



# SWP-MMH-REPLACING BOTTLES WATER JUGS FOR WATER DISPENSER



Description of Task: Replacing Bottles Water Jugs for Water Dispenser			
Position/Job: HCW		Department/Unit: Departments containing Water Dispenser	
<b>Potential Hazards</b>		Personal Protective Equipment Required: none	
<i>Risk for Injury (check all that apply)</i>		<i>Specify Type, Manufacturer, Model</i>	
<input type="checkbox"/>	Biological (puncture/spill/splash/exposure)	<input type="checkbox"/>	Head Protection:
<input type="checkbox"/>	Caught In/Under/Between Wall, Equipment	<input type="checkbox"/>	Eye Protection:
<input type="checkbox"/>	Chemical/Hazardous Substance/Medication	<input type="checkbox"/>	Hearing Protection:
<input type="checkbox"/>	Contact with Hot/Cold Object/Substance	<input type="checkbox"/>	Face Protection:
<input type="checkbox"/>	Contact with Sharp Object (not biological)	<input type="checkbox"/>	Hand Protection:
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Foot Protection:
<input type="checkbox"/>	Falling or moving equipment/material	<input type="checkbox"/>	Respirator/Fit Test:
<input type="checkbox"/>	Moving machinery / parts	<input type="checkbox"/>	Body Protection:
<input checked="" type="checkbox"/>	MSI-Awkward / sustained postures	<input type="checkbox"/>	Hi Visibility Apparel:
<input checked="" type="checkbox"/>	MSI-Forceful exertions	<input checked="" type="checkbox"/>	Other: isolation precautions if required
<input type="checkbox"/>	MSI-Repetitive motions	<b>Equipment and/or tools required to perform task</b>	
<input type="checkbox"/>	Noise		
<input type="checkbox"/>	Surfaces/Objects causing slips, trip or falls		
<input type="checkbox"/>	Task requires more than 1 worker		
<input type="checkbox"/>	Violent, Aggressive or Reactive Behaviours	<b>For machine operation tasks complete the following</b>	
<input type="checkbox"/>	Working Alone or in Isolation	Machine Description and Safety Features:	
<input type="checkbox"/>	Working at Heights		
<input checked="" type="checkbox"/>	Other: Pinch Points		
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)		Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.	
<b>Training and Proficiency:</b>			
Staff who perform this task must be trained as indicated below in this safe work procedure prior to performing it. Training must be documented. This SWP must be available to staff.			
<input type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training: Specify	
<input checked="" type="checkbox"/> Demonstrated Competency			
<b>Responsibilities</b>			
<b>Manager/Supervisor or Designate:</b> Ensure all staff are trained and that duties are performed in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures).		<b>Staff performing task:</b> Perform task in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures). Follow process for reporting hazards, injuries, occurrences and patient safety events.	

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Approved by		Original Effective Date	Revised Effective Date	Reviewed Date
Provincial Workplace Safety & Health Working Group		February 3, 2023	February 3, 2023	February 3, 2023
This safe work procedure was created by Provincial Safe Work Procedure Committee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.				
Notes/Other Considerations:				
Steps to be taken to complete task safely:				
1	Test the weight of the water jug before lifting. If the water jug is too heavy, ask for help as needed. If the water jug needs to be carried, a cart or other wheeled device can be used.			
2	Face water jug straight on to lift. Tilt the water jug towards you and place one hand on the handle and other at the side of the jug. With a wide stance, bend your hips and knees to slowly lift and flip the water jug using your legs. Keep your back straight and elbows close to the body.			
				
3	Move feet so that you are facing the water dispenser and get as close as possible. Weight shift forward to insert the water jug into the dispenser. Use two hands throughout process.			
Related Materials:				
References:				