



HAZARD RATING **10/20**

### **SERVICE MANAGER SAFE WORK PRACTICES**

Reviewed JUNE 21 2016

OH&S Code as applicable (See Related Documentation)

This position involves the oversight of service work being performed in different locations with varying degrees of involvement with the actual work.

#### **TASKS:**

Coordinating Jobs.

Communication between property managers and Assurance.

Travelling to sites.

Driving to site and suppliers of materials. (2 hours per week average).

Ordering and pickup of materials of various products.

Evaluating sites and occasionally helping with the work as necessary.

Establishing new business contracts.

Producing quotes on jobs.

Involvement with senior staff hiring of new workers.

Office work- emails, phone calls, paper work

#### **Related Documentation:**

Severe Weather SWP & HAA

Backing up Mobile Equipment SWP & HAA

Lawnmowers SWP & HAA

Defective Tools SWP & HAA

Office Safety SWP & HAA

Snow Removal SWP & HAA

Lifting & Carrying SWP & HAA

Housekeeping SWP & HAA

Leaf blower SWP & HAA

String Trimmer SWP & HAA

First Aider SWP & HAA

Pavement Striper SWP & HAA

Driving, Truck SWP & HAA

Designated Traffic Controller SWP & HAA



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