



Jeffery's Greenhouses
C-6 Workplace Hazard Assessment Form

1. Work Area/Flow	2. Hazard Category (Health -Physical, Chemical, Biological, Ergonomic, Psychosocial) (Material Handling, Machine, Energy, Work practice, Confined Space)	3. Identified Hazards	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0 to 6)	B. Frequency (1 to 3)	C. Probability (-1 to +1)	D. Significance (0 to 10)		Y/N	Adequate Y/N
MERCHANDISING REPRESENTATIVES (IN CUSTOMER GARDEN CENTRES)		Consider People, Equipment, Materials, Process and Environment							
SHIPPING RACK HANDLING in customer garden centres	Mechanical Material Handling	Fingers can get caught (pinched) between racks when parking racks in holding areas or moving racks in tight areas	2 (BC) 2(BC)	1 (BC) 1(BC)	0 (BC) -1(AC)	3 (BC) 2(AC)	YES	Y	Merchandisers are trained to move racks between tight spaces by placing hands on inside of racks to avoid pinching them between other racks or obstacles
SHIPPING RACK HANDLING in customer garden centres	Mechanical Material Handling	Wheels of shipping rack can run over toes or strike ankle when moving rack	4 (BC)	1 (BC)	1 (BC)	6 (BC)	YES	N	Must move racks in proper manner (steering them off to the side) so that feet or ankle does not get hit by wheel ; Merchandisers must wear safety shoes
SHIPPING RACK HANDLING in customer garden centres	Mechanical Material Handling	Tow bars can pose a tripping hazard if they are not stored in the upright position.	2 (BC)	3 (BC)	1 (BC)	6 (BC)	YES	N	Racks in bump outs must be stored with tow bars in upright position and against another rack so the bars do not fall down and pose a tripping hazard
EMPTY SHIPPING RACK STORAGE for pickup of empties in designated customer area	Mechanical Material Handling	secured in designated pick up area can roll away and strike someone/something in its path causing injury to pedestrians and/or	2 (BC)	1 (BC)	1 (BC)	4 (BC)	YES	N	Racks must be safely secured in designated pick up area using bricks or stones from store to block wheels so that they do not roll away and cause damage
EMPTY SHIPPING RACK HANDLING in customer garden centres	Mechanical Material Handling	Particularly on windy days, the plywood shelves on the shipping racks can blow upwards and potentially cause injury by striking someone in the face or body	2 (BC) 2(AC)	1 (BC) 1(AC)	0 (BC) -1 (AC)	3 (BC) 2(AC)	YES	Y	Upper wooden shelves should be stacked on a lower shelf before attempting to move the empty racks. Eventually switching out old carts with ones which have fixed mesh wire shelves.
SHIPPING RACK HANDLING in customer garden centres	Mechanical Material Handling	Sloped, bumpy or uneven ground can make movement of shipping racks (loaded or unloaded) difficult, with racks becoming prone to tipping or running away from the handler.	4 (BC)	1 (BC)	0 (BC)	5 (BC)	YES	N	Handler must survey the area for any sloped, bumpy or uneven ground prior to moving the shipping racks to select the best route and/or use two people to move the rack.

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1. Work Area/Flow MERCHANDISING REPRESENTATIVES (IN CUSTOMER GARDEN CENTRES)	2. Hazard Category Health - (Physical, Chemical, Biological, Ergonomic, Psychosocial) Safety - (Material Handling, Machine, Energy, Work practice, Confined Space)	3. Identified Hazards Consider People, Equipment, Materials, Process and Environment	4. Assessment				5. Training Required	6. Controls in Place	
			A. Severity (0 to 6)	B. Frequency (1 to 3)	C. Probability (-1 to +1)	D. Significance (0 to 10)		Y/N	Adequate Y/N
OUTDOOR GARDEN CENTER walkways/aisles	Material Handling/Work Practices	Any potential hazards on the floor such as water, petals from flowers or shrink wrap from shipping racks can cause slips and trips.	4(BC) 4(AC)	3(BC) 2(AC)	1(BC) -1 (AC)	8(BC) 5(AC)	YES	Y	Y
OUTDOOR GARDEN CENTER hanging baskets	Material Handling/Ergonomic Hazards	Hanging basket rails may be too high making it hard for merchandiser to hang baskets or, or causing them to stretch or strain their shoulders.	2(BC) 2(AC)	2 (BC) 1(AC)	0 (BC) -1 (AC)	4(BC) 2 (AC)	YES	Y	Y
OUTDOOR GARDEN CENTER handling plastic floral trays	Material Handling / Biological Hazards	Plastic trays holding the potted plant material have sharp edges and can cut fingers when handling the trays (unloading racks and placing on benches in garden centre)	2(BC) 2(AC)	2 (BC) 1(AC)	0 (BC) -1 (AC)	4(BC) 2 (AC)	YES	Y	Y
OUTDOOR GARDEN CENTER unloading planters from shipping racks/placing in garden centre	Material Handling/Ergonomic Hazards	Larger planters may be too heavy to lift from the racks and place down in the garden centre. Flats on lower shelves of racks must be unloaded and could result in lower	4 (BC) 4 (AC)	1 (BC) 1(AC)	0 (BC) -1 (AC)	5 (BC) 4 (AC)	YES	Y	Y
HARASSMENT (from customers/employees of garden centres)	Psychosocial Hazard (Workplace Violence and Harassment)	Customers (of either the garden center or employees of the garden center) may harass merchandisers	0(BC) 0(AC)	1 (BC) 1(AC)	0(BC) -1(AC)	1(BC) 0(AC)	YES	Y	Y

