<table>
<thead>
<tr>
<th>Task/Step</th>
<th>Potential Hazards</th>
<th>Recommended Safe Job Procedures</th>
</tr>
</thead>
</table>
| 1. Vehicle Inspections | 1. Slippery ground (ice and snow - parking lot)  
2. Sharp objects or equipment  
3. Moving vehicles (parking lot)  
4. Tripping (uneven ground)  
5. Engine compartment door  
6. Fluid splash back | - Ensure engine compartment door is properly latched into place to avoid unexpectedly closing.  
- Wear clothing and footwear appropriate for the weather.  
- Wear a reflective vest in high traffic areas.  
- Ensure bus is in the park position.  
- Wear safety gloves when inspecting near hot surfaces or sharp edges.  
- Wear personal protective equipment when topping up fluids. |
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<tbody>
<tr>
<td>2. Driving</td>
<td>1. Ergonomics - sitting for extended periods of time 2. Other drivers / road users 3. Inclement weather / poor road conditions 4. Long work hours 5. Moving vehicles (parking lot)</td>
<td>- Comply with traffic legislation when driving. - Assess hazards while driving and anticipate ‘what if’ scenarios. - Drive according to road conditions and give yourself extra time to reach your destination if required. - Drive within the legal speed limits, including driving according to traffic and weather conditions. - Be knowledgeable about and adhere strictly to Hours of Service Regulations for Canada and the United States. - Immediately inform the dispatcher or your supervisor if you have erroneously been scheduled for shifts that do not allow for proper and legal core rest periods between shifts or it appears that a shift will extend beyond the legal hours of service limits. - Be responsible and accountable for your actions when operating a company vehicle. - Display the highest level of professional conduct when driving a company vehicle. - Perform a Vehicle Inspection before departing the yard. - Never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness. - Avoid distraction when driving – the driver will adjust their seat, mirrors and program GPS units before setting off, or pull over safely in order to do so. - Do not use a cell phone for any purpose while driving or while the vehicle is in drive – cell phones are only to be used while safely stopped when the transmission is in the park position. - Take adequate rest breaks, pull over when tired and contact a supervisor to arrange for a relief driver if necessary. - Adequately research all itineraries, locations and routes prior to trips and bring forth any questions to the dispatchers in sufficient time before departure. - Before reversing, whether on the road or in a parking lot, the driver shall sound the horn to warn persons or other drivers in the area. If the driver is in a tight position or is uncomfortable reversing on their own, he/she will ask for the assistance of another driver or responsible person to direct them.</td>
</tr>
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</tr>
<tr>
<td>-----------</td>
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</tr>
</tbody>
</table>
2. Tripping (uneven ground)  
3. Tripping (poor housekeeping)  
4. Slippery surfaces (water, ice, snow, fluids) | Planning the lift:  
a. Try to break down the load into smaller parts  
b. Check the pathway and clear any obstacles  
c. Check if any doors need to be opened  
d. Test the weight of the load by lifting one corner  
e. If the load is too heavy, or obstructs your view, ask somebody for assistance  
Performing the lift:  
a. Stand with feet shoulder width apart and in a staggered stance  
b. Move in close to the load  
c. Bend your knees, keep head upright and maintain the spine’s natural curves  
d. Secure your grip  
e. Use a smooth controlled motion to lift the load  
f. Avoid twisting / turning when lifting  
Setting the load down:  
a. Get as close as possible to the area you will place the load  
b. If possible, place heavy loads at elbow height to avoid straining the back  
c. Bend with your knees, keep your head upright and maintain the spine’s natural curves  
d. Keep the load close; try not to extend your arms out away from the body  
e. Once the load is where you want it, ensure the load is secured and release your grip slowly.  
If you’re not confident that you are able to lift the load without sustaining an injury, please do not lift the load. Seek out your supervisor and/or ask for assistance. Prevention is the best policy. |
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</table>
| 4. Fueling | 1. Flammable materials and liquids  
2. Slippery ground (ice and snow - parking lot)  
3. Moving vehicles (parking lot)  
4. Tripping (uneven ground)  
5. FUEL OIL (DIESEL)  
6. GASOLINE  
7. DIESEL EXHAUST FLUID | - Turn the ignition off.  
- Do not smoke.  
- Remove all ignition sources within 7.5 meters.  
- Do not use a cellphone or battery operated device while fueling.  
- Do not overfill; allow room for fuel to expand.  
- Do not rig the nozzle to enable it to dispense fuel on its own.  
- Do not leave the nozzle unattended when removed from the nozzle holder on the pump.  
- When you are finished fueling, remove the nozzle from the tank, replace tank cap, turn pump level to OFF position and replace the nozzle on the holder.  
First-Aid:  
- Wash contaminated skin with soap and warm water. Do not use hot water.  
- Flush eyes with water.  
- If overcome by vapours, remove to fresh air.  
- Do not induce vomiting.  
- Obtain medical attention.  
Absorbent material is provided at bulk fuel tanks at all Hammond Transportation yards, as well as a fire extinguisher. |

