 **JOB HAZARD ANALYSIS – PSP**

 Instructions are located on page 2 of this document.

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| --- | --- | --- | --- |
| **JOB\*:** | Fitness and sports Instructor | **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, Rick McKie |  | 2017/05/24 |
| **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**

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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/Impact 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 |
| These control measures apply to any hazards mentioned below | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Professional physical educators and kinesiologistsPSP Instructor’s courseContinuing education / Professional developmentSkills practiced and assessed regularly during in-service trainingsIncrease awareness through 5 minute safety talks |       |
| Instruct physical fitness training sessions | Perform physical activity while instructing | Bruises, muscle tear, strain, sprain, dislocation, concussion | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Appropriate attire and footwearWarm-up / cool down / stretching |       |
| Instruct physical fitness training sessions | Slip, trip, fall | Broken bone / fracture, bruises, cuts, scrapes, punctures, strain, sprain, dislocation, concussion | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Appropriate footwearProper housekeepingSite inspections and opening checklist |       |
| Instruct physical fitness training sessions | Falls (wet floors due to mopping or dust on gym floor) | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Anti-slip footwearWarning conesInspect floors and facility area before teaching fitness class |       |
| Instruct physical fitness training sessions | Struck accidentally by sports equipment or participants | Bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation, concussion | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Maintain space between instructor, equip, clientsAppropriate Personal Protective Equipment (PPE) (e.g. helmet) |       |
| Instruct physical fitness training sessions | Struck accidentally by sharp sport equipment (e.g. skate) | Cuts, scrapes, punctures, head injury | [ ]  | [ ]  | [ ]  | Appropriate PPE (e.g. helmet)  |       |
| Instruct physical fitness training sessions | Caught in moving parts of stationary sports equipment | Broken bone / fracture, bruises muscle tear strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Enclosure guardsInspect equipment before use  |       |
| Instruct physical fitness training sessions – Obstacle course, gym climbing rope or rock climbing wall | Fall from height  | Broken bone / fracture, bruises, cuts, scrapes, punctures, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | Current climbing gym certificationAppropriate PPE (e.g. helmet, gloves)Two instructors when demo is long or complex (e.g. one explain, one show)SOP – Obstacle courseSOP – Climbing WallInspect equipment before use |       |
| Instruct physical fitness training sessions – Rock climbing instruction | Counterweight climber if they fall | Strain, sprain, dislocation, hand blisters | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Current climbing gym certificationGlovesAppropriate PPE (e.g. waist/leg harness, d-ring, clutch)Inspect equipment before useSOP – Climbing wallMaintenance of PPE and climbing equipmentUse auto-locking device at top pulley so that the spotter isn't bearing the load in case of fall |       |
| Instruct physical fitness training sessions – Rock climbing instruction | Falls tripping/slipping while spotting | Broken bone / fracture, bruises, head injury | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Current climbing gym certificationGlovesAppropriate PPE (e.g. waist/leg harness, d-ring, clutch)Inspect equipment before useSOP – Climbing wallMaintenance of PPE and climbing equipmentUse auto-locking device at top pulley so that the spotter isn't bearing the load in case of fall |       |
| Instruct physical fitness training sessions - Outdoor | Insect bites and stings | Rash, allergic reaction, infection, cuts, scrapes, punctures | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Avoid area with insects Use insect repellentAllergic reaction/anaphylaxis plans in place |       |
| Instruct physical fitness training sessions - Outdoor | UV radiation | Sunburns, skin cancer | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | On the job training- weather conditionsProtective clothing ( e.g. Hats, T-shirts/Tanks )SunglassesSunscreenPrefer shaded areaSOP – All weather conditions |       |
| Instruct physical fitness training sessions - Outdoor | Adverse weather conditions – heat | Heat rash, heat cramps, heat exhaustion, heat stroke | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | On the job training – weather conditionsPrefer shaded areaSupervisor conducts frequent rounds/ contactsStaff to cool off in water during activitiesDrinking water provided to staffProtective clothing (Hats, T-shirt/Tanks)SOP – All weather conditions |       |
