

Section 26-1 – Job Hazard Analysis

PURPOSE Job Hazard Analysis (JHA) is a vital component of the Health & Safety Program. This analysis is undertaken to determine potential hazards and the control strategies, which must be employed to perform a job safely.

SCOPE A specific JHA will be completed where directed to “break down” the job into individual components (tasks) and identify all requirements necessary to perform these tasks.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Arrange for specific JHA to be produced and distributed related to known work tasks as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing hazard awareness and training for all workplace and site personnel.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Take all measures reasonably necessary in the circumstances to protect employees from exposure to any related hazards at all locations.
- Review Occupational Health and Safety Act and Regulations to ensure compliance within JHA document.
- Ensure the appropriate JHA are developed, implemented and communicated across all areas of responsibility.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.

Supervisors Responsibilities:

- Ensure known related hazards are defined with a site specific plan and appropriate PPE is provided, maintained and used as directed by your supervisor and JHA where required.
- Define to all workers and Subcontractors the appropriate PPE that is required for the specific work and location.
- Take prompt and appropriate action when contraventions of any established JHA have been identified.
- Take every precaution reasonable in the circumstances for the protection of a worker.

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- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

Workers Responsibilities:

- Where provided, follow all required JHA as directed by your Supervisor.
- Report any damage or missing guards, PPE or equipment immediately to your supervisor.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

Job Hazard Analysis will be completed by the Health and Safety coordinator and in conjunction with the Project Managers, Supervisors and the Joint Health and Safety Committee Members. This Process will be broken down into the following categories:

- Develop an inventory of similar or like jobs and activities for all related work activities (e.g. Material handling, using knives, process operators, etc.) – This is the **Job Inventory Form (26-2-1 Form)**
- Specific **Job Hazard Analysis** for each task within the Job Inventory will be developed following Job Hazard Analysis Procedure and recorded on **JHA Form (26-3-1 Form)**

Procedures to be followed will be identified in each respective section. The **Health and Safety Coordinator** will be responsible for coordinating the development and implementation of the Job/ Task Inventory, Job Hazard Analysis and Safe Work Procedures.

Where requested, additional hazard assessments shall be performed by our constructors before work begins to formally identify and assess hazards. These Job Hazard Analysis (JHA) will be developed for all routine tasks. Formal workplace inspections shall be performed on a regular basis to perform ongoing hazard assessment and correction.

DISTRIBUTION

Each section will have clearly defined distribution procedures.

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RECORDS

All records of Job/ Task Inventory and Job Hazard Analysis will be maintained in the Health and Safety File for a prescribed time period specific to the work activity.