

OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

Subject: Job Hazard Analysis (JHA)

Effective Date: May 2009 (Version 2)

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Review Date: 3 years or legislation or job changes

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1.0 GUIDING PRINCIPLES

- 1.1 In keeping with the Winnipeg Regional Health Authority commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.080), the following Operational Procedure has been developed to ensure this policy is supported by identifying known and potential hazards to workers, assessing the risks, implementing control measures to reduce or control these hazards, and communicating this information to staff.
- 1.2 This operational procedure is also designed to ensure that when followed the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
- 1.3 As with all matters relating to the Safety and Health of workers the Workplace Safety and Health Committee should be consulted for their input.

2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.
- 2.3 **Employer:**
 - 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,
 - 2.3.2 and The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.
- 2.5 **Worker:**
 - 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.

- 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not
- 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.

2.6 **Job Hazard Analysis (JHA)** A system to identify known and potential hazards to workers, assess the risks and implement control measures.

3.0 OPERATIONAL PROCEDURE

- 3.1 Each department within the facility/program will be responsible for the development of a process to complete and maintain current JHAs for all job classifications/positions in their department.
 - 3.2 JHAs are to be used as part of the process to develop Safe Work Procedures (see Operational Procedure for Safe Work Procedures).
 - 3.3 JHAs are to be reviewed every three years or when there is a change of a work procedure, new equipment, new hazard, etc.
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4.0 RESPONSIBILITIES

4.1 Employer

- 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.
- 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, chargehands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service, and that workers are familiar with the use of all devices or equipment provided for their protection

4.2 Facility/Program Executive Team

- 4.2.1 Support the Job Hazard Analysis process throughout the facility/program.
- 4.2.2 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.2.3 Ensure that a record keeping system is in place to ensure that training records are kept.

4.3 Managers/Supervisors

- 4.3.1 Ensure completion of the Job Hazard Analysis for all job classifications in their department.
- 4.3.2 Consult workers in the completion of the JHA.
- 4.3.3 Consult with OESH in the completion of the JHA if required.
- 4.3.4 Submit a copy of the JHA to OESH.
- 4.3.5 Make JHA readily available to workers at the work site by retaining a copy of each JHA within the department.
- 4.3.6 Provide to workers all relevant information, instruction and training about the identified hazards, known or reasonably foreseeable risks and recommended control measures where the worker is performing work.
- 4.3.7 Use the job description/job functions and Material Safety Data Sheets of all high risk chemicals used in that particular job classification when reviewing a JHA with a worker.
- 4.3.8 Ensure JHA are kept up-to-date. Revisions shall be made immediately upon change of a work procedure, new equipment, new hazard, etc

- 4.3.9 Communicate revisions to all workers who perform the task.

4.4 Workers

- 4.4.1 Participate in the identification of existing and potential workplace hazards.
- 4.4.2 Follow all safe work procedures.
- 4.4.3 Use all control measures as identified in the JHA.

4.5 Departmental/Facility/Program Workplace Safety and Health Committees

- 4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure.
- 4.5.2 Review and monitor the effectiveness of this operational procedure.
- 4.5.3 Monitor the development and implementation of JHAs in consultation with the department.
- 4.5.4 Report regularly in the minutes of Workplace Safety and Health Committees the completion of JHAs.
- 4.5.5 Assist with the identification of hazards.
- 4.5.6 Recommend control measures to minimize hazards.
- 4.5.7 When necessary, contact department/program to ensure JHAs are made available to workers.

4.6 Occupational and Environmental Safety & Health - Site

- 4.6.1 Consult with the facility/site/program on all aspects of this operational procedure.

5.0 TRAINING REQUIREMENTS

- 5.1 The training program must be workplace specific, effective and updated annually or when changes which may affect the procedure are introduced in the workplace.
- 5.2 All employees need to be informed of their rights and responsibilities related to this operational procedure at orientation.
- 5.3 Managers/Supervisors or their designates and members of the Workplace Safety and Health Committee must receive training which includes all items outlined in Appendix D.
- 5.4 All staff are to review the JHA for their job as part of Departmental Orientation.
- 5.5 All training must be documented. Records must be retained as required by the Workplace Safety and Health Act and Regulations.
- 5.6 Retraining will be offered if necessary or upon request.