| Instruct physical fitness training sessions - Outdoor | Adverse weather conditions – lightning | Electrization, electrocution, burns, death | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | On the job training- weather conditionsSOP – All weather conditions |       |
| Instruct physical fitness training sessions - Outdoor | Adverse weather conditions – cold | Frostbite, hypothermia | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | On the job training – weather conditionsSupervisor conducts frequent rounds/ contactsStaff to warm up during activitiesProtective clothing and layering strategiesSOP – All weather conditions |       |
| Instruct physical fitness training sessions - Outdoor | Walk on sharp object | Cuts, scrapes, punctures | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Appropriate footwearFrequent patrols or sweeps of training area to identify hazards for removal |       |
| Instruct physical fitness training sessions - Outdoor | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture bruises, cuts, scrapes, punctures, strain, sprain, dislocation, concussion | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Appropriate footwearFrequent patrols or sweeps of training area to identify hazards for removalInspect area before use |       |
| Instruct physical fitness training sessions - Outdoor | Wildlife encounters (e.g. bears) | Amputation, broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, stress, psychological illness | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | On the job training - WildlifeSOP – Dealing with various wildlife encounters |       |
| Coach and Referee/Officiate Sport Teams | Struck by contact with players, sticks, bats, flying balls | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, muscle tear, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Protective sports equipment as warrantedFollow rules of the game (e.g. no contact) |       |
| Coach and Referee/Officiate Sport Teams | Falls contact with players, sticks, bats, flying balls | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, muscle tear, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Protective sports equipment as warrantedFollow rules of the game (e.g. no contact) |       |
| Coach and Referee/Officiate Sport Teams | Sports contact with players, sticks, bats, flying balls | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, muscle tear, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Protective sports equipment as warrantedFollow rules of the game (e.g. no contact) |       |
| Move spinning bikes | Struck by moving bikes | Broken bone / fracture, foot bruises, cuts, scrapes, punctures | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | On the job training - lifting and carrying techniquesSOP – Safe liftingInspect equipment before use |       |
| Move spinning bikes | Lifting and lowering bikes  | Strain, sprain, dislocation | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | On the job training - lifting and carrying techniquesWheels on front part of bikeSOP– Safe liftingInspect equipment before use |       |
| Move weight lifting equipment | Struck by weights when moving objects | Amputation finger (when working on straps under tension) broken bone / fracture, bruises, cuts, scrapes, punctures | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Secure/remove weights before moving equipSafe method of manually lift or carry ≥ 10 kg (22lbs)Carts and dollies Two person lifts when req.Protective footwear |       |
| Move weight lifting equipment | Moving equip (machine weights, treadmill) | Muscle tear, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Safe method of manually lift or carry ≥ 10 kg (22lbs)Carts and dollies Two person lifts when req.Protective footwearSOP – Moving equipmentInspect equipment before movingSecure/remove moveable parts |       |
| Provide first aid treatment | Exposure to blood and body fluids | Bloodborne pathogens – acute or chronic | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Current First aid and CPR cert.On the job training – Communicable illness and spill protocolsGloves Nitrile of different sizes to fit all team membersFirst aid kits properly checked and maintainedSpill kits readily available and accessiblePocket maskFollow universal precautionsSterilize area where injury/illnesses was treated |       |
| Instruct sea survival training | Caught under the life raft when flipping | Head injury drowning bruises | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | On the job training Flip raft away from body to avoid getting caughtOther persons nearby to assistTelephone and alarm Lifesaving equipmentHave two employees present during this activity (one lifeguard, one assistant in the pool) |       |