**POTENTIAL PHYSICAL HAZARDS OF THIS JOB**

<table>
<thead>
<tr>
<th>Physical Hazards</th>
<th>Prob. Sev.</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine compartment door</td>
<td>3 2</td>
<td>Back, neck, and shoulder strain</td>
</tr>
<tr>
<td>Ergonomics - sitting for extended periods of time</td>
<td>2 2</td>
<td>Cut or slice fingers/hand</td>
</tr>
<tr>
<td>Flammable materials and liquids</td>
<td>3 2</td>
<td>Fatigue</td>
</tr>
<tr>
<td>Fluid splash back</td>
<td>2 2</td>
<td>Overcome by harmful vapours</td>
</tr>
<tr>
<td>Fuel Vapours</td>
<td>3 2</td>
<td>Slip, trip or fall</td>
</tr>
<tr>
<td>Heavy manual lifting/moving</td>
<td>2 3</td>
<td>Splash by fuel</td>
</tr>
<tr>
<td>Inclement weather / poor road conditions</td>
<td>1 1</td>
<td>Struck by falling object</td>
</tr>
<tr>
<td>Long work hours</td>
<td>2 2</td>
<td>Struck by moving vehicle</td>
</tr>
<tr>
<td>Moving vehicles (parking lot)</td>
<td>2 2</td>
<td></td>
</tr>
<tr>
<td>Other drivers / road users</td>
<td>1 1</td>
<td></td>
</tr>
<tr>
<td>Remote location</td>
<td>3 3</td>
<td></td>
</tr>
<tr>
<td>Sharp objects or equipment</td>
<td>3 3</td>
<td></td>
</tr>
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<td>3 3</td>
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<td>3 3</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Tripping (uneven ground)</td>
<td>2 3</td>
<td></td>
</tr>
</tbody>
</table>

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### POTENTIAL CHEMICAL HAZARDS OF THIS JOB

<table>
<thead>
<tr>
<th>Chemical Hazards</th>
<th>Description/Health Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUEL OIL (DIESEL) (68334-30-5)</td>
<td>A straw yellow to dark colored liquid with a petroleum-like odor. Flash point below 141°F. Less dense than water and insoluble in water. Hence floats on water. Vapors heavier than air. Charring of the hydrocarbon may occur followed by ignition of unreacted hydrocarbon and other nearby combustibles. When heated sufficiently or when ignited in the presence of air, oxygen or strong oxidizing agents, they burn exothermically to produce carbon dioxide and water. May be ignited by strong oxidizers.</td>
</tr>
<tr>
<td>GASOLINE (8006-61-9)</td>
<td>A clear colorless to amber colored, volatile liquid with a petroleum-like odor. Flash point below 0°F. Less dense than water and insoluble in water. Hence floats on water. Vapors heavier than air. Leaked vapors may travel to a source of ignition and then flash back to the source. Gasoline may be incompatible with strong oxidizing agents such as nitric acid, peroxides, and perchlorates. Charring may occur followed by ignition of unreacted hydrocarbon and other nearby combustibles. In other settings, mostly unreactive. When heated sufficiently or when ignited in the presence of air, oxygen or strong oxidizing agents, burns exothermically to produce carbon dioxide and water.</td>
</tr>
<tr>
<td>DIESEL EXHAUST FLUID ()</td>
<td>Non-flammable liquid. Eye and skin irritant. Wear personal protective equipment including goggles and gloves. May be harmful by inhalation. May cause stomach distress, nausea or vomiting. Flush area with cool water. Wash skin with soap and water. Do not induce vomiting.</td>
</tr>
</tbody>
</table>

### HAZARD CONTROL MEASURES USED FOR THIS JOB

#### Administrative Controls:
- Drivers Logs
- Health and Safety Committee
- Housekeeping Practices
- Monthly Workplace Inspections
- Road Evaluation

#### Required Training:
- Company Policy and Procedures Manual
- Driver Hours of Service Regulations
- First-Aid/CPR
- Safe Fueling Procedures
- Safe Lifting Policy
- School Bus Driver Improvement Course
- Vehicle Inspections
- Wheelchair Buses - Locking and Strapping
- WHMIS Training

#### Engineering Controls:
- Fire Extinguisher at Fuel Pumps

#### Required PPE:
- Reflective Vest - Wheelchair Buses
- Shoes - Gripped Sole and Heel Strap

#### Required Permit(s):
- Valid Class B Drivers Licence

#### Other Information:

JSAbuilder chemical Description/Health Hazards is from the CAMEO database maintained by the U.S. EPA, NOAA, and the U.S. Coast Guard (www.cameochemicals.noaa.gov). The creator of this JSA is responsible for any edits to this information.

<table>
<thead>
<tr>
<th>Severity</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>S-1 = High</td>
<td>P-1 = High</td>
</tr>
<tr>
<td>S-2 = Medium</td>
<td>P-2 = Medium</td>
</tr>
</tbody>
</table>

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5
S-3 = Low  P-3 = Low