











Date Revised:	March 2022	Overall Task Risk Rating:	Before Controls	A	After Controls	C
Description:	Activities that require workers to work around biological hazardous agents or activities that may expose workers to these agents. Biological hazardous agents that Gazzola employees are commonly exposed to include: Viruses, bacteria, mould, insects, poison ivy, etc....					
Location(s):	Office, Shop, Asphalt Plant & Construction Projects					
Associated Documents: Confined Spaces WTS, Night Work WTS, Trenching & Excavating WTS, Removal & Demolition WTS, Underground Hazards & Locates WTS						

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- Do not start work before obtaining and donning the appropriate PPE

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> - When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection). Safety Glasses and / or Respiratory Protection when necessary. - Additional PPE requirements specific to a biological hazardous agent may be required. Consult this WTS and/or ask your supervisor. 									

SAFE WORK PRACTICES (SWP)

General Hygiene Rules:

- Generally, employees are allowed and encouraged to stay at home if they are not feeling well.
- In the case of a flu-like illness, employees should remain at home until at least 24 hours after they are free of fever or signs of fever, without the use of medications.
- Wash hands often and/or use hand sanitizer provided.
- Keep your desk area and public counters clean.
- Physically clean all surfaces regularly with unscented disinfecting cleaners, especially those we use most often (i.e. countertops, keyboards, mouse, phone, desktop, chair arms).
- Consider getting appropriate vaccine/ flu shot.
- Cover your nose and mouth when sneezing and coughing (or cough into your elbow).
- Wash your hands after coughing, sneezing or using tissues.
- Do not touch your eyes, nose or mouth (viruses can transfer from your hands to you).
- Use social distancing in situations where the risk of infection is high.
- Do not share cups, glasses, dishes or cutlery.
- Do not store perishable food in your desk.
- Keep kitchen areas clean (i.e., food, prep, microwaves and coffee makers etc.)
- Keep hands, surfaces and utensils clean.
- Keep foods at the appropriate temperature. Foods not kept at proper temperature, especially if left out for prolonged periods of time, can allow bacteria to grow in the food and should be discarded.

Biological Hazardous Agents Practices:

Mould:

- Mould develops on wet or saturated cellulose material such as drywall, ceiling tiles, wallpaper, particleboard, insulation and plywood. It can appear in many different colours and looks fuzzy or slimy. Spores can be released into the air creating an airborne hazard. Some mould is toxic.
- Mould may exist where you cannot see it such as in ducts, behind walls and under carpets.
- Possible symptoms include eye, skin, ear, nose or throat irritation, breathing trouble, coughing, runny nose, watery eyes, fatigue and headaches. People react to mould differently and some may not react at all.
- Report any symptoms to your supervisor immediately.

- Tell your supervisor if you have a known allergy or sensitivity to mould and avoid mouldy work areas where possible.
- Do not touch mould unless you are wearing skin protection, gloves and respiratory protection and have been trained in removal.
- Do not eat, drink or smoke in mouldy work areas. Always wash your hands before eating, drinking or smoking if you have been working around mould.
- Keep any contaminated clothing contained so that it can be disposed of or laundered without releasing any spores back into the air.
- Report significant discoveries of mould to your supervisor so tests and remediation can be performed if necessary.
- Keep your work area as dry as possible. Humidity in the air can support mould growth. Protect stored materials from moisture.
- Inspect the work area for mould prior to starting work, especially after a water intrusion such as a heavy rain

Sewage:

- Sewage contains micro-organisms such as bacteria, viruses, fungi, and parasites. These can be particularly active in summer.
- Exposure to equipment or material contaminated by sewage can cause:
 - Gastroenteritis (stomach cramps, abdominal pain, diarrhea, vomiting)
 - Hepatitis (inflammation of the liver, jaundice)
 - Occupational asthma (breathlessness, tight chest, wheezing)
 - Infection of eyes and skin.
- Sewage commonly infects workers by:
 - Hand-to-mouth contact during eating, drinking, and smoking or by wiping the face with contaminated hands
 - Skin-contact through cuts, scratches, or penetrating wounds
 - Inhaling dust contaminated by living or dead micro-organisms.
- Wear the personal protective equipment (PPE) such as waterproof gloves and coveralls, rubber boots, safety goggles, face shield, and N95 respirator.
- Wash with clean water, soap, and paper towels. Shower for heavy contamination.
- Store clean equipment and clothing separately from dirty equipment and clothing. Don't mix them up.
- Use the designated clean area for eating and smoking. Change out of contaminated clothing and wash up before eating or smoking.
- Always wash your hands well before touching your face, eating, drinking, or smoking. Keep your fingernails short.
- Don't forget to clean your work tools and the bottom of work boots after exposure.
- If sewage gets in your eyes, flush them immediately with clean water.
- Keep open cuts, sores, and scrapes well covered with dry, clean bandages.
- Restrict access to areas where sewage may be present and put-up warning signs about the hazard.
- Seek medical attention if you experience any symptoms of exposure to micro-organisms. That includes fever, nausea, diarrhea, vomiting, stomach cramps, and skin rash.

Insects and wildlife:

- Interaction with Wildlife in urban areas can range from minor irritations to major incidents so it is important to inspect the work area for wildlife hazards and be prepared to control them
- Do not attempt to remove wildlife alone. Warn others who may unknowingly enter the area
- Leave the work area if the wildlife cannot be controlled without professional assistance.

Rodents, small animals, bats or birds:

- Tell your supervisor you have spotted wildlife or traces of it (mouse droppings, nests of animals, offspring)
- If possible, to do so safely, remove the items using protective equipment such as gloves at all times
- Advise other workers of the pest if you are unable to remove immediately
- If any worker comes into contact with the animal but is not bitten/scratched clean the area that came into contact with soap and hot water
- If any worker is bitten, scratched, or has any open wound caused by the animal clean the affected area with disinfectant and then seek medical attention to ensure the wound is cleaned correctly

Ticks:

- Ticks can be found in brush, woods, long grass and abandoned dwellings. They attach themselves to humans and feed on their blood. Ticks can be carriers of Lyme disease so it is very important to remove ticks as soon as possible.
- Wear long pants and sleeves. Tuck pant legs into boots or socks and shirts into pants when walking in the woods.
- Check for ticks after being in a wooded area. Remove ticks by tightly grasping the head of the tick with tweezers and gently moving upward and outward from the surface of the skin. Rinse hands and tweezers with rubbing alcohol and disinfect the area of the bite.

- Seek medical attention immediately if a rash appears around the site of the bite or the victim experiences chills, joint pain or other flu-like symptoms.

Mosquitos:

- Remove standing water from the work area.
- Wear mosquito repellent and cover skin with light coloured clothing.
- Workers who have been bitten can self-administer anti-itch cream or an anti-histamine for added relief.
- Seek medical attention if any abnormal symptoms are experienced.

Poison Ivy:

- Most humans are highly allergic to contact with urushiol oil in the poison ivy plant. Urushiol oil is extremely potent. Rashes develop one or two days after exposure. Poison ivy grows in low vines with three distinct leaves.
- Workers must avoid both direct and indirect contact by avoiding touching poison ivy with skin, clothing, tools or equipment.
- Wear long sleeves, long pants, boots and gloves without leaving any gaps when working outside in an area that may have poison ivy. Barrier creams may be used following the manufacturer instructions.
- Wash tools and clothing that may have come in contact with the oil as soon as possible with warm, soapy water.
- Cool compresses and calamine lotion may provide relief. A worker may self-administer an anti-histamine.
- Keep any contaminated clothing separate from other laundry.
- Avoid scratching or breaking any blisters that form after coming in contact with the plant. Do not touch any other part of the body with the skin that made contact with poison ivy.
- Seek medical attention immediately if rash develops, or if swelling or difficulty breathing occurs.
- Do not weed whack or burn poison ivy.

Inspections:

- Supervisors must monitor biological agents in the workplace, to ensure workers are not exposed to biological hazards

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, etc.)
- Workers who may be exposed to hazardous agents will receive training regarding the potential hazards and controls

Personal Protective Equipment:

- All workers exposed to Biological Agents, must wear the required personal protective equipment
- Workers on construction projects must wear, at a minimum, Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary or required or as required by SDS's
- Eye protection is required when completing tasks that may cause debris / objects to dislodge or become airborne
- All employees shall wear the appropriate PPE where the potential exposure of a biological agent.
- When there is likelihood of site exposure, appropriate PPE will be provided with instructions covering use, care and maintenance
- No modification or removal of the specified PPE will be tolerated inside identified area

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	
		A High risk of injury or equipment / property damage.	
		B Medium risk of injury or equipment / property damage.	
		C Low risk of injury or equipment / property damage.	
TASK HAZARDS	RATING BEFORE CONTROLS	TASK CONTROLS	RATING AFTER CONTROLS
<ul style="list-style-type: none"> • Lack of training and education 	B	<ul style="list-style-type: none"> • Workers receive training during employee orientations & specific, task-related training • Workers who may be exposed to hazardous agents will receive training regarding the potential hazards and controls 	C
<ul style="list-style-type: none"> • Lack of proper PPE 	B	<ul style="list-style-type: none"> • Workers exposed to Biological Agents, must wear the required PPE • Ensure all workers are trained in the PPE that is required for the work performed • Do not start work until appropriate PPE is obtained 	C