| Instruct sea survival training | Water | Drowning / death | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Current Lifeguard CertificationEmergency buttonPhone in poolFloatation rescue devicesHave two employees present during this activity (one lifeguard, one assistant in the pool) |       |
| Instruct sea survival training | Lifting life raft when assisting with training | Bruises, muscle tear, strain, sprain, dislocation | [ ]  | [ ]  | [ ]  | Other persons nearby to assist |       |
| Instruct sea survival training | Struck accidentally by the life raft or equipment | Bruises, drowning, head injury | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Flip life raft away from bodyOther persons nearby to assistMaintain distance between worker and equipment |       |
| Present lectures (Instruction) | Prolonged standing | Strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Appropriate footwearAbility to sit or stand |       |
| Instruct physical fitness trainingLifeguard or aquatic instructional duties | Contact with contaminated person or surfaces (e.g. pool deck, change room, shower) | Infection (e.g. Athletes foot fungus) | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Regular floor cleaningAppropriate footwearInspect area before use |       |
| Lifeguard or aquatic instructional duties | Water  | Drowning / Death | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Current Lifeguard CertificationCurrent Instructor Certification (e.g. WSI, LSI)Skills practiced and assessed regularly during in-service trainingsEmergency buttonPhone in pool areaFloatation rescue devicesA Designated Operator (DO) is available by voice or pre-arranged alarm systemPSP Policy Manual PART 8 |       |
| Lifeguard or aquatic instructional duties | Water temperature along with air temperature, humidity, and velocity  | Hypothermia | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Limit the amount of time in the water / out of the waterAllow breaks to warm upInspect area before useSOP – Operating in Environments Leading to Hypothermic Conditions Have necessary lifesaving equipment on hand. |       |
| Lifeguard or aquatic instructional duties | Person requiring being rescued  | Bruises, muscle tear, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Current Lifeguard CertificationCurrent Instructor Certification (e.g. WSI, LSI)Emergency ButtonPhone in pool areaFloatation rescue devicesA Designated Operator (DO) is available by voice or pre-arranged alarm systemSOP – Aquatic Lifesaving Skills  |       |
| Lifeguard or aquatic instructional duties | Falls due to wet / slippery pool deck surface | Broken bone / fracture, bruises, cuts, scrapes, punctures, head injury, muscle tear, strain, sprain, dislocation  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | Walk on pool deck during non-emergenciesSweep/Mop puddlesAppropriate footwearWarning conesSOP – Operating on Wet SurfaceInspect area before use |       |
| Get off and on high guard chairs or climb stairs to waterslide/water attractions | Falling, slipping, tripping | Bruises, broken bone / fracture, muscle tear, strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | Current Lifeguard CertificationOrientations conductedEmergency ButtonPhone in pool areaAppropriate footwear A Designated Operator (DO) is available by voice or pre-arranged alarm system |       |
| Lifeguard or instructional duties - Outdoor | UV radiation | Sunburns, skin cancer | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Umbrella/Shaded areaProtective clothing (Hats, T-shirt/Tanks)SunglassesSunscreenSOP – Operating Outdoors |       |
| Lifeguard or instructional duties - Outdoor | Adverse weather conditions – heat | Heat rash, heat cramps, heat exhaustion, heat stroke | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Umbrella/Shaded areaDrinking water provided to lifeguardsProtective clothing (Hats, T-shirt/Tanks)Guidelines - Heat stressSupervisor conducts frequent roundsEnsure frequent rotations are implementedEncourage staff to cool off in water during off rotations. SOP – Operating in the Heat |       |
| Lifeguard or instructional duties - Outdoor | Adverse weather conditions – lightning | Electrization, electrocution, burns, death | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Guidelines – Lightning SafetySOP – Operating in Adverse Weather Conditions |       |
| Lifeguard or instructional duties - Outdoor | Adverse weather conditions – cold | Hypothermia | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Add clothing that doesn’t compromise safetyMinimum temperature set for outdoor operationsSOP – Operating in Cold Environments |       |
