Job Hazard Analysis & Safe Work Procedures Workshop
Workplace Safety and Health Act

Further duties of employers 4(2)(b)

“provide to all his workers such information, instruction, training, supervision and facilities to ensure, so far as reasonably practicable, the safety and health and welfare of his workers;”
Workplace Safety and Health Act

Content of Program 7.4(5)

“A workplace safety and health must include… a plan for training workers and supervisors in safe work practices and procedures;
Workplace Safety and Health Regulations 2.1

• Eliminate the risk, then control remaining risk (by design of workplace, design of the work process, engineering controls),

• Then implement safe work procedures to control remaining risk (ALARP)

• After that, then Personal Protective Equipment.
Difference between JHA & SWP

• A Job Hazard Analysis (JHA) is an assessment tool.

• To collect information,

• Slow down and take a critical look,

• Different ‘eyes’,
Difference…

• A Safe Work Procedure a step by step written instruction on how the employer wants the task performed,

• Used for training (with trainer and self-learning after), corrective action, enforcement, …
Before you start…

For a successful job observation:

• Select workers willing to share knowledge and experience
• Explain what is being done and why (work evaluation not worker evaluation)
• Observe task – record the “as is” steps
• Review with workers for accuracy
• Contact other relevant people or groups for information, i.e., maintenance, association groups etc…
Basic Steps

1. Determine the tasks needing a SWP,

2. For each task,
   - break it down into basic steps,
   - For each step, list all of the hazards,
   - For each hazard, list all the control measures,

3. Rewrite this information into an easy to understand format – the SWP
Occupation vs. Job

- a job or a task in this context does not include a job such as a carpenter,

- a carpenter is an occupation, a job or task for a carpenter could include cutting a board to the correct size.
Process

• 3 step process to a thorough analysis of a job:

1. Develop a Critical Job Inventory
2. Conduct a Job Hazard Analysis
3. Develop Safe Work Procedures
Analyzing job tasks
Information collection

• Worker interviews,
• Observations
• Photographs and videos
JHA Steps

3 steps to Conducting the JHA

1. Breaking the job into steps
2. Identifying hazards in each step
3. Developing controls for all hazards identified
Step 1 – Breaking the job into steps

- The steps must include every key step,
- Keep it brief – a few words only,
- Do NOT add safety measures or overthink it,
- Limit the number of steps…if there are more 15, you may need to split the job down further.
Step 2 - Identify hazards for each step

• Safety hazards
• Health hazards
  • Chemical
  • Biological
  • Physical Agent
  • Risks for Musculoskeletal Injury (MSI)
  • Psycho-Social
Things to Consider…

• Task
• Material/Equipment
• Worker
• Management
• Environment
### Examples of hazards and effects

<table>
<thead>
<tr>
<th>Workplace hazard</th>
<th>Example of hazard</th>
<th>Example of harm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thing</td>
<td>Knife</td>
<td>Laceration</td>
</tr>
<tr>
<td>Substance</td>
<td>Benzene</td>
<td>Leukemia</td>
</tr>
<tr>
<td>Material</td>
<td>Asbestos</td>
<td>Mesothelioma</td>
</tr>
<tr>
<td>Source of energy</td>
<td>Electricity</td>
<td>Shock, electrocution</td>
</tr>
<tr>
<td>Condition</td>
<td>Wet floor</td>
<td>Slips, falls</td>
</tr>
<tr>
<td>Process</td>
<td>Welding</td>
<td>Metal fume fever</td>
</tr>
<tr>
<td>Practice</td>
<td>Hard rock mining</td>
<td>Silicosis</td>
</tr>
</tbody>
</table>
Step 3 - Consider control measures

- For each hazard identified, state all possible control measures,
- They may repeat,
- May have available now, or may need to develop or add,
Class group work - Changing a flat tire

• The task
• The steps?
• The hazards?
• The control measures?
Small work groups, in 3’s

• Select a task that you are familiar with (5 min)
• First: state the basic steps of the task (10 min)
• Second: list the hazards for each step (10 min)
• Third: list control measures for each hazard (10 min)
• Save it for later…
Safe Work Procedures
http://safemanitoba.com/safe-work-procedure-templates-maintenancegeneral
Safe Work Procedures

Develop from the Job Hazard Analysis:

• Summarize information from the JHA,
• Use positive language - no: ‘do not’ or ‘if’
• Start with a action – verb
• Briefly, what do you want them to do?
Safe Work Procedures

- Use photos
- Diagrams
- Video?
- After all, the SWP is a communication tool.
Safe Work Procedures - other

• Identify the specific job
• Identify who wrote or approved the SWP
• When was this originally written and has it been revised?
SWP - Continued

- Specific hazards you may encounter
- PPE or other protective devices required
- Special equipment or controls required
- The steps to follow in an emergency or equipment failure
- Reference to operator’s manuals, guidance documents, legislation, or standards that are applicable
Using Your SWP

• Putting safe work procedures to work
  • Employee orientation
  • Task instruction
  • Planned task observation
  • Personal Contacts and Coaching
  • Safety talks
  • Incident investigations
  • Skill training
Follow Up

• You need to review your JHA’s and SWP:
  • Proactively
    • Stipulated periods of time (Safety and Health Program is evaluated every three years)
    • Is information current?
  • Reactively
    • If there is an incident
SAFE – Putting It Into Perspective

Spot the Hazard:

Assess the Risk:

Find a Safer Way:

Everyday: