 **JOB HAZARD ANALYSIS – PSP**

 Instructions are located on page 2 of this document.

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| **JOB\*:** | Lifeguard/Swim Instructor | **Name of Building / Outdoor facility where the job is performed:**  |       |  |
| **Base/Wing/Unit:** | Select a Base/Wing/Unit |  |
|  |  |  |  |  |  |
|  | **Name(s)** |  | **Date** |  |
| **Initial analysis completed by:** | Caroline Gauthier, Ed Gagnon, Karen A. Donovan |  | 2017/01/27 |  |
| **Completed locally by:**  |       |  | Select a date |  |
| **Reviewed and recommended for approval** |  |  | YYYY / MM / dd |  |
| **by LOHSR/LOHSC employee member:** |       |  |      /    /     |  |
| **Approved by SLER:** |       |  |      /    /    |  |

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

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| --- |
| 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 |

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

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| **HR Office Use*** 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:
 |

**References:**

* NPF OHS Policy (HRPOL13): 13.8 Employees’ Right to know, 13.21 OHS Prevention Program
* Canada Labour Code Part II, 124 and 125 Duties of Employers
* Occupational Health and Safety Regulations, Part XIX – Hazard Prevention Program
* Occupational Health and Safety Hazard and Risk Assessment performed by Resource Environmental Associates Limited

**Overview**

A JHA is a process that:

* offers a step-by step approach to recognize, assess and control hazards, and monitor the ongoing effectiveness of controls
* systematically evaluates certain jobs, tasks or processes
* helps to eliminate or reduce risks or hazards in order to protect workers from injury or illness

**Definitions**

**Hazard**: Hazard means any practice, behaviour, substance, condition, or combination of these that can cause injury or illness to people, or damage to property.

**LOHSC/LOHSR**: Local Occupational Health and Safety Committee / Local Occupational Health and Safety Representative

**NSER**: National Senior Employer Representative

**SLER**: Senior Local Employer Representative

**Workplace** means any place where an employee is engaged in work for the employer. This includes the physical work location and the greater work environment, where work-related functions and other activities take place and work relationships exist such as when employees are on travel duty, attend conferences or any employer’s sponsored activities or events.

**Instructions**

STEP 1 – The SLER receives from NSER a fillable generic JHA specific to a job. The SLER selects a manager who knows the job and the workplace at the local Base/Wing/Unit.

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
* Controle measures recommended
* Additionnal control measures in place
* Hazardous substances
* Safety equipment.

STEP 3 – The SLER reviews the JHA with the LOHSC/LOHSR to ensure it is complete and discuss 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”.

STEP 4 – The SLER distributes an electronic copy to 1. LOHSC/LOHSR; 2. Manager/Supervisor who supervises the job; and 3. OHS@CFMWS.com .

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 document.

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.

