


# Instructions

## *Steps to develop and implement a Job Hazard Analysis (JHA)*


### **DEVELOPMENT**

**STEP 1** – The Senior Local Employer Representative (SLER) receives from National Senior Employer Representative (NSER) a fillable generic JHA specific to a job as per below. The SLER selects a manager who is familiar with the job as well as the workplace at the local Base/Wing/Unit.

		
<b>JOB HAZARD ANALYSIS – PSP</b>		
<b>Instructions are located on page 2 of this document.</b>		
<b>JOB*:</b> Lifeguard/Swim Instructor	<b>Name of Building / Outdoor facility</b>	
<b>Base/Wing/Unit:</b> <a href="#">Select a Base/Wing/Unit</a>	<b>where the job is performed:</b> _____	
<b>Initial analysis completed by:</b> Caroline Gauthier, Ed Gagnon, Karen A. Donovan		<b>Date</b>
<b>Completed locally by:</b> _____		01/27/2017
<b>Reviewed and recommended for approval</b>		<a href="#">Select a date</a>
<b>by LOHSR/LOHSC employee member:</b> _____		____/____/____
<b>Approved by SLER:</b> _____		____/____/____
<b>DISTRIBUTION – Electronic copy approved by the SLER, but not signed by employee:</b> SLER, LOHSC/LOHSR, Manager/Supervisor who supervises the job, <a href="mailto:OHS@CFMWS.com">OHS@CFMWS.com</a>		
I acknowledge that I have reviewed this document and I am committed to discuss safety concerns with my manager when they may arise in order to prevent occupational injuries and illnesses to myself or any other person in the workplace.		
_____ Employee Name	_____ Signature	_____ Date
_____ Manager/Supervisor Name	_____ Signature	_____ Date
<b>DISTRIBUTION – Signed copy by Employee and Manager:</b> Employee (Original), Local HR Office (Copy of page 1 only)		
<b>HR Office Use</b>		
• Record in Accero, the date the employee signed the JHA		Date entered in Accero "Date Screen": _____

**STEP 2** – The manager selected by the SLER completes the following fields of the JHA electronically and returns to SLER when completed:

- Base/Wing/Unit
- Name of Building/Outdoor facility where the job is performed
- Completed locally by and date
- Control measures recommended
- Additional control measures in place
- Hazardous substances
- Safety equipment



**JOB HAZARD ANALYSIS – PSP**

Instructions are located on page 2 of this document.

**JOB:** Lifeguard/Swim Instructor  
**Base/Wing/Unit:** Select a Base/Wing/Unit

**Name of Building / Outdoor facility where the job is performed:** [Redacted]

**Name(s):** Caroline Gauthier, Ed Gagnon, Karen A. Donovan  
**Date:** 01/27/2017  
 Completed locally by: [Redacted]  
 Reviewed and recommended for approval by LOHSR/LOHSC employee member: [Redacted]  
 Approved by SLER: [Redacted]

**DISTRIBUTION** – Electronic copy approved by the SLER, but not signed by employee: SLER, LOHSC/LOHSR, Manager/Supervisor who supervises the job, [OHS@CFMWS.com](mailto:OHS@CFMWS.com)

I acknowledge that I have reviewed this document and I am committed to discuss safety concerns with my manager when they may arise in order to prevent occupational injuries and illnesses to myself or any other person in the workplace.

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_


Activity	Hazard	Risk/Injury	Control Measures Recommended <small>Select Yes if in place. No if not in place or N/A if it doesn't apply</small>			Additional Control Measures in place <small>List below</small>
			Y	N	N/A	
Lifeguard or instructional duties	Water	Drowning / Death	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRAINING Current Lifeguard Certification Current Instructor Certification (e.g. WSI, LSI) Skills practiced and assessed regularly during in-service trainings DEVICES Emergency Button Phone in pool area Floatation rescue devices WORK PRACTICE A Designated Operator (DO) is available by voice or pre-arranged alarm system OTHER PSP Policy Manual PART 8
Lifeguard or instructional duties	Water temperature along with air temperature, humidity, and velocity	Hypothermia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OTHER Limit the amount of time in the water / out of the water Allow breaks to warm up
Lifeguard or instructional duties	Person requiring being rescued (could be a weak swimmer)	Bruises, muscle tear, strain, sprain, dislocation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRAINING Current Lifeguard Certification (e.g. WSI, LSI)

Hazardous Substances <small>Check the box if the substance is present or stored in or near the workplace</small>	Hazard	Risk/Injury	Control Measures Recommended <small>Select Yes if in place. No if not in place or N/A if it doesn't apply</small>			Additional Control Measures in place <small>List below</small>
			Y	N	N/A	
<input checked="" type="checkbox"/> ASBESTOS - Potential release of airborne asbestos fibers when renovation or demolition activities are occurring if control measures are not in place	EXPOSURE: airborne asbestos fibers when building is being renovated or demolished	EXPOSURE: Asbestosis, pleura, lung cancer, mesothelioma, death	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TRAINING On the job - Awareness of the building asbestos management plan WORK PRACTICE Follow directive when building is being renovated Do not perform or direct renovation without inquiring about the building asbestos management plan OTHER Guidelines - Asbestos
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Safety Equipment**

	Physical Location of the item
First Aid Kit	[Redacted]
Automated External Defibrillator (AED)	[Redacted]
Safety Data Sheets Binder (SDS or MSDS)	[Redacted]
Eyewash Station	[Redacted]
Spill Kit (use only if you are trained)	[Redacted]

**STEP 3** – The SLER reviews the JHA with the Local OHS Committee / Local OHS Representative (LOHSC/LOHSR) to ensure it is complete and discusses any concerns. When agreed upon, one LOHSC member representing the employees or the LOHSR add his/her name and date to the line “reviewed and recommended for approval by LOHSC/LOHSR employee member”. Then, the SLER add his/her name and date to the line “Approved by SLER”.



**JOB HAZARD ANALYSIS – PSP**

Instructions are located on page 2 of this document.

**JOB\*:** Lifeguard/Swim Instructor      **Name of Building / Outdoor facility where the job is performed:** Stadacona Fitness and Sports Complex  
**Base/Wing/Unit:** Halifax

<b>Initial analysis completed by:</b> Caroline Gauthier, Ed Gagnon, Karen A. Donovan	<b>Date</b>
<b>Completed locally by:</b> <u>John Smith</u>	01/27/2017
<b>Reviewed and recommended for approval by LOHSR/LOHSC employee member:</b> _____	04/10/2017
<b>Approved by SLER:</b> _____	____/____/____

DISTRIBUTION – Electronic copy approved by the SLER, but not signed by employee: SLER, LOHSC/LOHSR, Manager/Supervisor who supervises the job, [OHS@CFMWS.com](mailto:OHS@CFMWS.com)

I acknowledge that I have reviewed this document and I am committed to discuss safety concerns with my manager when they may arise in order to prevent occupational injuries and illnesses to myself or any other person in the workplace.

_____ Employee Name	_____ Signature	_____ Date
_____ Manager/Supervisor Name	_____ Signature	_____ Date

DISTRIBUTION – Signed copy by Employee and Manager: Employee (Original), Local HR Office (Copy of page 1 only)

**HR Office Use**

- Record in Accero, the date the employee signed the JHA      Date entered in Accero "Date Screen": \_\_\_\_\_

**STEP 4** – The SLER distributes an electronic copy to :


1. LOHSC/LOHSR;
2. Manager/Supervisor who supervises the job; and
3. [OHS@CFMWS.com](mailto:OHS@CFMWS.com) .

## IMPLEMENTATION

**STEP 5** – The Manager/Supervisor who supervises the job goes over the approved JHA with the employees performing the job. They both sign and date a hard copy of the document. The Manager/Supervisor sends a copy of the first page to Local HR office and provides the employee with the original.

### NOTES:

- (1) Step 5 must be performed when a new approved JHA is available, during the employee orientation, and each time the approved JHA is updated.
- (2) The approved JHA is reviewed at least every 3 years, or when a new process, task, equipment is introduced in the workplace.

		<b>JOB HAZARD ANALYSIS – PSP</b>	
<small>Instructions are located on page 2 of this document.</small>			
<b>JOB:</b>	Lifeguard/Swim Instructor	<b>Name of Building / Outdoor facility where the job is performed:</b>	<u>Stadacona Fitness and Sports Complex</u>
<b>Base/Wing/Unit:</b>	Halifax		
<b>Initial analysis completed by:</b>	<u>Caroline Gauthier, Ed Gagnon, Karen A. Donovan</u>	<b>Name(s)</b>	<b>Date</b>
<b>Completed locally by:</b>	<u>John Smith</u>		<u>01/27/2017</u>
<b>Reviewed and recommended for approval by LOHSR/LOHSC employee member:</b>	<u>Jos Tremblay</u>		<u>04/10/2017</u>
<b>Approved by SLER:</b>	<u>Anne Trend</u>		<u>04 / 12 / 2017</u>
			<u>04 / 13 / 2017</u>
<b>DISTRIBUTION – Electronic copy approved by the SLER, but not signed by employee:</b> SLER, LOHSC/LOHSR, Manager/Supervisor who supervises the job, <a href="mailto:OHS@CFMWS.com">OHS@CFMWS.com</a>			
I acknowledge that I have reviewed this document and I am committed to discuss safety concerns with my manager when they may arise in order to prevent occupational injuries and illnesses to myself or any other person in the workplace.			
<u>Bruce Right</u> Employee Name	<u>Bruce Right</u> Signature	<u>2017-05-01</u> Date	
<u>Carolina Joly</u> Manager/Supervisor Name	<u>Carolina Joly</u> Signature	<u>2017-05-01</u> Date	
<b>DISTRIBUTION – Signed copy by Employee and Manager:</b> Employee (Original), Local HR Office (Copy of page 1 only)			
<b>HR Office Use</b>			
• Record in Accero, the date the employee signed the JHA		Date entered in Accero "Date Screen": _____	
• File in the employee's personnel file a hard copy of page 1		Date filed in personnel file: _____	

## CONTINUOUS IMPROVEMENT

**STEP 6** – NPF National Environment, Health and Safety Manager prompts a review of the generic JHA every three years.