HAZARDOUS AGENTS (BIOLOGICAL)

<ul style="list-style-type: none"> Exposure to Mould 	<p style="text-align: center;">B</p>	<ul style="list-style-type: none"> Report significant discoveries of mould and/or any discovered symptoms to your supervisor immediately for action. Keep your work area as dry as possible. Protect stored materials from moisture. Do not touch mould unless you are wearing skin protection, gloves and respiratory protection and have been trained in removal. Keep any contaminated clothing contained. 	<p style="text-align: center;">C</p>
<ul style="list-style-type: none"> Exposure to Insects and Wildlife 	<p style="text-align: center;">B</p>	<ul style="list-style-type: none"> Tell your supervisor you have spotted wildlife or traces of it (mouse droppings, nests of animals, offspring) Warn others and leave the work area if the wildlife cannot be controlled. Wear long pants and sleeves to prevent insect stings Remove standing water from the work area Wear mosquito repellent and cover skin with light coloured clothing. 	<p style="text-align: center;">C</p>
<ul style="list-style-type: none"> Poison Ivy 	<p style="text-align: center;">B</p>	<ul style="list-style-type: none"> Wear long sleeves, long pants, boots and gloves without leaving any gaps and use barrier creams. Keep any contaminated clothing separate from other laundry. Wash tools and clothing that may have come in contact with the plant and avoid scratching or breaking any blisters that form after contact with the plant. 	<p style="text-align: center;">C</p>
<ul style="list-style-type: none"> Sewage 	<p style="text-align: center;">B</p>	<ul style="list-style-type: none"> Restrict access to areas where sewage may be present and put-up warning signs about the hazard Wear the personal protective equipment (PPE) such as waterproof gloves and coveralls, rubber boots, safety goggles, face shield, and N95 respirator. Wash with clean water, soap, and paper towels. Shower for heavy contamination. Store clean equipment and clothing separately from dirty equipment and clothing. Don't mix them up. 	<p style="text-align: center;">C</p>
<ul style="list-style-type: none"> Lack of hygiene 	<p style="text-align: center;">A</p>	<ul style="list-style-type: none"> Wash hands often and/or use hand sanitizer. Physically clean all surfaces regularly with unscented disinfecting cleaners, especially those used most often Cover your nose and mouth when sneezing and coughing (or cough into your elbow). Keep your desk area and public counters clean. Do not share work or kitchen items. Keep kitchen areas, surfaces and utensils clean. Keep foods at the appropriate temperature. 	<p style="text-align: center;">B</p>

SAFE JOB PROCEDURES (SJP)**Pre-Task Commencement:**

1. Gather and wear the required PPE for the task - on construction sites, all must wear head, foot and high visibility protection. Eye protection when necessary
2. Wear long sleeves, long pants, boots and gloves appropriate to the task and the biological hazardous agent that may be present
3. Determine what biological agents may be encountered as of site conditions and weather
4. Additional clothing and PPE requirements may be required for protection depending on the biological hazardous agent present
5. Determine if Heat / Cold Stress Management Plan is needed
6. Ensure the site-specific workplace violence assessment is complete
7. Complete the Daily GAZZ Card and review with all workers the shift's tasks with any associated Biological Agents and the associated control strategies
8. Ensure all workers understand the GAZZ Card contents, and sign off in acknowledgement
9. Ensure controls are in place prior to commencing work so risks are mitigated / eliminated
10. Determine what equipment / machinery / tools and material, are required for the completion of the task
11. Inspect all equipment / machinery / tools prior to use and document the inspections on appropriate forms when required
12. Ensure preventative maintenance activities have been completed where required, prior to using equipment / machinery / tools
13. Install fencing and hording where needed
14. Locate utilities – Call "Ontario One Call" for locate services (when necessary)

During Task:

1. Wear all appropriate additional PPE
2. Commence activities when it is safe to do so (abiding by the information presented in the WTS and by your supervisor)
3. Supervisors are to monitor all hazardous agents within the workplace and if biological exposure levels are high, implement corrective actions
4. Ensure work areas are clean and water is removed from site as required
5. Operate equipment machinery and/or tools as per manufacturer's instructions
6. When in operation, do not leave equipment or controls unattended

Task Completion:

1. Implement storage requirements in the designated location
2. Ensure all equipment / machinery / tools are maintained and stored appropriately in the designated locations
3. Implement any housekeeping or maintenance as required