

## Section 26-3 – Job Hazard Analysis

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### Job Hazard Analysis

Potentially hazardous jobs or work practices must be identified during the completion of the Job Inventory and documented of the appropriate Personnel involved in the identified activity (workers, supervisors, managers, etc.) will be provided an opportunity to describe the process and detail any known or unknown concerns to ensure that all hazards have been identified and the necessary controls are established and implemented to prevent injury or illness.

### Preparation for the Job Hazard Analysis

- 1) In order to adequately prepare for a workplace JHA the following simple steps must be taken:
  - a) Review past JHA's (if available); first aid logbooks, and Incident Report Forms/ Workplace Inspections/ MOL Orders or Inspection Narratives.
  - b) Determine the jobs to be audited from the Job Inventory (start with high-risk jobs first).
  - c) Use the JHA Form **(26-3-1 - Form)** to conduct the analysis.
  - d) Effected Project Managers, and the Health and Safety Coordinator will participate in the development of the JHA when required.
  
- 2) Job Hazard Analysis will be broken down into the following categories:
  - Step 1: Breakdown the job or task into logical, sequential steps.
  - Step 2: Identify hazards and potential accidents associated with each job step.
  - Step 3: determine preventive measures to overcome the hazards and prevent potential accidents.

### The Job Hazard Analysis and Report

- 1) Those conducting JHA's will identify potential hazardous situations/ conditions as well as good control strategies and note the observed conditions on the JHA Form **(26-3-1 Form)**.  
  
→ **Identifying potential hazards:** to help identify potential hazards, the person conducting the JHA will need to consider the following (this list is not all-inclusive):
  - Can any body part get caught in or between objects?
  - Do tools, machines, or equipments present any hazards?

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- Can the worker make harmful contact with objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapours in the air?

→ **Determining Hazard Controls** (*in order of preference*):

- Eliminate the Hazard:** the most effective measure is elimination. These techniques should be used to eliminate the hazards:
  - Choose a different process
  - Modify and existing process
  - Substitute with a less hazardous substance
  - Improve environment (ventilation)
  - Modify or change equipment or tools
- Contain the Hazard:** if the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.
- Revise Work Procedures:** this would include modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).
- Reduce the Exposure:** these measures are the least effective and should only be used if no other solutions are possible.
  - One way of minimizing exposure is to reduce the number of times the hazard is encountered. For instance, modifying machinery so that less maintenance is necessary.
  - Another way of minimizing exposure is through the use of Personal Protective Equipment.
  - In addition, to reduce the severity of an accident, emergency facilities, such as an eyewash station, may need to be provided.

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- 2) Inherently hazardous situations will warrant immediate control strategies be implemented. All hazards will be noted on the JHA Form along with any corrective actions taken at the time of the JHA.
- 3) Once the JHA is complete, the Health and Safety Coordinator will review the form to ensure that they are complete and offer suggestions into the development of specific Safe Work Procedures to ensure that the necessary controls are established and implemented to prevent injury or illness

### **Distribution**

- 1) Upon completion of the JHA, the person(s) who conducted the analysis will complete and sign the JHA Form and distribute copies to the applicable Manager and/ or Supervisors, as well as the Health and Safety Coordinator
- 2) A copy of each completed JHA Form will be filed with the Job Inventory and Safe Work Procedures in the Health and Safety Files.

### **Training**

- 1) Job Hazard Analyses will be performed by trained auditors and reviewed by the Health and Safety Coordinator. All persons performing and reviewing these JHA's will receive training in hazard recognition and procedures for conducting JHA's and completing