

Section 26-2 – Job Hazard Analysis

JOB INVENTORY

The Job Inventory must initially identify and include all high-risk jobs and task in the workplace. The process can be approached in many ways but the following is the preferred process. The individuals that are conducting the Job Inventory shall be responsible for the entire facility/ activities.

For the purposes of this procedure;

A job: is a function consisting of one or more tasks that results in the completion of the function.

A task: is a specific component of a job.

Examples: - Washing the dishes - is a job. The tasks involved in this job might include - putting the dishes in a sink, turning on the water, adding soap, turning off the water, scrubbing dishes, rinsing dishes, and placing dishes into a dish rack.

The tasks involved in the completion of a job can be numerous and may be dependent on an assortment of skills, senses and abilities. In developing a Job Inventory the auditors are concerned with obtaining and documenting detailed information. The analyzing of this information takes place at a later stage (Job Hazard Analysis).

The Job Inventory will be developed in cooperation with Project Managers, and the Health and Safety Coordinator, using the following methods:

- a) determine all high-risk jobs and similar work activities (job descriptions) in the workplace
- b) break these jobs into tasks required to perform for each job
- c) perform a Job Hazard Analysis and develop Safe Work Procedures for specific jobs/ tasks.

Job Inventory Form

The following briefly describes the main headings in the “Job Inventory Form”. Remember that each job may have only one task or may cumulate in a variety of tasks.

Job Title - the name assigned to a given job.

Department - the area in which the job is assigned. If the job consists of performing tasks in another area, the primary area/ location name should be used.

Known Hazards - these are potential or actual hazards that have been associated with the tasks involved. Determined by prior incidents, accidents, or injuries, etc.

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Hazard Rating System:

- A** = Major. Potential for loss of life, severe injury or extensive property damage / environmental harm
- B** = Moderate. Potential for a disabling injury or serious property damage / environmental harm
- C** = Minor. Potential for non-disabling injury or non-disruptive property damage / environmental harm.

Severity	Frequency				
	Minor	Minor - Moderate	Moderate	Moderate - Major	Major
Minor	C	C	B	B	B
Minor - Moderate	C	C	B	B	A
Moderate	C	B	B	B	A
Moderate-High	B	B	B	A	A
High	B	B	A	A	A

Potential for Contact with an Energy Source –

May include:

- any type of tooling, machinery, mechanisms or devices used in the performance of the tasks
- any physical agent/ material used in the performance of the tasks, or that may affect the workers health and safety.

Once completed, the inventory of jobs and tasks will be reviewed by the Health and Safety Coordinator and/ or applicable Management to ensure they are complete and no particular job or task has been omitted.

The Job Inventory Forms will be maintained in the Health and Safety Files. The Project Manager will keep readily available these documents for all jobs/ tasks performed by personnel under their jurisdiction.

Training

Job Inventories will be performed by trained auditors and reviewed by the Health and Safety Coordinator. All persons performing and reviewing the Job Inventory Forms will receive training in hazard recognition and procedures for conducting the Job Inventory and completing the "Job Inventory Form".