Garden centre sidewalks must be kept free of petals/plant material from culling, shrink wrap from shipping racks, and puddles from watering. Know where the garden centres stores its brooms and squeegees for clearing the walkways of debris, throw all plant material culled and shrink wrap immediately into dustbin.

A basket hanger (empty hb on a stick) should be used to hang the baskets or a short step ladder should be used.

NEVER STAND ON THE DISPLAY SHELVING OR SHIPPING RACKS.

Gardening gloves should be worn when condensing trays to avoid cutting fingers on plastic edges or carry trays from the bottom. Also, ensure that tetanus booster shot is up to date (soil can carry the bacteria causing tetanus).

Use safe lifting and bending techniques (in training orientation) when unloading floral product from the racks. For larger planter, ask for assistance from other employees.

Merchandisers are trained in Jeffery's Violence and Harassment policy A-8 and to report harassment to their immediate supervisor.

Date: Mar 13/2014

Completed by: DM
BP

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			A. Severity (0 to 6)	B. Frequency (1 to 3)	C. Probability (-1 to +1)	D. Significance (0 to 10)		Y/N	Adequate Y/N
MERCHANDISING REPRESENTATIVES (IN CUSTOMER GARDEN CENTRES)		Consider People, Equipment, Materials, Process and Environment							
OUTDOOR GARDEN CENTER sun and heat exposure or lightning storm exposure	Physical Hazard (temperature, radiation, electricity)	Working outside in the garden centre during heat waves (high temperatures or humidex) can result in heat exhaustion/stroke. Exposure to sunlight increases risk of sunburn on skin (skin cancer) and damage to eyes (cataracts).	2 (BC) 0 (AC)	2 (BC) 1 (AC)	0 (BC) -1 (AC)	4 (BC) 0 (AC)	YES	Y	All reps are trained in recognizing signs of heat stress and to take appropriate precautions to prevent heat stress (drink plenty of water, frequent rest breaks, work in early morning). Sunscreens lotion and lightweight clothing to protect skin from overexposure to the sun and use of sunglasses or visor to protect eyes from the sunlight is recommended. During lightning storms, working in the garden centre is prohibited.
INDOOR SEASONAL AREA walkways and aisles	Material Handling/Work Practices	When watering indoor potted plants (Easter/Christmas) water may end up on floor, causing a slip hazard. As well, falling petal leaves and shrink wrap from shipping racks or plant sleeves may fall on the floor causing a trip hazard	2 (BC) 2 (AC)	2 (BC) 2 (AC)	0 (BC) -1 (AC)	4 (BC) 3 (AC)	YES	Y	Notify Home Depot associate if help is needed to clean up the spill or else ensure water spill is cleaned immediately. Place all shrink wrap, culled plant material in dustbin immediately. Don't leave debris in aisles or walkways.

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 Date: Mar 13/2014

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A. Severity (0 to 6)	
0	No injury or illness; or quality, production, or other loss of less than \$1,000
2	Minor injury or illness without lost time; non-disruptive property damage or a quality, production or other loss of \$ 1,000 to \$5,000
4	A lost-time injury or illness without permanent disability; or disruptive property damage; or a quality, production or other loss of more than \$5,000 but not exceeding \$10,000
6	Permanent disability or loss of life or body part; and/or extensive loss of structure, equipment, or material; or quality, production, or other loss exceeding \$10,000

B. Frequency (1 to 3)		
Number of times person may be exposed to or have contact with the hazard	Number of persons who may be exposed to or have contact with hazard	
Less than daily	Few Times per day	Many times per day
1	1	2
1	2	3
2	3	3
		Few
		Moderate
		Many

C. Probability	
-1	Less than average chance of loss
0	Average chance of loss
+1	Greater than average chance of loss

D. Significance (0 to 10)	
0 to 2	Low
3 to 5	Medium
6 to 10	High

Severity + Frequency + Probability = Significance

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Completed by: LMK

Date: _____