| Lifeguard or instructional duties - Beach | Open water | Drowning / Death | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Current Lifeguard Waterfront CertificationCurrent Instructor Certification (e.g. WSI, LSI)Radio availableCell phone availableFloatation rescue devicesFrequent patrols of the beachBreaks as needed during off rotationsA Designated Operator (DO) is available by voice or pre-arranged alarm systemPSP Policy Manual PART 8 |       |
| Lifeguard or instructional duties – Beach | Walking on sharp object | Cuts, scrapes, punctures | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Appropriate footwearFrequent patrols or sweeps of beach to identify hazards for removalInspect area before use |       |
| Lifeguard or instructional duties - Beach | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture, bruises, cuts, scrapes, punctures, strain, sprain, dislocation | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Appropriate footwearFrequent patrols or sweeps of beach to identify hazards for removalInspect area before use |       |
| Instruct aquatic lessons/evaluations | Perform physical activity while instructing | Bruises, muscle tear, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Current Instructor Certification (e.g. WSI, LSI) 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 | [ ]  | [ ]  | [ ]  | Maintain space between instructor, equip, clients |       |
| Instruct aquatic lessons/evaluations | Struck accidently, or hit by participants in swimming lessons | Bruises, cuts, scrapes, punctures, head injury, strain, sprain, dislocation | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Current Instructor Certification (e.g. WSI, LSI) Maintain space between instructor, equip, clients |       |
| Put in and pull out lane ropes | Getting struck by the loose end if spun too quickly.  | Bruise, cut, head Injury | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | On the job trainingNever perform the task aloneSOP – Safe Installation and storage of lane ropes |       |
| Test water quality  | Contact with chemicals  | Adverse skin reaction, contact with eyes | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | Current Lifeguard CertificationOnline course – WHMISOn the job – WHMIS applied to the workplaceSafety Data Sheet (SDS or MSDS) available and up-to-dateWorkplace specific SOPs for chemical usagePersonal Protective Equipment (PPE) |       |
| Clean side of pool with brush  | Contact with cleaning chemicals (typically baking soda) | Adverse skin reaction, contact with eyes | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job – WHMIS applied to the workplaceMSDS/SDS available and up-to-dateWorkplace specific SOPs for chemical usagePersonal Protective Equipment (PPE) |       |
| Clean side of pool with brush | Repetitive motions, awkward postures  | Cumulative trauma disorder strain, sprain, dislocation | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Orientations conductedRest breaks as neededUse proper equipment and cleaning solution |       |
| Clean stainless steel or disinfect toys after fouling or general cleaning | Contact with chemicals  | Adverse skin reaction, contact with eyes | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job – WHMIS applied to the workplaceMSDS/SDS available and up-to-dateWorkplace specific SOPs for chemical usagePPE |       |
| Carry/Lift/Push/Pull items less than 10 kg (22lbs) | Slip, trip, fall over uneven surfaces or protrusions | Broken bone / fracture bruises, cuts, scrapes, punctures, strain, sprain, dislocation | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Proper housekeeping Ensure the path is clearSOP – Safe Movement of Equipment |       |
| Carry/Lift/Push/Pull items less than 10 kg (22lbs) | Awkward postures | Strain, sprain, dislocation | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Guideline - Manual materials handling (MMH)Two person lifts when req.Use equipment to perform the lifting SOP – Safe Movement of Equipment |       |
| Carry/Lift/Push/Pull items10 kg (22lbs) or more | Awkward postures | Strain, sprain, dislocation | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Avoid, if possibleSafe method of manually lift or carry ≥ 10 kg (22lbs)Use equipment to perform the lifting (e.g. Carts and dollies)Two person lifts when req.SOP – Safe Movement of Equipment |       |
| Carry/Lift/Push/Pull items 10 kg (22lbs) or more | 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 ≥ 10 kg (22lbs)Safety footwear Carts and dolliesEnsure proper housekeepingSOP – Safe Movement of Equipment |       |
| Stack and remove equipment and supplies from storage room | Struck by falling equipment from rack or while lifting | Bruises, cuts, scrapes, punctures | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | Racks for equipment Bins for small itemsHeavy equipment not stored on racksProper housekeepingSOP – Safe liftingSOP – Proper storage |       |
