 **JOB HAZARD ANALYSIS – PSP**

Instructions are located on page 2 of this document.

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| **JOB\*:** | Caterer server | | | **Name of Building / Outdoor facility where the job is performed:** |  | | | | |
| \*This JHA applies to all similar jobs | | | |
| **Names given locally to this job:** | |  | | **Base/Wing/Unit:** | Select a Base/Wing/Unit | | | | |
|  | |  | |  |  | | | |  |
|  | | | **Name(s)** | | |  | **Date** | | |
| **Initial analysis completed by:** | | | Caroline Gauthier, Ed Gagnon, Diana Garrett-Power/Lyne Dufresne | | |  | | 2017/03/01 | |
| **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 Job Hazard Analysis (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 |
| Driving vehicles | Standard traffic collision scenario | Amputation, broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, muscle tear, strain, sprain, dislocation, whiplash |  |  |  | Valid driver’s license  Military Driving license: 404 driver's license for DND vehicles  Defensive driving training  Visual inspection of vehicle recorded in a log  Adhere to speed limits  Vehicle maintained by third party |  |
| Driving vehicles | Adverse weather conditions on road and if stranded | Cold related tissue injury, hypothermia |  |  |  | Valid driver’s license  Military Driving license: 404 driver's license for DND vehicles  Defensive driving training  Clothing appropriate to the weather conditions  Cell phone  Adjust driving to weather and bad road conditions  Visual inspection of vehicle recorded in a log  Vehicle maintained by third party |  |
| Driving vehicles | Exposure to toxic emanations when fuelling vehicle with gas at public gas station | Cancer |  |  |  | Performed outdoors  SOP – Vehicle and equipment fueling |  |
| Driving vehicles | Fire when refueling vehicle at public gas station | Blister, burns, scalds |  |  |  | Fire extinguisher  Signage no smoking  SOP – Vehicle and equipment fueling |  |
| Prepare, present and deliver food products | Hot beverages | Blister, burns, scalds |  |  |  | Housekeeping - tidy work area  SOP - equipment |  |
| Prepare, present and deliver food products | Prolonged standing | Strain, sprain, dislocation |  |  |  | Anti-slip footwear / Rubber- soled shoes |  |
| Prepare, present and deliver food products | Picking up broken glass | Cuts, scrapes, punctures |  |  |  | On the job training Broom and dust pan  Broken glass disposal container  Gloves as needed |  |
| Prepare, present and deliver food products | Falls due to wet floors from spills | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury |  |  |  | On the job training  Anti-slip footwear / Rubber- soled shoes  Hazard pylons  Housekeeping-Continuous cleaning as needed |  |
| Prepare, present and deliver food products | Noise from bands and live entertainment | Hearing loss |  |  |  | Noise level monitor w/ visual alarm above 85 dB DJ controls sound system Bands told noise level has to stay below 85 dB |  |
| Using kitchen knives | Struck by using knives | Amputation, cuts, scrapes, punctures |  |  |  | On the job training - knife safety including proper grip, finger placement and how to sharpen knives |  |
| Clean, operate and maintain fixed and portable equipment such as grills, coffee pot, pans and utensils. | Contact with hot liquid, surface or open flame | Blister, burns, scalds |  |  |  | On the job training  Operate in accordance with manufacturer recommendations  SOP - equipment |  |
| Clean, operate and maintain fixed and portable equipment such as grills, coffee pot, pans and utensils. | Contact with sharp objects | Amputation, cuts, scrapes, punctures |  |  |  | On the job training  Operate in accordance with manufacturer recommendations  SOP - equipment |  |
| Set formal and informal table settings | Repetitive motions, awkward postures | Cumulative trauma disorder strain, sprain, dislocation |  |  |  | On the job training |  |
| Polish silver | Repetitive motions, awkward postures | Cumulative trauma disorder strain, sprain, dislocation |  |  |  | On the job training |  |
| Use of manual cleaning equipment (i.e. Mops and bucket, broom) | Falls wet, slippery floors | Broken bone / fracture, bruises, head injury, muscle tear, strain, sprain, dislocation |  |  |  | Anti-slip footwear / Rubber- soled shoes  Hazard pylons |  |
| Use of manual cleaning equipment (i.e. Mops and bucket, broom) | Manual cleaning (repetitive motion / bending) | Strain, sprain, dislocation cumulative trauma disorder |  |  |  | Rest breaks as needed |  |
| Use of manual cleaning equipment (i.e. Mops and bucket, broom) | Cleaning products - household cleaners/sanitizers | Eyes, nose, throat and skin irritation |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  Gloves, as needed  Dilute chemicals in water according to manufacturer recommendations  Prefer softer cleaning products |  |
| Cleaning with bleach | Contact with skin and inhalation | Skin irritation, eye, nose and throat irritation, eye damage |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  Rubber gloves  Dilute bleach in water according to manufacturer recommendations  Use commercial products readily available  SDSs available and up-to-date |  |
