 **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:** | | |  | | |  | /    / |

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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/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 kinesiologists  PSP Instructor’s course  Continuing education / Professional development  Skills practiced and assessed regularly during in-service trainings  Increase 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 footwear  Warm-up / cool down / stretching |  |
| Instruct physical fitness training sessions | Slip, trip, fall | Broken bone / fracture, bruises, cuts, scrapes, punctures, strain, sprain, dislocation, concussion |  |  |  | Appropriate footwear  Proper housekeeping  Site 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 footwear  Warning cones  Inspect 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, clients  Appropriate 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 guards  Inspect 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 certification  Appropriate PPE (e.g. helmet, gloves)  Two instructors when demo is long or complex (e.g. one explain, one show)  SOP – Obstacle course  SOP – Climbing Wall  Inspect equipment before use |  |
| Instruct physical fitness training sessions – Rock climbing instruction | Counterweight climber if they fall | Strain, sprain, dislocation, hand blisters |  |  |  | Current climbing gym certification  Gloves  Appropriate PPE (e.g. waist/leg harness, d-ring, clutch)  Inspect equipment before use  SOP – Climbing wall  Maintenance of PPE and climbing equipment  Use 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 certification  Gloves  Appropriate PPE (e.g. waist/leg harness, d-ring, clutch)  Inspect equipment before use  SOP – Climbing wall  Maintenance of PPE and climbing equipment  Use 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 repellent  Allergic reaction/anaphylaxis plans in place |  |
| Instruct physical fitness training sessions - Outdoor | UV radiation | Sunburns, skin cancer |  |  |  | On the job training- weather conditions  Protective clothing ( e.g. Hats, T-shirts/Tanks )  Sunglasses  Sunscreen  Prefer shaded area  SOP – 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 conditions  Prefer shaded area  Supervisor conducts frequent rounds/ contacts  Staff to cool off in water during activities  Drinking water provided to staff  Protective 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 conditions  SOP – All weather conditions |  |
| Instruct physical fitness training sessions - Outdoor | Adverse weather conditions – cold | Frostbite, hypothermia |  |  |  | On the job training – weather conditions  Supervisor conducts frequent rounds/ contacts  Staff to warm up during activities  Protective clothing and layering strategies  SOP – All weather conditions |  |
| Instruct physical fitness training sessions - Outdoor | Walk on sharp object | Cuts, scrapes, punctures |  |  |  | Appropriate footwear  Frequent 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 footwear  Frequent patrols or sweeps of training area to identify hazards for removal  Inspect 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 - Wildlife  SOP – 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 warranted  Follow 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 warranted  Follow 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 warranted  Follow 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 techniques  SOP – Safe lifting  Inspect equipment before use |  |
| Move spinning bikes | Lifting and lowering bikes | Strain, sprain, dislocation |  |  |  | On the job training - lifting and carrying techniques  Wheels on front part of bike  SOP– Safe lifting  Inspect 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 equip  Safe 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 footwear  SOP – Moving equipment  Inspect equipment before moving  Secure/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 protocols  Gloves Nitrile of different sizes to fit all team members  First aid kits properly checked and maintained  Spill kits readily available and accessible  Pocket mask Follow universal precautions  Sterilize 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 caught  Other persons nearby to assist  Telephone and alarm  Lifesaving equipment  Have two employees present during this activity (one lifeguard, one assistant in the pool) |  |
| Instruct sea survival training | Water | Drowning / death |  |  |  | Current Lifeguard Certification  Emergency button  Phone in pool  Floatation rescue devices  Have 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 body  Other persons nearby to assist  Maintain distance between worker and equipment |  |
| Present lectures (Instruction) | Prolonged standing | Strain, sprain, dislocation |  |  |  | Appropriate footwear  Ability to sit or stand |  |
| Instruct physical fitness training  Lifeguard 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 cleaning  Appropriate footwear  Inspect area before use |  |
| Lifeguard or aquatic instructional duties | Water | Drowning / Death |  |  |  | Current Lifeguard Certification  Current Instructor Certification (e.g. WSI, LSI)  Skills practiced and assessed regularly during in-service trainings  Emergency button  Phone in pool area  Floatation rescue devices  A Designated Operator (DO) is available by voice or pre-arranged alarm system  PSP 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 water  Allow breaks to warm up  Inspect area before use  SOP – 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 Certification  Current Instructor Certification (e.g. WSI, LSI)  Emergency Button  Phone in pool area  Floatation rescue devices  A Designated Operator (DO) is available by voice or pre-arranged alarm system  SOP – 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-emergencies  Sweep/Mop puddles  Appropriate footwear  Warning cones  SOP – Operating on Wet Surface  Inspect 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 Certification  Orientations conducted Emergency Button  Phone in pool area  Appropriate 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 area  Protective clothing (Hats, T-shirt/Tanks)  Sunglasses  Sunscreen  SOP – Operating Outdoors |  |
| Lifeguard or instructional duties - Outdoor | Adverse weather conditions – heat | Heat rash, heat cramps, heat exhaustion, heat stroke |  |  |  | Umbrella/Shaded area  Drinking water provided to lifeguards  Protective clothing (Hats, T-shirt/Tanks)  Guidelines - Heat stress  Supervisor conducts frequent rounds  Ensure frequent rotations are implemented  Encourage 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 Safety  SOP – Operating in Adverse Weather Conditions |  |