REFERENCES:

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer. www.safemanitoba.com

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg: Queen's Printer. www.safemanitoba.com

APPENDIX

Appendix A – Contents of Training Sessions

Appendix B – Job Hazard Inventory/Analysis - Form 1A

Appendix C – Job Hazard Inventory/Analysis - Risk Assessment and Control Identification– Form 2A

Appendix D – Job Hazard Inventory/Analysis - Review – Form 3A

RESOURCES

WRHA – Job Hazard Analysis – powerpoint presentation

OPERATIONAL PROCEDURE

Job Hazard Inventory/Analysis

Appendix A: Contents of Training Sessions

TRAINING SESSIONS TO INCLUDE – basic outline

1.0 Defining types of hazards:

A hazard is any activity, situation or substance that can cause harm, illness or injury. Workplace hazards fall into certain categories: Categorizing the hazard(s) helps to determine the type of control(s) that may be necessary to protect workers.

Safety hazards - anything that could cause an injury. Safety hazards are a result when workplace controls are not adequate (i.e. inadequate machine guards, unsafe workplace conditions, unsafe work practices, slipping/tripping hazards, fire and explosions, moving parts of machinery, tools or equipment, falling materials, etc.).

Biological hazards - caused by organisms such as viruses, bacteria, fungi, parasites, dusts, moulds or other living organisms.

Chemical hazards - caused by solids, liquids, vapours, gases, dust, fumes or mists, such as battery acids, solvents, etc.

Ergonomic hazards - caused by anatomical, physiological, psychological demands on the worker, such as repetitive and forceful movements, vibrations, temperature extremes, awkward postures arising from improper work methods and improperly designed workstations, tools and equipment.

Physical hazards - caused by energy sources strong enough to harm the body such as noise, vibration, energy, weather, heat, cold, electricity, radiation pressure and illumination (light).

Psychosocial Hazards - caused by harassment, fatigue, shift work, assaults etc.

2.0 Identifying Hazards in the Workplace

Supervisors are responsible for identifying potential hazards and risks to workers. Workplace hazards may be identified through data gathered by any of the following processes:

- Job Hazard Analysis (JHA)
- Workplace inspections
- Dangerous occurrences
- Workplace incident reports (types and causes)
- Incident investigations
- Safety concerns raised by workers
- Workers' Compensation Board (WCB) claims
- Workplace Safety and Health Committees
- New or modified job descriptions
- New or modified equipment or job procedures
- New scientific information regarding hazards or risks
- Legislation (OH&S,)
- Industry standards (infection control)
- Regulatory (Codes of practice, American National Standards Institute (ANSI), Canadian Standards Association (CSA))
- Supplier or manufacturer information.

When looking for hazards for a specific task, ask questions such as:

- Can any body part get caught in or between objects?
- Do tools, machines or equipment present any problems?
- Can the worker make harmful contact with objects?
- Can the worker slip, trip or fall?
- Can the worker suffer strain from lifting, reaching, pushing or pulling or from repetitive movements?
- Is there a danger from falling objects?
- Is the worker exposed to extreme heat or cold?
- Is noise, vibration, or lighting a problem?
- Can weather conditions affect safety?
- Is contact possible with hot, toxic or caustic substances?
- Are there fumes, dusts, mists or vapours in the air?
- What are the job specific risks such as radiation, cytotoxics, chemicals, heights, electrical, confined space or violence?

3.0 Determining the Degree of Risk to the Worker

Hazards need to be assessed by the degree of risk or harm posed to workers. When determining the degree of risk to workers, consider not only the probability or likelihood of the hazard causing harm, but also the potential severity of the harm.

Probability is the chance that a hazard will cause harm.

Severity is the seriousness of the harm that could be suffered.

Risk represents the odds that a hazard will cause harm.

$$\text{RISK} = \text{PROBABILITY} \times \text{SEVERITY}$$

Common questions to ask that will help with assessing the degree of risk include:

- How likely is the hazard to cause harm?
- Under what conditions is harm likely to occur?
- How quickly could an unsafe condition arise?
- What type of harm is involved?
- How many workers could get hurt?
- Is there a history or problems, accidents or dangerous occurrences resulting from this hazard?
- What monitoring is required to evaluate the risk?

4.0 Classification of Hazards

Class A (Major): A condition or practice likely to cause permanent disability, loss of life or body part and/or extensive loss of structure, equipment or material. Example: A guard missing on the table saw in the maintenance department; a non-secured electric radio poised on a shelf above a whirlpool tub.

Class B (Serious): A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not excessive.

Example: Personnel using improper techniques when lifting, transferring and/or repositioning patients or a piece of upturned carpeting at the top of a staircase.

Class C (Minor): A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage. Example: A dietary aide/cook who does not wear a hair net.

Class D (Substandard): Any substandard condition or practice that is not likely to produce an injury or illness under normal conditions. Example: There are no paper towels in the washroom.

5.0 Determining Priorities

Hazards that should be managed first are those with the highest degree of risk and that will affect the greatest number of workers.