| Cleaning with bleach | Contact with skin and inhalation | Breathing difficulty inhalation of bleach |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  Bleach diluted with water according to manufacturer recommendations  SDSs available and up-to-date |  |
| Interaction with the public | Stress/harassment from dealing public | Stress, psychological illness |  |  |  | Online course - Prevention of Workplace Violence  Course - Dealing with difficult customers  Try to diffuse situation  Client Statement Violence-Free Environment |  |
| Money handling | Violence while being robbed | Stress, psychological illness |  |  |  | Online course - Prevention of Workplace Violence  On the job – Ensure personnel know to not attempt to resist robbery attempts  Panic button sends alarm to MPs  Onsite safe used  Dropbox  Onsite security cameras  Security custodian at events  Phone Designated area to count money  Count money behind a closed door  Lock office door  Presence of coworkers / patrons (deterrence)  Guidelines - Handling money  Lock- up procedure  Workplace violence policy included in club rules and policies  Client Statement Violence-Free Environment |  |
| Working alone | Violence working alone while bartending | Violence / harassment, stress, psychological illness |  |  |  | Serving it right, Smart Serve or equivalent certification  Online course - Prevention of Workplace Violence  Panic button send alarm to MPs Security custodian at events  Onsite security cameras  Phone Lockup procedure  Client Statement Violence-Free Environment |  |
| 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 |  |  |  | Good housekeeping  Ensure the path is clear |  |
| Carry/Lift/Push/Pull items less than 20 lbs | Awkward postures | Strain, sprain, dislocation |  |  |  | Carts and dollies  Two person lifts when req.  Guideline - Manual materials handling (MMH) |  |
| Carry/Lift/Push/Pull items less than 20 lbs | Repetitive motions, awkward postures | Cumulative trauma disorder strain, sprain, dislocation |  |  |  | Carts and dollies  Dumb waiter  Two person lifts when req.  Guideline - Manual materials handling (MMH) |  |
| Carry/Lift/Push/Pull items more than 20 lbs | Bar stock > 20 lbs (kegs, cases of beer, ice etc.) | Cumulative trauma disorder strain, sprain, dislocation |  |  |  | Safe method of manually lift or carry > 22lbs (10 kg) training  Dumb waiter  Carts and dollies Kegs rolled not lifted  Two person lifts when req.  Guideline - Manual materials handling (MMH) |  |
| Carry/Lift/Push/Pull items more than 20 lbs | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture, bruises cuts, scrapes, punctures, head injury, strain, sprain, dislocation |  |  |  | Safe method of manually lift or carry > 22lbs (10 kg) training  Anti-slip footwear / Rubber- soled shoes  Carts and dollies Dumb waiter |  |
| Carry/Lift/Push/Pull items more than 20 lbs | Awkward postures | Strain, sprain, dislocation |  |  |  | Safe method of manually lift or carry > 22lbs (10 kg) training  Carts and dollies  Dumb waiter  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 |  |  |  | Safe method of manually lift or carry > 22lbs (10 kg) training  Safety footwear  Carts and dollies  Dumb waiter |  |
| Handle compressed gas cylinder | Rolling/pushing/ pulling cylinders for fountain drinks | Strain, sprain, dislocation manual handling of cylinders |  |  |  | Safe method of manually lift or carry > 22lbs (10 kg) training  On the job training  Two person lifts when req. Carts and dollies |  |
| Handle compressed gas cylinder | Explosion, puncture of cylinder or damaging regulator | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation eye damage, blister, burns, scalds |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  Cylinders secured  SOP Compressed Gas Cylinder Handling  SDSs available and up-to-date |  |
| Handle compressed gas cylinder | Struck by dropping compressed gas cylinder | Bruises, broken bone / fracture |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  Safety footwear  Carts and dollies  SOP Compressed Gas Cylinder Handling |  |
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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 |
| COMPRESSED Gas Cylinder (e.g. Co2, N2) | Accidental gas release  Gas under pressure may explode, if heated | May displace oxygen and cause rapid suffocation.  Burns, scalds, death |  |  |  | Cylinders secured  SDSs available and up-to-date  OJT & SOP on how to change a cylinder |  |
| PROPANE CYLINDER | Extremely flammable gas  - Accidental gas release  - Gas under pressure may explode, if heated | May displace oxygen and cause rapid suffocation.  Burns, scalds, death |  |  |  | Cylinders secured and under locks  SDSs available and up-to-date  OJT & SOP on how to change a cylinder  Stored in a well ventilated area |  |
| 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 |  |  |  | On the job training - Awareness of the building asbestos management plan  Follow directive when building is being renovated  Do not perform or direct renovation without inquiring about the building asbestos management plan  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) |  |