

Jeffery's Greenhouses

C-6 Workplace Hazard Assessment Form

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1. Work Area/Flow	2. Hazard Category Health (Physical, Chemical, Biological, Ergonomic, Psychosocial) Safety - (Material Handling, Machine/Equipment, Energy, Work practice, Confined Space)	3. Identified Hazards Consider People, Equipment, Materials, Process and Environment	4. Assessment				5. Training Required Y/N	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)									
SHIPPING RACK HANDLING in customer garden centres	Material Handling/Equipment	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 and to wear work/garden gloves.
SHIPPING RACK HANDLING in customer garden centres	Material Handling/Equipment	Wheels of shipping rack can run over toes or strike ankle when moving rack	4 (BC)	1 (BC)	1 (BC)	6 (BC)	YES	N	Merchandisers are trained to 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	Material Handling/Equipment	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. The Tow Bar is never to be used in the Garden Centre for moving a train of empty/loaded racks. It is only meant for use in Jeffery's Greenhouses !!!!!!!!!!!!!!!
EMPTY SHIPPING RACK STORAGE for pickup of empties in designated customer area	Material Handling/Equipment	Empty racks that aren't safely secured in designated pick up area can roll away and strike someone/something in its path causing injury to pedestrians and/or property damage (denting cars etc)	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 to property/people.
EMPTY SHIPPING RACK HANDLING in customer garden centres	Material Handling/Equipment	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. Jeffery's is eventually switching out old carts with ones which have fixed mesh wire shelves.
SHIPPING RACK HANDLING in customer garden centres	Material Handling/Equipment	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. Reps should never attempt to hold up a shipping rack that has started to

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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	Y/N	Adequate	Y/N
MERCHANDISING REPRESENTATIVES (IN CUSTOMER GARDEN CENTRES)		Consider People, Equipment, Materials, Process and Environment								
OUTDOOR GARDEN CENTER walkways/aisles	Material Handling/Physical	Any potential hazards on the floor such as water, petals from flowers or shrink wrap from shipping racks can cause slips and trips. Hanging basket rails may be too high making it hard for the merchandiser to hang baskets or, or causing them to stretch or strain their shoulders.	4(BC) 4(AC)	3(BC) 2(AC)	1(BC) -1 (AC)	8(BC) 5(AC)	YES	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 any shrink wrap immediately into the dustbin.	
OUTDOOR GARDEN CENTER hanging baskets	Material Handling/Ergonomic 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	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.	
OUTDOOR GARDEN CENTER handling plastic floral trays	Material Handling / Biological Hazards	Larger planters may be too heavy to lift from the racks and place in the garden centre and could lead to back strain. Flats on lower shelves of racks must be unloaded and could result in lower back injuries	2(BC) 2(AC)	2 (BC) 1(AC)	0 (BC) -1 (AC)	4(BC) 2 (AC)	YES	Y	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).	
OUTDOOR GARDEN CENTER unloading planters from shipping racks/placing in garden centre	Material Handling/Ergonomic Hazards		4 (BC) 4 (AC)	1 (BC) 1(AC)	0 (BC) -1 (AC)	5 (BC) 4 (AC)	YES	Y	Use safe lifting and bending techniques (in training orientation) when unloading floral product from the racks. For larger or heavier planters, ask for assistance from other employees (Jeffery's or Home Depot associates).	
HARASSMENT (from customers/employees of garden centres)	Psychosocial Hazard (Workplace Violence and Harassment)	Customers or employees of the Garden Centre may harass merchandisers.	0(BC) 0(AC)	1 (BC) 1(AC)	0(BC) -1(AC)	1(BC) 0(AC)	YES	Y	Merchandisers are trained in Jeffery's Violence and Harassment policy A-8 and should report harassment to their immediate supervisor.	

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Completed by: Brian A. Kline

Date: March 27, 2019

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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)								
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 humidity) 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
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
FRONT APRON AND PARKING LOT ACROSS FROM GARDEN CENTER	Material Handling/Work Practices	During Extreme wind storms the loaded overflow cart racks may be blown across the parking lot and can cause potential damage to cars, people and property.	4 (BC) 0 (AC)	1 (BC) 1 (AC)	0 (BC) -1 (AC)	6 (BC) 0 (AC)	YES	Y
FRONT APRON SHADE TENT	Material Handling/Work Practices	Merchandisers or customers can injure themselves by trying to remove 10"/11" hanging baskets from the Front Apron Shade Tent as they may have to over extend themselves.	2 (BC) 0 (AC)	1 (BC) 1 (AC)	0 (BC) -1 (AC)	3 (BC) 0 (AC)	YES	Y
SIDE OF GARDEN CENTER HOLDING AREA FOR SHIPPING CARTS	Material Handling/Equipment	Discussions with seasonal staff and Assistant Store Managers are needed regarding safe handling of our shipping racks.	2 (BC) 0 (AC)	1 (BC) 1 (AC)	0 (BC) -1 (AC)	2 (BC) 0 (AC)	YES	Y

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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

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: Brian Simon & Kim

Date: March 24, 2019