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

| **Activity** | **Hazard** | **Risk/Injury** | **Control Measures Recommended**Select **Yes** if in place; **No** if not in placeor **N/A** if it doesn’t apply | **Additional Control Measures in place** |
| --- | --- | --- | --- | --- |
|  |  |  | **Y** | **N** | **N/A** |  | List below |
| Lifeguard orinstructional duties | Water  | Drowning / Death | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Current Lifeguard CertificationCurrent Instructor Certification (e.g. WSI, LSI)Skills practiced and assessed regularly during in-service trainingsDEVICESEmergency ButtonPhone in pool areaFloatation rescue devicesWORK PRACTICEA Designated Operator (DO) is available by voice or pre-arranged alarm systemOTHERPSP Policy Manual PART 8 |       |
| Lifeguard orinstructional duties | Water temperature along with air temperature, humidity, and velocity  | Hypothermia | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | OTHERLimit the amount of time in the water / out of the waterAllow breaks to warm up |       |
| Lifeguard orinstructional duties | Person requiring being rescued (could be a much larger person, could fight back out of fear causing injury to lifeguard) | Bruises, muscle tear, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Current Lifeguard CertificationCurrent Instructor Certification (e.g. WSI, LSI)Skills practiced and assessed regularly during in-service trainingsDEVICESEmergency ButtonPhone in pool areaFloatation rescue devicesWORK PRACTICEA Designated Operator (DO) is available by voice or pre-arranged alarm system |       |
| Lifeguard orinstructional duties | Falls due to wet / slippery pool deck surface | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, muscle tear, strain, sprain, dislocation  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | WORK PRACTICE Walk on pool deck during non-emergenciesSweep/Mop puddlesAppropriate footwearOTHERWarning cones |       |
| Lifeguard orinstructional duties | Contact with contaminated person or surfaces (e.g. pool deck, change room, shower) | Infection (e.g. Athletes foot fungus) | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | WORK PRACTICE Regular floor cleaningAppropriate footwear |       |
| Getting off and on high guard chairs or climbing stairs to waterslide/water attractions | Falling, slipping, tripping | Bruises, muscle tear, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Current Lifeguard CertificationOrientations conductedDEVICESEmergency ButtonPhone in pool areaAppropriate footwear WORK PRACTICESkills practiced and assessed regularlyA Designated Operator (DO) is available by voice or pre-arranged alarm system |       |
| Lifeguard orinstructional duties - Outdoor | UV radiation | Sunburns, skin cancer | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | DEVICE Umbrella/Shaded areaOTHERProtective clothing (Hats, T-shirt/Tanks)Sunscreen |       |
| Lifeguard orinstructional duties - Outdoor | Adverse weather conditions – heat | Heat rash, heat cramps, heat exhaustion, heat stroke | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | DEVICE Umbrella/Shaded areaOTHERDrinking water provided to lifeguardsProtective clothing (Hats, T-shirt/Tanks)Guidelines - Heat stressWORK PRACTICESupervisor conducts frequent roundsEnsure frequent rotations are implementedEncourage staff to cool off in water during off rotations.  |       |
| Lifeguard orinstructional duties - Outdoor | Adverse weather conditions – lightning | Burns, death | [ ]  | [ ]  | [ ]  | OTHERGuidelines – Lightning Safety |  |
| Lifeguard orinstructional duties - Outdoor | Adverse weather conditions – cold | Hypothermia | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | DEVICEAdd clothing that doesn’t compromise safetyOTHERMinimum temperature set for outdoor operations |       |
| Lifeguard orinstructional duties - Beach | Open water | Drowning / Death | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Current Lifeguard Waterfront CertificationCurrent Instructor Certification (e.g. WSI, LSI)Skills practiced and assessed regularly during in-service trainingsDEVICESRadio availableCell phone availableFloatation rescue devicesWORK PRACTICE Frequent patrols of the beachBreaks as needed during off rotationsA Designated Operator (DO) is available by voice or pre-arranged alarm systemOTHERPSP Policy Manual PART 8 |       |
| Lifeguard orinstructional duties – Beach | Walking on sharp object | Cuts, scrapes, punctures | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | OTHERAppropriate footwearWORK PRACTICEFrequent patrols or sweeps of beach to identify hazards for removal |       |
| Lifeguard orinstructional duties - Beach | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture bruises, cuts, scrapes, punctures, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | OTHERAppropriate footwearWORK PRACTICEFrequent patrols or sweeps of beach to identify hazards for removal |       |
| Instruct aquatic lessons/evaluations | Performingphysical activitywhile instructing | Bruises, muscle tear, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | TRAINING Current Instructor Certification (e.g. WSI, LSI) WORK PRACTICE Warm-up / cool down / stretching |       |
| Instruct aquatic lessons/evaluations | Struck accidentally by sports equipment while instructing | Bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation | [ ]  | [ ]  | [ ]  | WORK PRACTICE Maintain space between instructor, equip, clients |       |
| Instruct aquatic lessons/evaluations | Struck accidently, or hit by child in swimming lessons | Bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | TRAININGCurrent Instructor Certification (e.g. WSI, LSI) WORK PRACTICE Maintain space between instructor, equip, clients |       |
| Instruct aquatic lessons/evaluations | Bit, pinched or hit by a child on purpose (may be special needs) | Bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | TRAININGCurrent Instructor Certification (e.g. WSI, LSI) Adapted Aquatics trainingWORK PRACTICE Maintain space between instructor, equip, clientsCompile personal information at the time of registration and follow up with guardian before, during and after session. OTHERHIGH FIVE® |       |
| Provide first aid treatment | Exposure toblood and body fluids | Bloodborne pathogens – acute or chronic | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Current First aid and CPR cert.DEVICES Gloves Nitrile of different sizes to fit all team members First aid kitsPocket maskWORK PRACTICE Follow universal precautionsSkills practiced and assessed regularly at in-service trainings Sterilize area where injury/illnesses was treated |       |
| Putting in and pulling out lane ropes | Getting struck by the loose end if spun too quickly.  | Bruise, Cut, Head Injury | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | TRAININGOn the job trainingWORK PRACTICENever perform the task alone |       |
| Carry/Lift/Push/Pull items less than 20 lbs | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture bruises, cuts, scrapes, punctures, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | WORK PRACTICEProper housekeeping Ensure the path is clear |       |
| Carry/Lift/Push/Pull items less than 20 lbs | Awkward postures | Strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | OTHER Guideline - Manual materials handling (MMH)WORK PRACTICELIFTING ASSISTANCE Two person lifts when req. |       |
| Carry/Lift/Push/Pull items more than 20 lbs | Awkward postures | Strain, sprain, dislocation | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | TRAININGSafe method of manually lift or carry > 22lbs (10 kg)DEVICESCarts and dollies WORK PRACTICETwo person lifts when req. |       |
| Carry/Lift/Push/Pull items more than 20 lbs | Struck by dropped objects or items falling from material handling equipment | Bruises, cuts, scrapes, punctures broken bone / fracture | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | TRAININGSafe method of manually lift or carry > 22lbs (10 kg)DEVICES Safety footwear Carts and dollies |       |
| Stacking and removing equipment and supplies from storage room | Struck by falling equipment from rack or while lifting | Bruises, cuts, scrapes, punctures | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | DEVICESRacks for equipment Bins for small itemsWORK PRACTICEHeavy equipment not stored on racks |       |
| Stacking and removing equipment and supplies from storage room | Falls due to hazards on floors | Bruises, broken bone / fracture | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | TRAININGOn the job - HousekeepingOn the job - Proper storageDEVICES Racks for equipmentBins for small items  |       |
| Stacking and removing equipment and supplies from storage room | Moving equipment in storage Room  | Strain, sprain | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | WORK PRACTICEPlace frequently used items on arm level shelvingGet users to store equipment |       |
| General office and administrativeduties (Including computer work) | Sitting at desk performing computer work | Minor muscle aches | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | ENGINEERING CONTROLAdjustable chairAdjustable keyboard trayEXPOSURE REDUCTIONWorker has ability to schedule breaks as requiredOTHERA DND/CF Guide to Office ErgonomicsPoster - Stretching exercise |       |
| Test water quality  | Contact with chemicals  | Adverse skin reaction, contact with eyes | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | TRAININGCurrent Lifeguard CertificationWHMIS Orientations conductedWORK PRACTICESafety Data Sheet (SDS or MSDS)Workplace specific SOPs for chemical usagePersonal Protective Equipment (PPE) |       |
| Cleaning side of pool with brush | Contact with cleaning chemicals (typically baking soda) | Adverse skin reaction, contact with eyes | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | TRAININGWHMIS Orientations conductedWORK PRACTICESDS Workplace specific SOPs for chemical usagePPE  |       |
| Cleaning side of pool with brush | Repetitive motions, awkward postures  | Cumulative trauma disorder strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | TRAINING Orientations conductedWORK PRACTICERest breaks as needed |       |
| Cleaning stainless steel or disinfect toys after fouling or general cleaning.  | Contact with chemicals  | Adverse skin reaction, contact with eyes | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | TRAININGWHMIS Orientations conductedWORK PRACTICESDSWorkplace specific SOPs for chemical usagePPE |       |
| Interaction with the public | Stress/harassment from dealing public | Stress, psychological illness | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Online course - Prevention of Workplace Violence Course - Dealing with difficult customers WORK PRACTICETry to diffuse situationInvolve Deck Supervisor/Head Guard as neededRefer client to posted SOPsOTHERFrame Violence-Free Environment Prevention of Workplace Violence Policy[Harassment Prevention and Resolution Policy](https://www.cfmws.com/en/AboutUs/Library/PoliciesandRegulations/Corporate/Documents/HarassmentPrevention_andResolutionPolicy_Bil.pdf) HIGH FIVE® |       |
| Money handling | Violence while being robbed | Stress, psychological illness | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAINING Online course - Prevention of Workplace Violence On the job – Ensure personnel know to not attempt to resist robbery attemptsDEVICESOnsite safe usedOnsite security camerasWORK PRACTICE Count money behind a closed doorOnly small floats kept onsiteOTHERPresence of coworkers / patrons (deterrence)Guidelines - Handling moneyPrevention of Workplace Violence Policy |       |
| Indoor air quality | Pollutants (e.g. moulds, CO, VOCs) | Eye, nose, and throat irritation, cough, aggravation of asthma | [ ]  | [ ]  | [ ]  | Maintenance and inspection performed by building owner |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |

**Hazardous Substances**

| **Hazardous Substances**  | **Hazard** | **Risk/Injury** | **Control Measures Recommended**Select **Yes** if in place; **No** if not in placeor **N/A** if it doesn’t apply | **Additional Control Measures in place** |
| --- | --- | --- | --- | --- |
| Check the box if the substance is present or stored in or near the workplace. |  |  | **Y** | **N** | **N/A** |  | List below |
| [ ]  CHLORINE - Potential release of chemicals | CHEMICAL: TOXIC chlorine vapour | EXPOSURE: death, breathing difficulty, respiratory irritation, lung injury | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAININGOnline course – WHMISOn the job – WHMIS applied to the workplaceOn the job – Emergency evacuation drillDEVICES Emergency ButtonPhone in pool areaOTHEREmergency evacuation planSafety Data Sheet |       |
| [ ]  CHLORINE - Potential release of chemicals | CHEMICAL: CORROSIVE | EXPOSURE: Irritation, burns | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | TRAININGOnline course – WHMISOn the job – WHMIS applied to the workplaceOn the job – Emergency evacuation drillDEVICES Emergency ButtonPhone in pool areaOTHEREmergency evacuation planSafety Data Sheet |       |
| [ ]  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 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | TRAININGOn the job - Awareness of the building asbestos management planWORK PRACTICEFollow directive when building is being renovatedDo not perform or direct renovation without inquiring about the building asbestos management planOTHERGuidelines - Asbestos | If unknown, please leave this note: Pending national inventory of asbestos in DND buildings |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |

**Safety Equipment**

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