 **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:** |       |  |      /    /    |

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

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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 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 .

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 licenseMilitary Driving license: 404 driver's license for DND vehiclesDefensive driving trainingVisual inspection of vehicle recorded in a logAdhere to speed limitsVehicle maintained by third party |  |
| Driving vehicles | Adverse weather conditions on road and if stranded | Cold related tissue injury, hypothermia | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Valid driver’s licenseMilitary Driving license: 404 driver's license for DND vehiclesDefensive driving trainingClothing appropriate to the weather conditionsCell phoneAdjust driving to weather and bad road conditionsVisual inspection of vehicle recorded in a logVehicle maintained by third party |  |
| Driving vehicles | Exposure to toxic emanations when fuelling vehicle with gas at public gas station | Cancer | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Performed outdoorsSOP – Vehicle and equipment fueling  |  |
| Driving vehicles | Fire when refueling vehicle at public gas station | Blister, burns, scalds | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Fire extinguisherSignage no smokingSOP – Vehicle and equipment fueling |  |
| Prepare, present and deliver food products | Hot beverages | Blister, burns, scalds | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Housekeeping - tidy work areaSOP - 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 trainingBroom and dust panBroken glass disposal containerGloves 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 trainingAnti-slip footwear / Rubber- soled shoesHazard pylonsHousekeeping-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 dBDJ controls sound systemBands 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 trainingOperate in accordance with manufacturer recommendationsSOP - 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 trainingOperate in accordance with manufacturer recommendationsSOP - 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 shoesHazard 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 – WHMISOn the job training – WHMIS applied to the workplaceGloves, as needed Dilute chemicals in water according to manufacturer recommendationsPrefer softer cleaning products |       |
| Cleaning with bleach | Contact with skin and inhalation | Skin irritation, eye, nose and throat irritation, eye damage | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceRubber glovesDilute bleach in water according to manufacturer recommendationsUse commercial products readily availableSDSs available and up-to-date |       |
| Cleaning with bleach | Contact with skin and inhalation | Breathing difficulty inhalation of bleach | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceBleach diluted with water according to manufacturer recommendationsSDSs 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 situationClient 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 attemptsPanic button sends alarm to MPsOnsite safe usedDropboxOnsite security camerasSecurity custodian at eventsPhoneDesignated area to count moneyCount money behind a closed doorLock office doorPresence of coworkers / patrons (deterrence)Guidelines - Handling moneyLock- up procedureWorkplace violence policy included in club rules and policiesClient Statement Violence-Free Environment |  |
| Working alone | Violence working alone while bartending | Violence / harassment, stress, psychological illness | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Serving it right, Smart Serve or equivalent certificationOnline course - Prevention of Workplace Violence Panic button send alarm to MPsSecurity custodian at events Onsite security cameras PhoneLockup procedureClient 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) trainingDumb waiter Carts and dolliesKegs rolled not liftedTwo 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) trainingAnti-slip footwear / Rubber- soled shoesCarts and dolliesDumb 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) trainingCarts 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) trainingSafety 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) trainingOn the job trainingTwo 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 – WHMISOn the job training – WHMIS applied to the workplaceCylinders securedSOP Compressed Gas Cylinder HandlingSDSs available and up-to-date |       |
| Handle compressed gas cylinder | Struck by dropping compressed gas cylinder | Bruises, broken bone / fracture | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceSafety footwear Carts and dollies SOP Compressed Gas Cylinder Handling |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |

**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 releaseGas under pressure may explode, if heated | May displace oxygen and cause rapid suffocation.Burns, scalds, death | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Cylinders securedSDSs available and up-to-dateOJT & 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 locksSDSs available and up-to-dateOJT & SOP on how to change a cylinderStored 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 renovatedDo not perform or direct renovation without inquiring about the building asbestos management planGuidelines - 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) |       |