

Ingersoll Support Services Inc.

Policy: Risk Assessment and Job Hazard Analysis	Policy # 8a Section: Health and Safety
Reviewed and Effective: June 27 2018 Date of Origin: June 1 2015	Ministry requirement - OHS
<i>Ingersoll Support Services has adopted this policy to ensure that all workplace risks and hazards are identified and controlled appropriately. These measures have been taken to ensure the ongoing health and safety of our staff. The objective is to anticipate hazards and the risks they pose before they cause harm or damage.</i>	

Procedure:

Definitions:

Risk versus Hazard

Hazard – The term ‘hazard’ refers to the potential to cause harm. In the case of a workplace health hazard, the harm is to a worker’s health and usually takes the form of an injury or illness.

An occupational hazard is a thing or situation with the potential to harm a worker. Occupational hazards can be divided into two categories:

1. Safety hazards that cause accidents that physically injure workers;
2. Health hazards which result in the development of disease.

It is important to note that a ‘hazard’ only represents a potential to cause harm. Whether it actually does cause harm will depend on circumstances, such as the toxicity of the health hazard, exposure amount, and duration. Hazards can also be rated according to the severity of the harm they cause – a significant hazard being one with the potential to cause a serious injury or death.

Risk – Risk is the probability, or chance, that a hazard will actually harm someone.

Removing occupational hazards is only one way of improving worker protection. A more practical approach to the limitation of occupational hazards is the control or management of the risks that hazards pose. Sometimes, in addition to the probability of a hazard causing harm, risk includes a consideration of the seriousness of the hazard.

To reduce the potential for injuries, Ingersoll Support Services will conduct Risk Assessment and Job Hazard Analysis for each of its locations on an annual basis. During the assessment, Ingersoll Support Services will work to identify potential hazards that exist in work areas, processes and procedures. Employees of Ingersoll Support Services are required to report any workplace hazards to their supervisor as soon as they are realized.

Where a hazard is identified, Ingersoll Support Services shall work to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard. Where a hazard creates dangerous working conditions, the work shall be halted or altered until such time as it may be controlled effectively.

Ingersoll Support Services shall address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and the worker, or at the worker. Where possible, Ingersoll Support Services shall strive to control hazards at the source. Ingersoll Support Services shall determine appropriate safe work procedures and practices, and provide training and education in safe work practices, policies and procedures.

Risk Assessment and Workplace Hazard Analysis:

This process will be completed on an annual basis for each workplace of Ingersoll Support Services, with re-evaluation occurring as often as necessary. The assessment is to be completed by the Team Supervisor and JHSC member of the location and consists of two parts:

1. Risk Assessment – this process identifies hazards, evaluates the risk of harm and implements measures to eliminate or control those hazards. The assessment allows for the prioritization of occupations that require Job Hazard Analysis.
2. Job Hazard Analysis – this second step offers a step-by-step approach to recognize, assess and control hazards and monitor the ongoing effectiveness of controls. The analysis systematically evaluates certain jobs, tasks or processes and helps to eliminate or reduce risks or hazards in order to protect workers from injury or illness.

Part 1 – Risk Assessment

- i. Inventory of Occupations – create an inventory of occupations for the location in question. A risk assessment should be performed for all occupations
- ii. Identify Job Tasks – identify job tasks within each occupation. This will create an inventory of all job tasks within all occupations from which risk can be evaluated

iii. Evaluate Risks – evaluate the risk of an injury or illness occurring as a result of the job tasks within each occupation. Use frequency, probability and consequence as a guide:

a. Rank the Exposure

1 = *Unlikely*: A person is exposed to the hazard 1x per shift

2 = *Occasionally*: A person is exposed to the hazard 2x per shift

3 = *Often*: A person is exposed to the hazard more than 3-5x per shift

4 = *Frequently*: A person is exposed to the hazard 5+ times per shift

5 = *Continuous*: A person is exposed to the hazard continually

b. Determine the Probability of Occurrence

1 = *Unlikely to occur*

2 = *Some chance*

3 = *Could occur*

4 = *Good chance*

5 = *Will occur if left unattended*

c. Determine Potential Consequences

1 = Insignificant: a person receives a very minor injury, no damage to property

2 = First aid or minor property damage: a person administers first aid to self

3 = Injury results in lost time, seeking medical help or significant property damage

