 **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**](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)

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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](mailto: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 or  instructional duties | Water | Drowning / Death |  |  |  | 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 |  |  |  | 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 much larger person, could fight back out of fear causing injury to lifeguard) | Bruises, muscle tear, strain, sprain, dislocation |  |  |  | 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 |  |
| Lifeguard or  instructional 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-emergencies  Sweep/Mop puddles  Appropriate footwear  OTHER  Warning cones |  |
| Lifeguard or  instructional duties | Contact with contaminated person or surfaces (e.g. pool deck, change room, shower) | Infection (e.g. Athletes foot fungus) |  |  |  | WORK PRACTICE  Regular floor cleaning  Appropriate 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 Certification  Orientations conducted  DEVICES Emergency Button  Phone in pool area  Appropriate footwear  WORK PRACTICE  Skills practiced and assessed regularly  A Designated Operator (DO) is available by voice or pre-arranged alarm system |  |
| Lifeguard or  instructional duties - Outdoor | UV radiation | Sunburns, skin cancer |  |  |  | DEVICE  Umbrella/Shaded area  OTHER  Protective clothing (Hats, T-shirt/Tanks)  Sunscreen |  |
| Lifeguard or  instructional duties - Outdoor | Adverse weather conditions – heat | Heat rash, heat cramps, heat exhaustion, heat stroke |  |  |  | DEVICE  Umbrella/Shaded area  OTHER  Drinking water provided to lifeguards Protective clothing (Hats, T-shirt/Tanks)  Guidelines - Heat stress  WORK PRACTICE Supervisor conducts frequent rounds  Ensure frequent rotations are implemented  Encourage staff to cool off in water during off rotations. |  |
| Lifeguard or  instructional duties - Outdoor | Adverse weather conditions – lightning | Burns, death |  |  |  | OTHER  Guidelines – Lightning Safety |  |
| Lifeguard or  instructional duties - Outdoor | Adverse weather conditions – cold | Hypothermia |  |  |  | DEVICE  Add clothing that doesn’t compromise safety  OTHER  Minimum temperature set for outdoor operations |  |
| Lifeguard or  instructional duties - Beach | Open water | Drowning / Death |  |  |  | TRAINING  Current Lifeguard Waterfront Certification  Current Instructor Certification (e.g. WSI, LSI)  Skills practiced and assessed regularly during in-service trainings DEVICES Radio available  Cell phone available Floatation rescue devices WORK PRACTICE  Frequent patrols of the beach  Breaks as needed during off rotations  A Designated Operator (DO) is available by voice or pre-arranged alarm system  OTHER  PSP Policy Manual PART 8 |  |
| Lifeguard or  instructional duties – Beach | Walking on sharp object | Cuts, scrapes, punctures |  |  |  | OTHER  Appropriate footwear  WORK PRACTICE  Frequent patrols or sweeps of beach to identify hazards for removal |  |
| Lifeguard or  instructional duties - Beach | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture bruises, cuts, scrapes, punctures, strain, sprain, dislocation |  |  |  | OTHER  Appropriate footwear  WORK PRACTICE  Frequent patrols or sweeps of beach to identify hazards for removal |  |
| Instruct aquatic lessons/evaluations | Performing physical activity while 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 |  |  |  | TRAINING  Current 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 |  |  |  | TRAINING  Current Instructor Certification (e.g. WSI, LSI)  Adapted Aquatics training  WORK PRACTICE  Maintain space between instructor, equip, clients  Compile personal information at the time of registration and follow up with guardian before, during and after session.  OTHER  HIGH FIVE® |  |
| Provide first aid treatment | Exposure to blood 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 kits  Pocket mask WORK PRACTICE  Follow universal precautions Skills 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 |  |  |  | TRAINING On the job training  WORK PRACTICE  Never 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 PRACTICE  Proper 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 PRACTICE  LIFTING ASSISTANCE Two person lifts when req. |  |
| Carry/Lift/Push/Pull items more than 20 lbs | Awkward postures | Strain, sprain, dislocation |  |  |  | TRAINING  Safe method of manually lift or carry > 22lbs (10 kg)  DEVICES  Carts and dollies  WORK PRACTICE  Two 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 |  |  |  | TRAINING  Safe 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 |  |  |  | DEVICES  Racks for equipment  Bins for small items  WORK PRACTICE Heavy equipment not stored on racks |  |
| Stacking and removing equipment and supplies from storage room | Falls due to hazards on floors | Bruises, broken bone / fracture |  |  |  | TRAINING  On the job - Housekeeping On the job - Proper storage  DEVICES  Racks for equipment  Bins for small items |  |
| Stacking and removing equipment and supplies from storage room | Moving equipment in storage Room | Strain, sprain |  |  |  | WORK PRACTICE  Place frequently used items on arm level shelving  Get users to store equipment |  |
| General office and administrative duties (Including computer work) | Sitting at desk performing computer work | Minor muscle aches |  |  |  | ENGINEERING CONTROL  Adjustable chair Adjustable keyboard tray  EXPOSURE REDUCTION  Worker has ability to schedule breaks as required  OTHER  A DND/CF Guide to Office Ergonomics  Poster - Stretching exercise |  |
| Test water quality | Contact with chemicals | Adverse skin reaction, contact with eyes |  |  |  | TRAINING  Current Lifeguard Certification  WHMIS  Orientations conducted  WORK PRACTICE  Safety Data Sheet (SDS or MSDS)  Workplace specific SOPs for chemical usage  Personal Protective Equipment (PPE) |  |
| Cleaning side of pool with brush | Contact with cleaning chemicals (typically baking soda) | Adverse skin reaction, contact with eyes |  |  |  | TRAINING  WHMIS  Orientations conducted  WORK PRACTICE  SDS  Workplace specific SOPs for chemical usage  PPE |  |
| Cleaning side of pool with brush | Repetitive motions, awkward postures | Cumulative trauma disorder strain, sprain, dislocation |  |  |  | TRAINING  Orientations conducted  WORK PRACTICE  Rest breaks as needed |  |
| Cleaning stainless steel or disinfect toys after fouling or general cleaning. | Contact with chemicals | Adverse skin reaction, contact with eyes |  |  |  | TRAINING  WHMIS  Orientations conducted  WORK PRACTICE  SDS  Workplace specific SOPs for chemical usage  PPE |  |
| 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 PRACTICE  Try to diffuse situation  Involve Deck Supervisor/Head Guard as needed  Refer client to posted SOPs  OTHER  Frame 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 attempts  DEVICES  Onsite safe used  Onsite security cameras WORK PRACTICE  Count money behind a closed door  Only small floats kept onsite  OTHER  Presence of coworkers / patrons (deterrence)  Guidelines - Handling money  Prevention 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 |  |
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**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 |  |  |  | TRAINING  Online course – WHMIS  On the job – WHMIS applied to the workplace  On the job – Emergency evacuation drill  DEVICES  Emergency Button  Phone in pool area  OTHER  Emergency evacuation plan  Safety Data Sheet |  |
| CHLORINE - Potential release of chemicals | CHEMICAL:  CORROSIVE | EXPOSURE:  Irritation, burns |  |  |  | TRAINING  Online course – WHMIS  On the job – WHMIS applied to the workplace  On the job – Emergency evacuation drill  DEVICES  Emergency Button  Phone in pool area  OTHER  Emergency evacuation plan  Safety 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 |  |  |  | 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 | If unknown, please leave this note:  Pending national inventory of asbestos in DND buildings |
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**Safety Equipment**

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|  | **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) |  |