
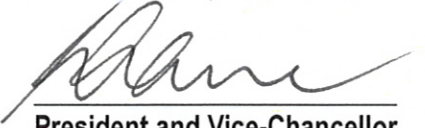


Complete Program Title: Job Hazard Analysis Program	Risk Management Manual (RMM) Number: 324
Approved by:  Vice-President, Administration  President and Vice-Chancellor	Date of Most Recent Approval: September 2013
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Responsible Executive: Vice-President, Administration	Enquiries: Environmental and Occupational Health Support Services (EOHSS) eohtss@mcmaster.ca
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1 PURPOSE

- 1.1 To review worker tasks and work environment in order to identify associated hazards.
- 1.2 To eliminate or control identified hazards.

2 SCOPE

- 2.1 All faculty, staff, visitors and volunteers involved in activities at any location approved by McMaster University.

3 Related Documents

- 3.1 Occupational Health and Safety Act and Regulations (OHSA) R.S.O. 1990.
- 3.2 McMaster University Risk Management Manual #100 Workplace Environmental Health and Safety Policy
- 3.3 McMaster University Risk Management Manual #101 Risk Management System
- 3.4 McMaster University Risk Management Manual #300 Safety Orientation and Training Program
- 3.5 McMaster University Risk Management Manual #322 Health and Safety Training Needs Program

- 3.6 McMaster University Risk Management Manual #323 Health and Safety Goals and Objectives Program

4 DEFINITIONS

- 4.1 **Common Hazards** – Hazards that are common to different activities/jobs/occupations.
- 4.2 **Critical Injury** – Critical injury is defined as “An injury of a serious nature which: places life in jeopardy, produces unconsciousness, substantial loss of blood, fracture of leg or arm (not a finger or toe), amputation of leg, arm, hand or foot (not finger or toe), burns to a major portion of the body, and the loss of sight in an eye”
- 4.3 **Due diligence** – a general duty to take every precaution reasonable in the circumstances to protect health and safety; a defense if charged with a breach of legal duty.
- 4.4 **Internal responsibility system** – the system of identification, analysis and resolution of occupational health and safety issues that is shared by all parties in the workplace.
- 4.5 **Job Hazard Analysis** – a method to evaluate common hazards in the work environment. The main activities involved with each job title are listed and a sequence of task is developed along with their associated hazard and control.
- 4.6 **Lost Time Injury** – A workplace injury that results in time away from work for more than the injury date.
- 4.7 **Major Hazard** – Any activity, biological, physical or chemical hazard that has the potential to cause death, critical injury or lost time.
- 4.8 **Minor Hazard** – Any activity, biological, physical or chemical hazard that has the potential to cause injury requiring first aid or no treatment injuries.
- 4.9 **Moderate Hazard** – Any activity, biological, physical or chemical hazard that has potential to cause injury requiring medical services but not so great as to cause a lost time injury.
- 4.10 **Risk Analysis** – The determination of the degree of a hazard (minor, moderate or major) for any activity, biological, chemical, or physical hazard, before controls are put into place.
- 4.11 **Supervisor** – person who has charge of a workplace or authority over a worker.
- 4.12 **Worker** – a worker is a person who has entered into or is employed under a contract of service or apprenticeship, written or oral, expressed or implied, manual labour or otherwise.
- 4.13 **Workplace** – any land, premises, location or thing at, upon, in or near which a worker works.
- 4.14 **Acronyms:**
- **CJHSC** – Central Joint Health and Safety Committee
 - **EHS** – Employee Health Services

- **EOHSS** – Environmental and Occupational Health Support Services
- **FHSc safety office** – Faculty of Health Sciences Safety Office
- **IRS** – Internal Responsibility System
- **JHA** – Job Hazard Analysis
- **OHSA** – Occupational Health and Safety Act
- **RMM** – Risk Management Manual
- **RMSG** – Risk Management Support Group
- **SOP** – Standard Operating Procedure

5 RESPONSIBILITIES

5.1 Role of Senior Management: (Vice President Administration)

Senior Management shall:

- Based on health and safety reports provided by EOHSS and injury/incident statistics provided by EHS, determine health and safety training needs and establish yearly training objectives;
- Assign the office of EOHSS and FHSc safety office to coordinate health and safety programs as required;
- Provide the support and resources necessary to support the IRS and all relevant statutes required to implement and maintain health and safety training programs and;
- Ensure all supervisors review and evaluate the job task analysis forms as supplied by EOHSS and compile those pertaining to their main activities as well as the main activities of their direct reports. (Appendix A).

5.2 Role of Supervisors (Academic and Administrative):

Supervisors shall:

- Review the JHA forms available from EOHSS and select the task sheet that relates to their employees main activities;
- If there are any task sheets that are not available for an identified activity, complete the JHA form;
- Identify each of the JHA forms with a loss potential rating as minor hazard, moderate hazard or major hazard. This relates to the hazard before controls are put into place;
- Develop a SOP and review with the worker if the JHA has been identified as a major hazard;
- Review all JHA forms with the worker before they perform the task;

- Ensure all workers have completed their required health and safety training, before working with the hazard, as identified on the JHA form and as per the training matrices located in the RMM #300 Safety Orientation and Training Program;
- Ensure that where required the JHA–task specific forms have been updated if any process changes occur or any new equipment is used;
- Provide site specific health and safety training that may include safe use of chemicals, department specific processes/procedures, or use of specialized equipment to their workers;
- Retain a record of all health and safety training for workers under their supervision to include orientation, specific training and training provided by EOHSS and the FHSc safety office as per the RMM #300 Safety Orientation and Training Program;
- Retain a record of the JHA tasks for each worker in their employee file; and
- Provide a copy of the JHA tasks sheets associated with each of your employees to EOHSS.

5.3 **Role of Workers:**

Workers shall:

- review the JHA task forms with their supervisor to ensure their main activities have been identified;
- attend the required training as identified on the task forms with the frequency identified in the McMaster University training matrix RMM #300 appendix;
- be knowledgeable of their responsibilities as prescribed under the OHSA;
- observe relevant sections of the regulations that apply in their workplace; and
- follow McMaster University health and safety policy, programs and procedures that are relevant to their work environment.

5.4 **Role of Central Joint Health and Safety Committee:**

The CJHSC shall:

- review and make comment on the Job Hazard Analysis Program and task form to ensure it meets the needs of the workers to identify the main activities of their position.

5.5 **Role of Environmental and Occupational Health Support Services:**

EOHSS shall:

- provide the necessary training in order to comply with the needs of the McMaster community as listed in the McMaster University training matrix RMM #300 appendix.
- maintain the job hazard analysis task lists and the database associating members of the McMaster community with their main activities.

5.6 **Role of Faculty of Health Sciences Safety Office:**

The FHSc safety office shall:

- provide the necessary training in order to comply with the needs of the McMaster community as listed in the McMaster University training matrix RMM #300 appendix.

5.7 **Role of Risk Management Support Group (RMSG):**

The RMSG shall:

- review the job hazard analysis task form on a regular basis along with the comments received from the CJHSC to meet the needs of the workers to identify the main activities of their position;
- provide the support required to assist supervisor and workers in completing the required review of main activities for each job title.

6 RECORDS

- 6.1 Copies of all records related to the job hazard analysis for each worker will be retained by EOHSS.
- 6.2 Each supervisor will also retain records for each of their workers and edit as required for changing tasks. Any changes must be reviewed with the worker.

