care to be used when working in the vicinity of water and moisture. Ensure electrical wires are inspected for breaks and cut insulation sleeves. Use GFCI on generators.
8. Re-fuelling of Portable Power Generator	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel Power Generator.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Quick Saw	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training.	A	Training of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with Safety Coordinator.
2. Inspection of Quick Saw	Unsafe components causing injury.	A	Pre-inspection of cutter on-site by competent person using manufacturer's checklist.
3. Start up of Quick Saw	Electromagnetic field caused by ignition system may impact individuals that have pace maker devices Amputation or deep lacerations of body parts such as thighs or legs when starting up saw	A/B	Ideally limit use of machine to individuals that do not use pace makers. Individuals with pace makers should first consult their medical practitioner and obtain confirmation in writing approving the operation and use of the saw. Always start device on ground or firm surface, NEVER up in the hands of the operator.
4. Operation of Quick Saw	Cuts Hearing loss Exploding wheel due to defects, over speed Flying debris Overheating of saw blade causing injury Respiratory concerns due to dust Fires caused by ignition from spark generation	B	Use suitable PPE - face shield, gloves, hearing and chin protection. Ensure saw wheel is not defective in any way. Ensure wheel speed (allowable rpm) is <u>greater</u> than rpm speed of quick saw motor. Do not grind materials using side of wheel. Adjust wheel guard to deflect sparks away from user and clear area of other workers. Ensure water cooling system is functional when using quick saw. Never cut items near ignition sources.
5. Operation of Quick Saw (decision making)	Danger due to operating under the influence of drowsy medicine, drugs, alcohol	A	Do not operate if tired, under the influence of substances that alter and impact dexterity, vision and decision making abilities.
6. Operation of saw (prolonged use)	Carpel Tunnel & Whitefinger Disease (Raynaud's Phenomenon)	C	Ensure machine is equipped with anti vibration controls. Take frequent breaks and gloves must be used which also assist in absorbing vibration.
7. Operation of saw (improper site conditions)	Inhalation of toxic fumes / loss of consciousness while machine is still running	A	Only use in well ventilated area, never use indoors as exhaust fumes may contain benzene and carbon monoxide amongst other toxic fumes. Always use NIOSH approved respiration device with dust and vapour filtration
8. Improper use of saw i.e. cutting through materials not intended to be cut with this type of saw, like wood for example	Fire, and cuts, kickback and possible amputation	A	Only use saw to cut concrete or metal substrates.
9. Re-fuelling of Quick Saw	Fire due to ignition of fuel splatter during re-fuelling.	A	Allow hot parts to cool. Use funnel to re-fuel Quick Saw.

RISK ASSESSMENT WORKSHEET



Company: Pollard Enterprises Ltd.

Item: 30 Ton Shop Press

Analyzed by: Health and Safety Advisors

Date: June 2017

Reviewed by: JHSC & Pollard Management Team

Date: July 2021

Approved by: Pollard Enterprises Ltd.

Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer. An uninformed worker is a risk to himself and others. Retain training records with Safety Coordinator.
2. Pre-inspection of Shop Press	Unsafe components causing injury	B	Pre-inspection of shop press on site by competent person. Look for: - faulty high pressure hoses - faulty electrical cord / connections
3. Operation of Shop Press	Amputation of body extremities Cuts Flying debris / parts – ejection of the work piece Shifting of material being pressed	B	Use extension devices to keep extremities away from press point. Use eye and skin protection. Do not exceed capacity of press. Ensure material being pressed is secured in place.
4. Using device with unsuitable materials	Debris from shattered material / shrapnel	A/B	Never use machine to compress springs or compressed items that could shatter
5. Identification of an issue during machine operation	Burns / injection from hot parts and hydraulic fluid	A/B	Never source a hydraulic fluid leak with hands!!! Always use cardboard.

RISK ASSESSMENT WORKSHEET



Company: Pollard Enterprises Ltd.

Item: MIG Welder

Analyzed by: Health and Safety Advisors

Date: June 2017

Reviewed by: JHSC & Pollard Management Team

Date: July 2021

Approved by: Pollard Enterprises Ltd.

Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator Qualification Process	Injuries to welder or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-Inspection of device	Electrocution from faulty equipment	A	Green tag status from maintenance shop. Pre-inspection of welder by competent person using critical parts checklist. Keep operator's manual and most recent inspection / maintenance record. Wear CSA approved safety footwear, eye and face protection.
3. a. Operation of Equipment	Electricity	A	<u>SAME AS #2 LISTED ABOVE</u>
3. b. Operation of Equipment	Radiation – temporary or permanent eye damage	C	Use face shield and eye protection Ensure observers are wearing same PPE's.
3. c. Operation of Equipment	Trips – use of PPE's combined with equipment may cause trip hazards	B	Use awareness and caution at all times, stop frequently to re-acquaint with your surroundings.
3. d. Operation of Equipment	Thermal – Burns to skin or face Thermal - Fire	A	Ensure PPE's also include cotton overalls and heat tolerant gloves. Check for flammable materials nearby. Have working fire extinguisher nearby.
3. e. Operation of Equipment	Hazardous substances – low level trace fumes emitted by welder during operation	A/B	Ensure worker wears respirators if required. Check to ensure valves are closed when operation is ceased. Ensure proper ventilation in general work area.
3. f. Operation of Equipment	Manual posture / repetitive motions / ergonomic issues	C	Placement of work must be safe and comfortable, adequate worker breaks, proper pre job / shift exercises. General worker awareness.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Shop Drill Press
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021


COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
Electrical rotating machinery.	Eye damage from sharp and flying metal chips.	B	Eye protection must be worn at all times i.e. safety glasses, goggles. Employee to receive instructions on usage.
Electrical rotating machinery.	Hand and finger damage can be caused by sharp and hot cuttings.	C	Keep hands and fingers clear of drill bit at all times.
Visually inspect the tool, lead and plug.	Drill lead or plug may be damaged. May cause electric shock.	A	Ensure the lead and plug is undamaged and has current inspection tag attached.
Inspect the work area.	Electrical wiring may be in vicinity to where you wish to drill and may cause electric shock.	A	Inspect the area where drilling is to be done. Ensure there is no wiring that may come in contact with drill bit.
Manually check that the on-off switch is working.	May not be able to stop drill's operation.	B	Ensure the on-off switch is operational. If not, isolate tool and tag out.
Select the appropriate drill for the work to be done.	Wrong drill may jam and break. May not cut at all.	C	Ensure the correct drill is chosen for the job and that it is correctly installed and ground.
Start the tool. Use firm steady pressure.	Overloading or forcing drill may lead to breakage.	C	Be aware of the limitations of the tool and do not overload or force drill bit.
Changing drill bits.	Accidental start up may injure hands or fingers.	C	Switch power off when changing drills. Avoid contact with on-off switch.
Allow drill to stop before setting down.	Drill may dislodge from bench damaging tool or operator.	C	Allow tool to come to complete stop before setting down.
Remove plug from power source on completion of job.	Prevents accidental start up, unauthorised use.	C	Isolate tool before removal of plug from power source. Coil lead and store safely.
Operation of machinery.	Caught in belt and pulley drives.	B	Ensure that guards are in place around motor spindle.
Operation of machinery.	Release of stored energy and or compressed gasses or air.	A/B	Ensure you are not drilling into items that are housing compressed compounds or energy.
Operation of machinery.	Accidental release of clamped material – causing strike injury.	A/B	Ensure material suitably clamped in place.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Grinders
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
Electrical rotating machinery.	Eye damage from sharp and flying metal chips.	B	Eye protection must be worn at all times i.e. safety glasses, goggles. Employee to receive instructions on usage.
Electrical rotating machinery.	Hand and finger damage can be caused by sharp and hot cuttings.	C	Keep hands and fingers clear of grinder disk at all times.
Visually inspect the tool, lead and plug.	Drill lead or plug may be damaged. May cause electric shock. Loss of material control due to rest plate setup	A	Ensure the lead and plug is undamaged and has current inspection tag attached. Use manufacturers recommended tolerance gap for angle rest plate.
Inspect the work area.	Electrical wiring may be in vicinity to where you wish to grind and may cause electric shock.	A	Inspect the area where grinding is to be done. Ensure there is no wiring that may come in contact with drill bit.
Manually check that the on-off switch is working.	May not be able to stop grinder's operation.	B	Ensure the on-off switch is operational. If not, isolate tool and tag out.
Select the appropriate grinder type and abrasive wheel for the work to be done.	Wrong disk may jam and break. May not cut at all.	C	Ensure the correct grinder is chosen for the job and that it is correctly installed and ground.
Start the tool. Use firm steady pressure.	Overloading or forcing grinder may lead to breakage.	C	Be aware of the limitations of the tool and do not overload or force or grind on side.
Changing grinding wheels.	Accidental start up may injure hands or fingers.	C	Switch power off when changing grinder. Avoid contact with on-off switch.
Allow grinder to stop before setting down.	Grinder may dislodge from bench damaging tool or operator.	C	Allow tool to come to complete stop before setting down.
Remove plug from power source on completion of job.	Prevents accidental start up, unauthorised use.	C	Isolate tool before removal of plug from power source. Coil lead and store safely.
Use of Device	Entanglement.	B	Tie back hair and do not use loose clothing or jewellery.

RISK ASSESSMENT WORKSHEET


	Company: Pollard Enterprises Ltd.		Item: Saws
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Entanglement in moving parts	Cuts, sprains, amputation	B	Never wear loose clothing. Ensure that protective guards are in place. Make sure saw is clear of obstructions.
2. Pre-use of tool	Electric shock Cuts, scrapes while changing blades	A-B	Prior to plugging in tool to power source ensure to tool casing is open to elements and that power cord has no visible cracks or open sheathing. Use GFI protection when required. Do not use tagged or defective tools. Use of gloves while changing blades. Ensure all outer parts of tool are tight and not found to have loose or missing parts.
3. During operation of tool	Trip hazard Tool falling while in operation Cuts	B	Ensure good housekeeping. Ensure area is sectioned off and no safety release on tool is bypassed mode – NO MODIFICATION TO TOOLS. Use wrist lanyards when risk of tool fall is a possibility.
4. Cutting or contact with dangerous material	Cuts Shock Noise causing hearing loss	B	Wear PPE's at all times. Wear hearing protection and observe noise rating for all tools. GFI use and avoid / eliminate using in wet conditions. Inspect work piece thoroughly prior to initiating cut. Make sure saw is clear of obstructions.
5. Cease of tool after cut in made	Saw may catch item when placed in rest position from bench damaging tool or operator if it has not come to a complete stop. Binding / kickback of blade	B	Allow tool to come to complete stop before setting down. Ensure material being cut is free of nails, knots, etc.
6. Unplanned activation of tool	Cuts, amputation	C	Remove plug from power source on completion of job and store safely.

RISK ASSESSMENT WORKSHEET


	Company: Pollard Enterprises Ltd.	Item: Hand Drills
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

COMPONENTS / JOB STEPS	HAZARDS	Risk Level	CONTROLS
Electrical rotating machinery	Eye damage from flying metal shavings and chips.	B	Eye protection must be worn at all times i.e. safety glasses, goggles. Employee to receive instructions on usage.
Electrical rotating machinery	Hand and finger damage can be caused by sharp and hot cuttings.	C	Keep hands and fingers clear of drill bit at all times.
Visually inspect the tool, lead and plug	Drill lead or plug may be damaged. May cause electric shock.	A	Ensure the lead and plug is undamaged and has current inspection tag attached. Manually check that the on-off switch is working.
Inspect the work area	Electrical wiring may be in vicinity to where you wish to drill and may cause electric shock.	A	Inspect the area where drilling is to be done. Ensure there is no wiring that may come in contact with drill bit.
Operation of Drill	May not be able to stop drill's operation.	B	Ensure the on-off switch is operational. If not, isolate tool and tag out.
Operation of Drill	Wrong drill may jam and break. May not cut at all.	C	Ensure the correct drill is chosen for the job and that it is correctly installed and ground. Select the appropriate drill for the work to be done.
Operation of Drill	Overloading or forcing drill may lead to breakage.	C	Be aware of the limitations of the tool and do not overload or force drill bit. Start the tool. Use firm steady pressure.
Operation of Drill - Changing drill bits	Accidental start up may injure hands or fingers.	C	Switch power off when changing drills. Avoid contact with on-off switch.
Operation of Drill	Drill may dislodge from bench damaging tool or operator.	C	Allow tool to come to complete stop before setting down. Allow drill to stop before setting down.
Operation of Drill	Prevents accidental start up, unauthorised use.	C	Isolate tool before removal of plug from power source. Coil lead and store safely. Remove plug from power source on completion of job.


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Hitachi 14" Bench Chop Saw
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training.	A	Train of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Inspection of Bench Chop Saw	Unsafe components causing injury.	A	Pre-inspection of cutter on-site by competent person using checklist.
3. Operation of Bench Chop Saw	Cuts Exploding wheel due to defects Flying debris Shifting of material while cutting Electrical shock	B	Use suitable PPE such as face shield, gloves and hearing protection during use. Ensure saw wheel is not defective. Ensure material to be cut is securely clamped in place by vice. Ensure that electrical cord, connections are in good condition and grounded.

RISK ASSESSMENT WORKSHEET

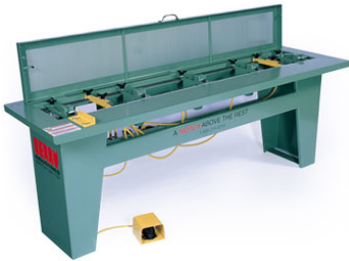
	Company: Pollard Enterprises Ltd.	Item: Plasma Cutter	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to welder or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with Safety Coordinator.
2. Pre-Inspection of device	Electrocution from faulty equipment	A	Green tag status from maintenance shop. Pre-inspection of welder by competent person using critical parts checklist. Keep operator's manual and most recent inspection / maintenance record. Wear CSA approved safety footwear, eye and face protection.
3. a. Operation of Equipment	Electricity	A	SAME AS #2 LISTED ABOVE
3. b. Operation of Equipment	Radiation – temporary or permanent eye damage	C	Use face shield consisting of a 5GW lens. Ensure observers are wearing same PPE's
3. c. Operation of Equipment	Trips – use of PPE's combined with equipment may cause trip hazards	B	Use awareness and caution at all times, stop frequently to re-acquaint with your surroundings
3. d. Operation of Equipment	Thermal – Burns to skin or face Thermal - Fire	A	Ensure PPE's also include cotton overalls and heat tolerant gloves. Check for flammable materials nearby. Have working fire extinguisher nearby.
3. e. Operation of Equipment	Hazardous Substances – low level trace fumes emitted by welder during operation (also reference 3.h. below)	A B	Ensure worker wears respirators if required. Check to ensure valves closed when operation is ceased. Ensure proper ventilation in general work area.
3. f. Operation of Equipment	Manual Posture / Repetitive motions / ergonomic issues	C	Placement of work must be safe and comfortable, adequate worker breaks, proper pre job / shift exercises. General worker awareness.
3. g. Operation of Equipment	Noise generation	C	Use of appropriate PPE (hearing protection)
3. h. Operation of Equipment	Generating of gasses / by-products of use i.e. stainless steel = chromium & nickel	A/B	Wear appropriate PPE – NIOSH masks as well as ensure that excellent ventilation exists in work area – including use of air fans to assist with air circulation.
3. i. Operation of Equipment	Fire hazard as a result of sparks igniting combustibles	A	Ensure shop area is up to our housekeeping standards – never work near combustible or flammable materials. Keep a fire extinguisher nearby. Remove grease or other surface coatings first.
3. j. Operation of Equipment	Self inflicted shock, burns and cuts	A/B	Never operate plasma cutter if under the influence of medicines, drugs, alcohol products or if feeling tired, ill or fatigued.


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Sheet Metal Slitter
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of power slitter	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist.
3. Start-up of power slitter	Injury to extremities	B	Make sure fingers are not near feeder during start up.
4. Operation of power slitter	Injury from flying debris (kickback) Pinch point injuries Potential cuts	B	Operator to wear eye protection and ensure workers are clear of flying debris zone. Ensure guards in place over moving parts. Operator to not extend hands near feeder section while machine is running. Wear cut proof gloves.



RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Metal Notcher	
	Analyzed by: Health and Safety Advisors	Date: June 2017	
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021	
	Approved by: Pollard Enterprises Ltd.	Date: August 2021	
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training.	B	Train of operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of metal notcher	Unsafe components causing injury.	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist.
3. Calibration of blades / dyes	Pinch point injuries Cuts	B	Ensure power sources are disconnected and locked out. Use cut proof gloves with grip to avoid scraps and cuts from sharp parts.
3. Start-up of power splitter	Injury to extremities	B	Make sure fingers are not near feeder during start up.
4. Operation of power splitter	Injury from flying debris (kickback) Pinch point injuries Potential Cuts	B	Operator to wear eye protection and ensure workers are clear of flying debris zone. Ensure guards in place over moving parts. Operator to not extend hands near feeder section while machine is running. Wear cut proof gloves.
5. Operation of power splitter (cont'd)	Chronic repetitive movement using machine causing ergonomic related issues due to static posture	C	Wear comfortable footwear. Take regular stretch breaks. Stand on anti fatigue matting. Placement of materials and design workflow to reduce travel and repetitive motions.

RISK ASSESSMENT WORKSHEET			
	Company: Pollard Enterprises Ltd.		Item: Metal Folding Machine
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of folding machine	Unsafe components causing injury Burns	A	Green tag status from maintenance shop. Pre-inspection of cutter on-site by competent person using checklist. Ensure machine installed with proper tolerances and clearances. Motors on folding machine run very hot during operation, wear heat resistant glove when inspecting/servicing the motor.
3. Calibration of blades / dyes / clamps	Pinch point injuries Cuts	B	Ensure power sources are disconnected and locked out. Use cut proof gloves with grip to avoid scraps and cuts from sharp parts.
3. Start-up of folding machine	Injury to extremities	B	Make sure fingers are not near feeder during start up, ensure cover guards are in place
4. Operation of folding machine	Injury from flying debris (kickback) Pinch point injuries Potential Cuts	B	Operator to wear eye protection and ensure workers are clear of flying debris zone. Ensure guards in place over moving parts. Operator to not extend hands near feeder section while machine is running. Wear cut proof gloves. Ensure 8mm safety stop check is functioning.
5. Operation of folding machine (cont'd)	Chronic repetitive movement using machine causing ergonomic related issues due to static posture	C	Wear comfortable footwear. Take regular stretch breaks. Stand on anti fatigue matting. Placement of materials and design workflow to reduce travel and repetitive motions.
6. Operation of folding machine (environmental considerations)	Shock / electrocution	A	Take environmental influences into account, never operate machine outdoors, near a water source (roof leak) or with open bay doors.
7. Operation of folding machine (electrical considerations)	Shock / electrocution	A	Avoid contact with control parts and leads. Keep switchgear cabinet closed at all times. Never service unit with power source or motor on. Safeguard and lock out energy sources when working.
8. Operation of folding machine (on body hazards)	Caught and crush injuries	A/B	Never wear loose and/or baggy clothing or jewellery while operating machinery Always wear CSA approved steel toe shoes to protect against stock dropping on feet. BE ALERT AT ALL TIMES WHEN MACHINE IS RUNNING!!!


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Power Blower
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	B	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with Safety Coordinator.
2. Mobilization on site	Risk of hoisting failure while raising / lowering to roof causing injury to workers	A	Ensure hoist rigging is connected to specified Connection points on Blower.
3. Pre-inspection of Power Blower	Unsafe components causing injury	B/C	Pre-inspection of power blower on site by competent person. Never modify Blower or use parts not specifically made by or recommended from the manufacturer.
4. Start-up of Power Blower	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start up. Watch out for handle when pulling start cord.
5. Operation of Power Blower	Noise risks Cuts Flying debris / parts Falls from heights	B	Wear appropriate hearing protection. Use eye and skin protection Ensure other workers are clear of blow range area, to avoid flying debris. Ensure workers are protected by guardrails or temporary rope barriers or use travel restraint protection.
6. Operation of Power Blower-items lodging in fan housing/covers	Amputation / broken bones	A/B	Keep hands away, do not attempt to remove materials from intake or discharge when blower is running.
7. Re-fuelling of Power Blower	Fire due to ignition of fuel splatter during re-fuelling	A	Allow hot parts to cool. Use funnel to re-fuel Power Blower.
8. Post operation of blower	Fire caused by overheating	A	Keep engine recoil starter assembly, the blower intake and outlet areas clear of leaves and debris.
9. Runaway item	Strike impact to people	A	Keep the throttle in the stop position when not in use.



RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Mobile Fall Protection Cart
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
Pre-use inspection	Breakage, falls	A	Inspect equipment prior to use for cracks in welds, stripped fasteners, bent rings, and flat tires.
Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with Safety Coordinator.
Preparing device for use	Injuries from falling parts	A	Ensure cart is hoisted up securely one piece at a time. NEVER LIFT CART TO ROOF WITH COUNTERWEIGHTS ATTACHED AS THEY CAN FALL CAUSING SERIOUS INJURY AND DEATH.
Use of device (improper counterweights)	Falls	A	Only use counterweights supplied by manufacturer. Steel type counterweights to ensure weight consistency.
Use of device (intended use and purpose)	Falls / cave in / roll off	A	Ensure only operated on a flat roof with a maximum pitch of .5 inch per foot and sufficient distance from roof edge. Claws placed parallel with deck run. Never send individual to do a job task alone as this leaves the worker unattended in the event of an incident. Cart must be placed at least 15 feet from the roof edge. Ensure tie off to proper ring for fall arrest or fall restraint purposes.
Use of device (proper footing)	Falls / device failure / slippage	A	Use on only the following: <ul style="list-style-type: none"> • BUR (built up roof assemblies) • PVC / TPO / EPDM Membranes • Metal Decks of 20 & 22 Gauge • Adhered Plywood / Hardboard Decking • 4000 PSI Lightweight Concrete
Use of device (surrounding environment)	Device failure	A	Remove nearby debris and make sure work area is completely free from ice, snow, water, oils, dust and dirt that may cause cart to slide.
Use of device (stay inside the safe zone)	Device failure	A	Locate cart when in use to ensure cart is straight back from area where worker is located. Do not move further than 45 degrees to the right or left of the straight line (refer to operations manual). Cart is not designed to operate at extreme angles.




RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Propane Torches / Hoses
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
Authorized use of torches	Injury due to untrained / unauthorized use of torches	A	Only "certified" personnel trained in TSSA recognized course shall be authorized to use propane torches.
Inspection of torch equipment prior to use	Injury due to faulty / damaged torch parts	C	Prior to each and every use, inspect torch unit for signs of damage to: <ul style="list-style-type: none"> • Torch housing/valve parts • Connection hoses • Pressure regulator • Brass threading • Flared or O-ring fittings
Connection of torch to cylinder	Injury due to fire or explosion, frostbite, pressure release	A	Ensure no ignition sources within ten feet of cylinder / torch unit. Installer to wear insulated / impermeable gloves, eye/face protection, long sleeve shirt. Use proper wrench for tightening. Open cylinder valve slowly and all the way to avoid activating excess flow check valve. Use soapy water to check for gas leaks in connections.
Lighting of propane torch	Flame blowback causing injury Fire / explosion	A	Ensure torch pilot valve is closed prior to pressurizing torch system. Set pressure regulator to required pressure setting for appliance used. Open cylinder valve slowly and all the way, to avoid activating check valve. Stand to the side of cylinder, clear of over pressure burst valve. Ensure a suitable fire extinguisher is readily available near propane unit. Ensure a minimum 10 foot clearance from ignition sources, flammables and combustibles, prior to attempting to light torch. Open pilot valve slightly and use a welders striker or barbecue lighter to ignite torch. Open pilot valve to desired flame setting.
Shut down of torch unit	Injury from improper shutdown		Ensure propane torch is at least ten feet away from cylinder, prior to shutting down torch system. Shut down cylinder valve first, leave torch pilot valve open so as to burn off residual propane gas in the lines. Once propane gas has burnt off in the lines, close the torch pilot valve, disconnect torch unit from propane cylinder.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Propane Cylinders (page 1 of 2)
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021


