

JOB HAZARD ANALYSIS AND SAFE WORK PROCEDURE

Introduction:

Critical Job Inventory – All tasks that have significant hazards/risks associated with them in a department or program are identified and listed on the Critical Job Inventory – HRS – ###(c). Utilizing the Hazard Assessment Tool – HRS – ###(b), jobs with the highest possible degree of injury and the highest probability of injury are listed in order of risk approach, from the highest degree of risk to the lowest degree of risk.

Job or task – Generally a Job Hazard Analysis is performed on a particular task or function that takes place on a regular basis in a department (e.g. use of a certain piece of equipment such as a table saw, servicing machines, etc.).

Job Hazard Analysis – The Job Hazard Analysis is a documented, systematic process that identifies and assesses existing and potential health and safety hazards associated with particular tasks or jobs. Jobs that may only be performed once or twice, but which are inherently dangerous or critical in nature, should also be reviewed using the Job Hazard Analysis procedure.

Safe Work Procedure – The Safe Work Procedure – HRS - ###(d) is the Job Hazard Analysis stepped out into an easy to understand step by step procedure for the job. The Safe Work Procedure is laminated and attached to the piece of equipment or placed in a highly visible location as close as possible to the task/piece of equipment.

Significant hazards/risks – Those that have the potential for causing death or injury to employee, clients, or the public; significant property loss or damage; significant impact on the overall functioning or operation of The Division; etc.

Musculoskeletal Injury (MSI) - An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissue, including a sprain, strain or inflammation that may occur to an employee in a workplace and that is caused or aggravated by any of the following:

1. a repetitive motion;
2. a forceful exertion;
3. vibration;
4. mechanical compression;
5. a sustained or awkward posture;
6. a limitation on motion or action;
7. any other factor that creates a risk of musculoskeletal injury.

RESPONSIBILITIES

The Job Hazard Analysis process is intended to be an interactive process between Supervisors and employees. Whenever possible, employees should be involved in the procedure. Employees are the

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best source of information with respect to reviewing the steps involved in performing particular jobs. They also have a good understanding of the hazards involved.

1. The Division Occupational Health and Safety Officer or designate and the Division Administration shall ensure that:
 - 1.1 Supervisors understand and carry out the Job Hazard Analysis procedure.
 - 1.2 Supervisors train workers in the Safe Work Procedure.
2. Supervisors shall ensure that:
 - 2.1 They understand the Job Hazard Analysis policy and procedure.
 - 2.2 All employees or students reporting to them have been trained with respect to all Safe Work Procedures related to their position; and that this training is documented.
 - 2.3 All employees or students reporting to them comply with the Safe Work Procedures.
3. It is the employee's or in some cases student's responsibility to:
 - 3.1 Participate in the Critical Job Inventory.
 - 3.2 Participate in the development of the Job Hazard Analysis process as required/requested.
 - 3.3 Follow the Safe Work Procedures developed.
 - 3.4 Take reasonable care to protect their safety and health at all times, regardless of the Job Hazard Analysis process status, and to identify any job hazards to their Supervisor.

PROCEDURE

1. A Critical Job Inventory shall be performed to identify and list all jobs that have significant hazards/risks associated with them.
2. A Job Hazard Analysis – HRS ###(a) shall be completed for each job listed on the Critical Job Inventory. Job Hazard Analyses are also to be performed on all new jobs, new processes, new equipment, after an incident, infrequent jobs, and all job prioritizing high risk jobs first. Supervisors shall ensure appropriate employee (Supervisors and employees) to perform a Job Hazard Analysis for their program or school. The Hazard Assessment Tool – HRS –###(b) shall be used to assist in prioritizing which Job Hazard Analysis to complete. The Job Hazard Analysis shall be completed as follows:
 - 2.1 Write, in point form, the sequential steps required to perform the job. Break it down into sufficient detail so that the job can be analysed, but not too detailed so that it becomes too tedious. A reasonable target is six to twelve steps.
 - 2.2 For each step, list the potential hazards.
 - 2.3 For each hazard, list the preventive measures which are already in place or those that will be undertaken. It is always safer to eliminate a risk rather than protect workers from that risk. For this reason, preventive measures **must** be implemented in the following order if possible:
 - 2.3.1 Alter the job to eliminate or reduce the hazard (e.g. find an alternate method, tool, chemical, etc.).
 - 2.3.2 Introduce engineered controls to eliminate or reduce the hazard (e.g. ventilation systems, guards, shields, etc.).

- 2.3.3 Introduce administrative controls to eliminate or reduce the hazard (e.g. lock-out system, fire-watch system, working alone check-in/check-out system, etc.).
 - 2.3.4 Provide personal protective equipment to the employee to eliminate or reduce the hazard (e.g. respirators, hearing protection, goggles, etc.).
 - 2.4 Review the completed Job Hazard Analysis with departmental employee to ensure its accuracy and completeness.
3. For each job listed on the Critical Job Inventory, create a Safe Work Procedure. The Safe Work Procedure is a step by step process on how to complete the job/task safely. The most efficient system of completing a Safe Work Procedure is to step out the “preventative measures” section of the Job Hazard Analysis as follows:
- 3.1 Provide the particulars of the job/task as listed at the top of the attached form.
 - 3.2 Provide a general overview of the job/task and its context.
 - 3.3 Write out, step by step, the safest way to perform the job/task. Ensure that all hazards are discussed and mitigating measures are clearly explained.
 - 3.4 Review the Safe Work Procedure with departmental employees to ensure its accuracy and completeness.
 - 3.5 Ensure all departmental employees receive training with respect to each Safe Work Procedure that pertains to their function. Supervisors shall ensure that they have documentation to show that employee has been trained and understand the Safe Work Procedures.
 - 3.6 The Safe Work Procedure shall be affixed to the piece of equipment or posted very close to the job so the employee member can refer to the document while working.
4. A MSI Risk assessments - HRS – ### (e) determines what area/part of the employees body is at risk when performing any job or task. An MSI Risk assessment shall be performed on all jobs or tasks that pose a musculoskeletal injury risk to employees. The assessment determines what area/part of the employees body is at risk of MSI; the direct (root) cause of these hazards (e.g. employee interaction with equipment, processes, other human factors, materials, or environment); and if these risks are considered hazardous.
5. The Critical Job Inventory and Safe Work Procedure are to be reviewed and updated regularly. At a minimum, the Critical Job Inventory and Safe Work Procedure shall be reviewed bi-annually.
6. A copy of all completed Job Hazard Analysis and Safe Work Procedure documents shall be forwarded to The Division Occupational Health and Safety Officer or designate.
7. A copy of the completed Job Hazard Analysis and Safe Work Procedure shall be kept and filed at the facility with a copy readily available to all employees for viewing.

Conclusion/Review

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years. A review of the Job Hazard Analysis and Safe Work Procedure Policy HRS - ### shall be included in this three year review.