

# Completing a Job Hazard Assessment and Connecting Safe Work Procedure

Employees must be aware of any hazards associated with their job. It is a legal requirement.

**A Job Hazard Analysis** (JHA) is a great way of finding existing or potential hazards related to specific tasks or jobs. Each job/ task is broken down into steps, and the possible hazards for each step are found.

From the JHA, you can develop many of the tools you will need to maintain a safe workplace, such as:

- Training
- Informing employees on hazards associated with their job, which is a legal requirement according to the Act.
- Developing safe work procedures
- Getting employees input (collaboration)
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## A JHA involves five steps:

1. **Step One:** Select the job to be analyzed
2. **Step Two:** Breakdown the steps involved in that task.
3. **Step Three:** Identify hazards at each step.
4. **Step Four:** Determine preventive measures to control the hazards.
5. **Step Five:** Write a safe work procedure to identify and control the potential hazards.

## Step 1: Select the task to be analyzed.

Start by selecting the most hazardous jobs first.

**Note:** It is important to observe the task/job being performed and **carefully** determine the steps being completed so you do not miss anything.

## Step 2: Identify the steps involved in the task:

At the second stage, you must break down the task into a sequence of steps. Generally, a task can be broken down into 10 steps or less. If there are more than 10 steps, consider dividing the task into two parts.

It is important to keep the steps in their correct order, missing a step could lead to missing a potential hazard.

The task we will break down is familiar, handling a flat tire on a car. At this step we will look at the order in which the task is done.

Task steps are recorded in the left-hand column.

<b>TASK ANALYSIS WORKSHEET</b>		
<b>Basic Task Steps (in order)</b>	<b>Potential Significant Hazards</b>	<b>Hazard Control Methods</b>
Park vehicle		
Remove spare and tool kit		
Pry off hub cap and loosen lug bolts (nuts)		
Etc.		

Step 3: Identify potential hazards at each step:

Next, we will look at what could possibly go wrong at each step.

Ask questions like:

- Can I be struck by or against anything?
- Is there a risk of exposure to extreme heat or cold?
- Can weather conditions affect safety?
- Is there a potential for slips, trips, or falls?
- Can I strain or sprain my back or other muscle from lifting, pushing, or pulling?
- *Does the task expose employees to excessive noise or vibration?*
- *Is there potential for exposure to toxic/hazardous substances, or electrical hazards?*
- *Are there any pinch points or potential for body parts to be caught between moving machinery or objects?*
- *Does the equipment in use present any potential hazards?*
- *Is there a danger from falling objects?*
- *Is lighting a problem?*

List potential hazards in the middle column of the worksheet, next to the task step.

<b>TASK ANALYSIS WORKSHEET</b>		
<b>Basic Task Steps (in order)</b>	<b>Potential Significant Hazards</b>	<b>Hazard Control Methods</b>
Park vehicle	a) Vehicle too close to passing traffic b) Vehicle on uneven, soft ground c) Vehicle may roll	

Remove spare and toolkit	a) Strain from lifting spare	
Pry off hub cap and loosen lug bolts (nuts)	a) Hub cap may pop off and hit you b) Lug wrench may slip	
Etc.		

#### Step 4: Determine how to control the hazards

Now that we have identified the hazards at each step. We will now come up with hazard control methods to eliminate or control hazards.

Think back to the hierarchy of hazard controls; the first line of defense is to always eliminate the hazards; if that does not work, then you want to move down the list.

Determine which hazard control methods you will use and list them in the right-hand column of the worksheet, directly across from the hazards in which they need to control. Be specific when listing your control methods, do not use phrases like "be careful."

TASK ANALYSIS WORKSHEET		
Basic Task Steps (in order)	Potential Significant Hazards	Hazard Control Methods
Park vehicle	a) Vehicle too close to passing traffic b) Vehicle on uneven, soft ground c) Vehicle may roll	a) Drive to area well clear of traffic. Turn on emergency flashers b) Choose a firm, level area c) Apply parking brake; leave transmission in gear or in PARK; place blocks in front and back of wheel diagonally opposite the flat
Remove spare and tool kit	a) Strain from lifting spare	a) Turn spare into upright position in wheel well. Using your legs and standing as close as possible, lift spare out of truck and roll to flat tire
Pry off hub cap and loosen lug bolts (nuts)	a) Hub cap may pop off and hit you b) Lug wrench may slip	a) Pry off hub cap using steady pressure b) Use proper lug wrench; apply steady pressure slowly
Etc.		

### Step 5: Write a safe work procedure (SWP)

Now that you have completed a JHA, it is time to create a SWP for your employees to be trained on to ensure they have all the information needed to work safely.

To write a safe work procedure use all of the information you gathered from your JHA. To write a step-by-step guide on how to perform the task/job safely.

Involve your employees in the process of controlling hazards, they complete the jobs/ tasks each day and they know them the best. This will also increase the chance that they will follow the SWP, it gives them a sense of control, also they will look out for fellow employees to ensure they are completing the task properly, lastly it will show employees that you value their opinion, and they will feel respected.

### In regard to SWP's remember to:

- Keep the SWP relevant to your workplace.
- Use simplistic language and make sure it is easy to understand.
- Ensure that SWP's follows all safety law.
- Review all SWP's at least annually.
- Supervisors must clearly understand the SWP's that apply to them and the employees they lead.
- Update SWP training when there are any changes to the job/task.
- Supervisors must enforce the SWP's.
- If necessary, discipline action must be used if SWP's are not followed.

Monitoring/follow up for effectiveness: The purpose of a review is to ensure that the Hazard Identification and Control process stays relevant and up to date. Effectiveness ensures that the workplace stays as safe as possible. Having an effective Hazard Identification and Control process ensures all employees at your company are protected. Hazards identified in this process should be reviewed at least annually to ensure nothing has changed and that controls are still effective.

### Blank Safe Work Procedure Form

**Must be reviewed signed and dated by Manager. The JOSH committee or Safety Representative and applicable employees shall review and make necessary changes before the SWP is used to train employees.**

<b>Department / Area:</b>	<b>Approved By:</b>	<b>Date Created:</b>	<b>Review / Revised date:</b>
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<b>Potential Hazards:</b>	<b>Possible Injuries:</b>
	<b>Training:</b>

Personal Protective Equipment/ Devices Required/ Other Safety Considerations
Steps to complete the task safely:

### Sample SWP's

Note that the provided Safe Work Procedures are intended to be used as a guide and it's important that each company or individual completes their own Job Hazard Assessment and Safe Work Procedure as each company poses its own specific hazards that need to be identified and mitigated. Fish Safe NS assumes no responsibility for any incidents/injuries that may have occurred after our SWP's were used or implemented.