JOB STEPS	HAZARDS	Risk Level	CONTROLS
Authorized use of propane cylinders	Injury due to untrained / unauthorized use of propane cylinders	A	Only "certified" personnel trained in a recognized propane handler's course shall be authorized to use propane cylinders.
Inspection of propane cylinders	Injury from faulty/damaged parts and improper labelling	C	<p>A competent person shall inspect the propane cylinder for defects such as:</p> <ul style="list-style-type: none"> • Broken parts to valve • Severe rusting /denting • Stripped threading • Unreadable or missing TDG • WHMIS labels • Exceeding expiry date of cylinder
Handling and transportation of propane cylinders	Injury due to unsafe handling or transportation of cylinders	A	<p>Ensure appliance is disconnected from propane cylinder valve and cylinder valve is closed. When moving short distances horizontally, ensure cylinder is secured in a wheeled cart or use a two man method – one holds the bottom ring of cylinder and the other person holds cylinder collar. Keep cylinder in vertical or near vertical position when handling and transporting.</p> <p>When hoisting vertically to a level, use an approved, capacity rated cradle with approved pickup points. Transport in a secured manner and afford adequate ventilation.</p> <p>Keep all ignition sources at least ten feet away unless a fire wall is available.</p> <p>Transport in accordance to TDG regulations with labels visible and position in vehicle in manner that affords best protection from impact.</p> <p>Can transport up to five 100 lb cylinders without TDG training.</p>
Setup of Propane Cylinders	Injury from fire, explosion, frostbite	A	<p>Ensure cylinder is secured in an upright position. Three or more cylinders can be bundled upright and tied together for stability from tipping.</p> <p>Keep propane cylinders of 100 lbs or less at least ten feet away from ignition sources. Larger cylinders and tankers at least 25 feet away.</p> <p>Be aware of surroundings so as to avoid setting up unit near drains, pits, vents, overhead risks, etc. If necessary take measures to protect propane cylinder valves / lines.</p>
Storage of propane cylinders	Injury of public from tampering with unattended cylinders. Risk of fire, explosion from flammables, combustibles, ignition sources and vehicular contact	A	<p>Store all propane cylinders that are not connected for use, in a suitable storage compound that is:</p> <ul style="list-style-type: none"> - completely fenced or caged in - affording good ventilation - situated well away from public and buildings - at least ten feet away from ignition sources, other flammables and combustibles - afford a firm and level surface in compound for cylinders - secure cylinders from tipping - keep empty cylinders separated from full cylinders - post "no smoking signs" on compound - clear from pits, drains and overhead risks - ensure cylinders are not subjected to temperatures greater than 125 degrees Fahrenheit

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Garlock Rocker
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Train operators based on manufacturer's operation manual – by qualified trainer. Retain training records with safety coordinator.
2. Pre-inspection of Garlock Rocker	Unsafe components causing injury	A	Green tag status from maintenance shop. Pre-inspection of Garlock Rocker on-site by competent person using checklist.
3. Start-up of Garlock Rocker	Injury to elbow / arm during pull start	B	Use smooth pull back motion of pulley cord to avoid arm strain. Ensure ignition device is in good condition for quick start-up.
4. Operation of Garlock Rocker	<p>Injury from flying debris Injury from generated dusts Vibration injuries Pinch point injuries Shock hazards High noise risks Burns / injection from hot parts and hydraulic fluid Carbon monoxide gas Falls from heights Operation under the influence</p>	A	<p>Operator to wear eye protection and ensure that workers are clear of flying debris zone. Operator to use respirator as required. Use vibration dampeners on handles. Ensure guards in place over moving parts. Do not adjust controls of sweeper when engine is running. Operator to ensure that no electrical services are within stripping range. Wear hearing protection as required. Never source a fluid leak with hands!! Always use cardboard. Never operate engine in enclosed areas. Ensure warning lines systems are in place –six feet from roof edge when operating parallel to roof edge, ten feet when operating perpendicular to edge. Be aware of roof edge or openings when moving in reverse. Do not operate this machinery under the influence of alcohol, marijuana, or drugs that could impair judgement or ability.</p>
5. Check battery electrolyte levels	<p>Electric Shock Burns Explosive Gases Lead Exposure</p>	A/B	<p>Always remove negative (-) lead first and connect positive (+) lead first. Do not allow tools to contact leads. Always keep flames and sparks away from batteries. Use gloves & wash hands after handling.</p>
6. Re-fuelling of Garlock Rocker	Fire due to ignition of fuel splatter during re-fuelling	A	<p>Allow hot parts to cool by stopping engine prior to re-fuelling. Use funnel to re-fuel Garlock Rocker. Refuel only outdoors. Contain spills immediately.</p>


RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.		Item: Tire Changer
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operator based on manufacturer's operation manual.
2. Pre-inspection of tire changer	Unsafe components causing injury	A	Ensure appropriate flange is fitted correctly on clean and grease-free shaft.
3. Fitting and removing the wheel	Wheel slipping Crushing fingers or other body parts Injury to back due to lifting heavy or large wheels or rims Injury to operator due to debris stuck in tires	B	Handle heavy wheels with another person. Wear protective gloves, safety shoes. Do not place fingers between the wheel and the shaft. Inspect tire for debris (nails, glass, etc.) and remove.
4. Operation of tire changer	Electric shock Rotating and moving parts causing injury to fingers and arms Danger of tripping	B	Ensure connection to properly grounded outlet, extension cables with shock-proof contacts. Work on electrical installations or equipment is only to be performed by qualified electricians. Disconnect the tire changer from the mains before opening. Wear safety shoes, work clothes without loose bands and loops.

RISK ASSESSMENT WORKSHEET

	Company: Pollard Enterprises Ltd.	Item: Rotary Automobile Lift
	Analyzed by: Health and Safety Advisors	Date: June 2017
	Reviewed by: JHSC & Pollard Management Team	Date: July 2021
	Approved by: Pollard Enterprises Ltd.	Date: August 2021

JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operators based on manufacturer's operation manual.
2. Pre-inspection of auto lift	Unsafe components causing injury	A	Never operate with broken or damaged parts Keep area around lift free of tools, debris, grease and oil.
3. Positioning of vehicle	Injury to unauthorized persons Damage to lift or vehicle	B	Ensure that unauthorized persons are a safe distance while lift is in use. Do not stand in front of the lift or vehicle while positioning in lift bay. Do not hit or run over lift arms or adapters – ensure unobstructed entrance into lift.
4. Operation of auto lift	Damage to lift or vehicle Injury to operator and/or others Lift failure Carbon monoxide poisoning	B	Load vehicle carefully, position lift adapters to contact at vehicle manufacturer's recommended lift points. Position vehicle with centre of gravity midway between adapters. Do not go under vehicle if locking latches are not engaged. Do not override self-closing lift controls. Do not remove or disable arm restraints. Remain clear of lift when raising/lowering vehicle. Avoid excessive rocking of vehicle while on lift. Clear area if vehicle is in danger of falling. Do not permit anyone on lift or inside vehicle while being raised or lowered. Use appropriate PPE. Use safety stands when removing or installing heavy components. Use ventilation and avoid running car under controls.
5. Lowering of vehicle	Damage to lift or vehicle Injury to operator and/or others	B	Remove tools, stands, etc. before lowering lift. Release locking latches before lowering lift. Position lift arms and adapters to ensure unobstructed exit. Keep feet clear of lift while lowering.

RISK ASSESSMENT WORKSHEET			
	Company: Pollard Enterprises Ltd.		Item: Wheel Balancing Machine
	Analyzed by: Health and Safety Advisors		Date: June 2017
	Reviewed by: JHSC & Pollard Management Team		Date: July 2021
	Approved by: Pollard Enterprises Ltd.		Date: August 2021
JOB STEPS	HAZARDS	Risk Level	CONTROLS
1. Operator qualification process	Injuries to operator or others due to lack of adequate training	A	Training of operator based on manufacturer's operation manual.
2. Pre-inspection of wheel balancing machine	Unsafe components causing injury	A	Never operate with broken or damaged parts.
3. Preliminary operations	Trapping limbs between the tire and the bead-breaker	B	Keep limbs away from plate when moving it towards the bead on the tire.
4. Operation of wheel balancing machine	Injury to back due to lifting heavy or large wheels or rims Rotating and moving parts causing injury to fingers and arms Injury to operator during inflation process Electric shock	B	Handle heavy wheels with another person. Do not insert fingers between tire and rim while chuck is rotating. Use safety straps during inflation process. Work on electrical installations or equipment is only to be performed by qualified electricians. Wear safety shoes, work clothes without loose bands and loops.