| Stack and remove equipment and supplies from storage room | Falls due to hazards on floors | Bruises, broken bone / fracture | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | On the job - HousekeepingOn the job - Proper storageRacks for equipmentBins for small items Signage displayedUse appropriate equipment |       |
| Stack and remove equipment and supplies from storage room | Moving equipment in storage room  | Strain, sprain, crushed fingers | [ ] [ ] [ ]  | [ ] [ ] [ ]  | [ ] [ ] [ ]  | Place frequently used items on arm level shelvingGet users to store equipmentUse appropriate equipment |       |
| General office and administrative duties (Including computer work) | Sitting at desk performing computer work | Minor muscle aches | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | Adjustable chairAdjustable keyboard trayWorker has ability to schedule breaks as requiredA DND/CF Guide to Office ErgonomicsPoster - Stretching exercise |       |
| Lubricate fitness equipment | Lubricant (e.g. WD40, Invisilube) | Eye / respiratory irritation due to mists | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceGloves such as Nitrile if prolonged skin contactSafety goggle recommended where eye contact is possibleAvoiding exposure by distancing from sourceWell-ventilated areaMSDS/SDS available and up-to-date |       |
| Lubricate fitness equipment | Flammable aerosol (e.g. WD40, Invisilube) | Blister, burns, scalds | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceMSDS/SDS available and up-to-dateKeep away from heat, sparks, open flames, hot surfaces |       |
| Working alone  | Violence from dealing with unsatisfied clients | Violence / harassment, stress, psychological illness | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Online course - Prevention of Workplace Violence Panic button send alarm to MPsSecurity custodian at events Onsite security cameras PhoneLockup procedureClient Statement Violence-Free EnvironmentSOP – Dealing with Workplace Violence |       |
| Interact 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 situationInvolve supervisor as neededRefer client to posted SOPsFrame 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)  |       |
| Indoor air quality | Pollutants (e.g. moulds, CO, VOCs) | Eye, nose, and throat irritation, cough, aggravation of asthma | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | Maintenance and inspection performed by building ownerSOP – Dealing with Poor Air Quality |       |

**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 | Death, breathing difficulty, respiratory irritation, lung injury | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceOn the job training – Emergency evacuation drillEmergency ButtonPhone in pool areaEmergency evacuation planSafety Data Sheet (SDS/MSDS) available and up-to-dateSOP – Dealing with Poor Air QualityRegular inspections of equipment |       |
| [ ]  CHLORINE - Potential release of chemicals | CHEMICAL: CORROSIVE | Irritation, burns | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceOn the job training – Emergency evacuation drillEmergency ButtonPhone in pool areaEmergency evacuation planMSDS/SDS available and up-to-dateSOP – Dealing with Corrosive MaterialsRegular inspections of equipment |       |
| [ ]  Ammonia - Potential release of chemicals (e.g. Mechanical refrigeration system) | CHEMICAL: TOXIC gas | Irritation, pulmonary edema, death | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceOn the job training – Emergency evacuation drillDetection system as per CSA B52 Mechanical Refrigeration CodeIndependent ventilation system as per CSA B52 Mechanical Refrigeration CodeEmergency evacuation planMaintenance and inspection performed by building ownerSOP – Dealing with Toxic ChemicalsRegular inspections of equipment |       |
| [ ]  Ammonia - Potential release of chemicals (e.g. Mechanical refrigeration system) | CHEMICAL: CORROSIVE | Irritation, burns, frostbite | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ]  | NPF employees do not enter mechanical roomEmergency evacuation planMaintenance and inspection performed by building ownerSOP – Dealing with Corrosive ChemicalsRegular inspections of equipment |       |
| [ ]  Propane - Potential release of chemicals (e.g. Zamboni) | High concentration can displace oxygen | Simple asphyxiant | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | Online course – WHMISOn the job training – WHMIS applied to the workplaceOn the job training – Emergency evacuation drillEmergency evacuation planMSDS/SDS available and up-to-dateSOP – Propane Handling and StorageRegular inspections of equipment |       |
| [ ]  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 | 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 |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
|       |       |       | [ ]  | [ ]  | [ ]  |       |       |
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