| Lifeguard or instructional duties - Outdoor | Adverse weather conditions – cold | Hypothermia |  |  |  | Add clothing that doesn’t compromise safety  Minimum temperature set for outdoor operations  SOP – Operating in Cold Environments |  |
| Lifeguard or instructional duties - Beach | Open water | Drowning / Death |  |  |  | Current Lifeguard Waterfront Certification  Current Instructor Certification (e.g. WSI, LSI)  Radio available  Cell phone available  Floatation rescue devices  Frequent patrols of the beach  Breaks as needed during off rotations  A Designated Operator (DO) is available by voice or pre-arranged alarm system  PSP Policy Manual PART 8 |  |
| Lifeguard or instructional duties – Beach | Walking on sharp object | Cuts, scrapes, punctures |  |  |  | Appropriate footwear  Frequent patrols or sweeps of beach to identify hazards for removal  Inspect 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 footwear  Frequent patrols or sweeps of beach to identify hazards for removal  Inspect 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 training  Never perform the task alone  SOP – Safe Installation and storage of lane ropes |  |
| Test water quality | Contact with chemicals | Adverse skin reaction, contact with eyes |  |  |  | Current Lifeguard Certification  Online course – WHMIS  On the job – WHMIS applied to the workplace  Safety Data Sheet (SDS or MSDS) available and up-to-date  Workplace specific SOPs for chemical usage  Personal Protective Equipment (PPE) |  |
| Clean side of pool with brush | Contact with cleaning chemicals (typically baking soda) | Adverse skin reaction, contact with eyes |  |  |  | Online course – WHMIS  On the job – WHMIS applied to the workplace  MSDS/SDS available and up-to-date  Workplace specific SOPs for chemical usage  Personal Protective Equipment (PPE) |  |
| Clean side of pool with brush | Repetitive motions, awkward postures | Cumulative trauma disorder strain, sprain, dislocation |  |  |  | Orientations conducted  Rest breaks as needed  Use 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 – WHMIS  On the job – WHMIS applied to the workplace  MSDS/SDS available and up-to-date  Workplace specific SOPs for chemical usage  PPE |  |
| 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 clear  SOP – 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 possible  Safe 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 dollies  Ensure proper housekeeping  SOP – 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 items  Heavy equipment not stored on racks  Proper housekeeping  SOP – Safe lifting  SOP – Proper storage |  |
| Stack and remove equipment and supplies from storage room | Falls due to hazards on floors | Bruises, broken bone / fracture |  |  |  | On the job - Housekeeping On the job - Proper storage  Racks for equipment  Bins for small items  Signage displayed  Use 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 shelving  Get users to store equipment  Use appropriate equipment |  |
| General office and administrative duties (Including computer work) | Sitting at desk performing computer work | Minor muscle aches |  |  |  | Adjustable chair  Adjustable keyboard tray  Worker has ability to schedule breaks as required  A DND/CF Guide to Office Ergonomics  Poster - Stretching exercise |  |
| Lubricate fitness equipment | Lubricant (e.g. WD40, Invisilube) | Eye / respiratory irritation due to mists |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  Gloves such as Nitrile if prolonged skin contact  Safety goggle recommended where eye contact is possible  Avoiding exposure by distancing from source  Well-ventilated area  MSDS/SDS available and up-to-date |  |
| Lubricate fitness equipment | Flammable aerosol (e.g. WD40, Invisilube) | Blister, burns, scalds |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  MSDS/SDS available and up-to-date  Keep 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 MPs  Security custodian at events  Onsite security cameras  Phone  Lockup procedure  Client Statement Violence-Free Environment  SOP – 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 situation  Involve supervisor as needed  Refer client to posted SOPs  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) |  |
| 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  SOP – 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 – WHMIS  On the job training – WHMIS applied to the workplace  On the job training – Emergency evacuation drill  Emergency Button  Phone in pool area  Emergency evacuation plan  Safety Data Sheet (SDS/MSDS) available and up-to-date  SOP – Dealing with Poor Air Quality  Regular inspections of equipment |  |
| CHLORINE - Potential release of chemicals | CHEMICAL:  CORROSIVE | Irritation, burns |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  On the job training – Emergency evacuation drill  Emergency Button  Phone in pool area  Emergency evacuation plan  MSDS/SDS available and up-to-date  SOP – Dealing with Corrosive Materials  Regular inspections of equipment |  |
| Ammonia -  Potential release of chemicals (e.g. Mechanical refrigeration system) | CHEMICAL:  TOXIC gas | Irritation, pulmonary edema, death |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  On the job training – Emergency evacuation drill  Detection system as per CSA B52 Mechanical Refrigeration Code  Independent ventilation system as per CSA B52 Mechanical Refrigeration Code  Emergency evacuation plan  Maintenance and inspection performed by building owner  SOP – Dealing with Toxic Chemicals  Regular inspections of equipment |  |
| Ammonia -  Potential release of chemicals (e.g. Mechanical refrigeration system) | CHEMICAL:  CORROSIVE | Irritation, burns, frostbite |  |  |  | NPF employees do not enter mechanical room  Emergency evacuation plan  Maintenance and inspection performed by building owner  SOP – Dealing with Corrosive Chemicals  Regular inspections of equipment |  |
| Propane - Potential release of chemicals (e.g. Zamboni) | High concentration can displace oxygen | Simple asphyxiant |  |  |  | Online course – WHMIS  On the job training – WHMIS applied to the workplace  On the job training – Emergency evacuation drill  Emergency evacuation plan  MSDS/SDS available and up-to-date  SOP – Propane Handling and Storage  Regular 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 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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