4 = Injury results in permanent disability, serious health effects or property damage

5 = Injury results in a fatality, or there is major property damage

iv. Prioritize Job Tasks by Risk - the numbers determined in each step of the risk evaluation can be added to determine a Total Risk Rating for each job task:

Serious (11 – 15) means the hazard must be attended to immediately, prior to the commencement of the job. Controls **must** be put into place. A safe job procedure **must** be in place prior to the commencement of the job.

Moderate (6 – 10) means the hazard requires attention. Controls **should** be put into place. A safe work procedure **should** be in place prior to the commencement of the job, but could be attended to once the job has commenced. Employees **must** be aware of the hazard. The safe work procedure **must** be in place prior to the completion of the job.

Low (3 – 5) means the hazard requires monitoring. Controls are recommended. A safe work procedure is recommended.

v. Conduct the Job Hazard Analysis (JHA) – the JHA should be conducted on the inventoried job tasks. It may be helpful to involve other workers, management

staff or JHSC members in this process. The expertise from qualified professionals should also be considered. See Part 2 below for detailed steps on completing the JHA

- vi. Re-evaluate – this entire process should be completed on an annual basis on a scheduled anniversary date

Part 2 – Job Hazard Analysis (JHA)

Hazard Analysis provides an analysis of each job task, identifies associated hazards and assists in the creation of job procedures.

- i. Select a Job Task – always begin with the highest priority job task; priority is based on the risk assessment
- ii. Break the task down into its basic steps – observe and list all the main steps needed to perform the task. If the step is generally part of the task, it should be listed. To determine where a step begins or ends, look for a change in activity, direction or movement
- iii. Identify ALL hazards present with each of the identified steps – all hazards should be included, including those produced by the environment or conditions and those connected with the job procedure. Identify how someone completing the activity can be hurt, become ill or how the equipment being used could become damaged. Hazards from all hazard types should be considered:
 - *Chemical* – gases, vapours, liquids, solids, dust, fumes or mist
 - *Biological* – living organisms, such as bacteria, viruses, mould, parasites and fungi
 - *Physical* – noise, vibration, electricity, heat and cold
 - *Ergonomic* – poorly designed equipment or work process which place undue strain on the body by repetitive or strenuous activity
 - *Psychosocial* – risks of crime and violence and harassment in the workplace; performance pressures which can influence the quality of work
 - *Safety* – housekeeping, falls, pinch points, sharp points, sharp edges, moving machinery, dropping items, fire/explosion

Hazards from all hazard sources should also be considered:

- *People* – training, coaching, communication, education, hygiene practices
- *Equipment* – protective equipment, repair and maintenance
- *Materials* – correct use, adequate supply, repair and maintenance, storage
- *Environment* – noise, air quality, lighting, physical layout, housekeeping

- *Process* – work design, flow, reporting requirements, policies and procedures
- iv. Assess risk – using the process described in Part 1 iii. (frequency, probability and consequences), evaluate the risk potential for each hazard identified
- v. Determine control measures – decide what actions or procedures are necessary to eliminate or minimize the hazards identified that could lead to an incident, injury or occupational illness. Options include:
- *At the Source*: elimination, substitution, redesign, isolation, automation
 - *Along the Path*: relocation, barriers
 - *At the Worker*: administrative controls, orientation, training and supervision, work procedures, emergency planning, housekeeping, hygiene practices, personal protective equipment

List the recommended safe operating procedures. Begin with an action word, saying exactly what needs to be done to correct the hazard, such as “lift using your leg muscle”

- vi. Assess the risk again – review the JHA for accuracy and completeness
- vii. Develop job procedures – job procedures should be developed from the recommended control measures
- viii. Communicate the job procedures – communicate job procedures to all staff affected by a particular job task and monitor for continued effectiveness of controls