



**Airswift**  
**HSE Management Program**  
**Job Hazard Analysis Program**

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager – North America.
2. Any queries or feedback concerning the contents of this Program should be addressed to the Operations Manager – North America.

Prepared	Reviewed	Approved	Effective Date	Issue Number
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1	07.25.2016	Julia Arevalo		
2	07.01.2018	Julia Arevalo		Annual Review
3	07.01.2019	Carol Stallworth	Add in tables	
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REGULATORY STANDARD: 29 CFR §1910.132-138.

**PURPOSE:** Accidents and injuries in the workplace often occur because employees are not adequately trained in the proper job procedure. Establishing proper job procedures is accomplished by conducting a job hazard analysis. Improving how work is performed reduces accidents, injuries, improves absenteeism rates, and promotes an increase in productivity. Job hazards pose a serious problem for exposed workers and their employer. This program establishes uniform requirements to ensure that job hazards are evaluated, controls and procedures are implemented, and that the proper hazard information is transmitted to all affected workers.

**SCOPE:** AIRSWIFT will ensure that jobs having a potential for employee injury within the facility(s) are evaluated and controlled. This program is intended to address comprehensively the issues of; evaluating and identifying potential job hazards, work practices, training, and establishing appropriate procedures and personal protective equipment. This program and its requirements will be communicated and made available to all affected employees their designated representatives upon request.

**RESPONSIBILITY:** The Operations Manager – North America is responsible for the administration of this program and has full authority to make necessary decisions to ensure success of the program. All employees are responsible for safety at all times. The Safety Specialist will oversee development of detailed written instructions covering each of the basic elements in this program. This Company has expressly authorized this person to halt any Company operation where there is danger of serious personal injury.

The client site manager must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

Please note that when the Client/operator of the facility has a procedure in place for Job hazard Analysis, that procedure will supersede Airswift's procedure.

Contents:

1. Written Program
2. General Requirements
3. OSHA Standard Applicability
4. Selection of Jobs for Hazard Analysis
5. Job Hazard Analysis
6. Review and Evaluation
7. Training and Education

## **1.0 Written Program.**

AIRSWIFT and Client will review and evaluate this program when changes occur that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Operational JSA's must be maintained at the job site for the life of the operation at the facility and should be readily accessible to employees. This written program will be communicated to all personnel. This program encompasses the total workplace, regardless of number of workers employed or the number of work shifts and is intended to establish clear goals, and objectives. Employees working at client sites will follow whichever policy/procedure is the most stringent in performing a Job Hazard Analysis.

## **2.0 General Requirements.**

Preventing workplace accidents and injuries is the goal for AIRSWIFT and is the core principle behind the job hazard analysis (JHA) process. This document will provide a basis for studying and recording each step of a job, identifying existing or potential job hazards (both safety and health), determining PPE requirements, and establishing the best way to perform the job to reduce or eliminate these hazards. The JHA is just one component of the larger system and framework as it relates to safe work practices within Airswift and is a vital part of the safety and health management system.

JHAs shall be completed (and subsequently reviewed/amended) for tasks, be it a routine or non-routine task. The JHA should identify risks and account for abatement of the risks including PPE, procedural changes, additional training or use of special tools. Ideally, the analytical process will be a collaborative effort and involve input and evaluation of the task by all employees who are or will be associated with the task requiring a JHA. Once trained, staff, client and/or company supervisors will be responsible for the completion of JHAs and control of the work environment. AIRSWIFT will establish personal protective equipment (PPE) requirements, JHA procedures, and improve operational procedures through the use of this document.

## **3.0 OSHA Standard Applicability.**

Specific standards issued by OSHA will be consulted as part of the overall job hazard analysis whenever possible. Job Hazard Analyses completed shall be performed in accordance with OSHA 3071 2002 (Job Hazard Publication) (revised). Compliance with applicable Federal, State, and local regulations and client requirements shall be maintained at all times. When OSHA standards apply to a specific job, these standards will be incorporated into the Job Hazard Analysis to ensure that the requirements of the standard and hazard analysis are combined to create as optimally safe job conditions as is possible.

## **4.0 Selection of Jobs for Hazard Analysis.**

A JHA for each job placing employees at risk shall be completed. JHA's will be routinely performed by a qualified person(s) for jobs that put workers at risk. JSA's must be developed and implemented for each identified operation and task in either Airswift's company, or the client sites SEMS program. This analysis shall identify and prioritize risk factors of specific jobs, establish a system to measure and ensure risk factors have been reduced or eliminated to the maximum extent feasible, and recommend PPE.

4.1 The client site safety, and or supervisor and/or company Safety Specialist is responsible to assist in performing of a JHA and PPE surveys for Airswift when individual supervisors do not have a sufficient level of training.

4.2 **High risk jobs.** Once the selection of jobs for hazardous analysis has been completed, Airswift will compile a list of high risk jobs. Jobs will be analyzed to determine the following:

4.2.1 Procedural hazards of each job.

4.2.2 Physical hazards of each job.

4.2.3 Environmental hazards of each job.

4.3 **Prioritizing the development of the JHAs should take into account the following:**

4.3.1 Job tasks with the potential to cause severe or disabling injuries or illness (even if there is no previous history of accident/incident)

4.3.2 Job tasks where, even with one simple human error, can lead to a serious injury or illness

4.3.3 Job tasks with the highest rate of injury or illness

4.3.4 Job tasks which are new to the operation

4.3.5 Job tasks which have undergone changes in process and procedure (including change in equipment or process configuration)

4.3.6 Job tasks with complexities enough to require written instruction

## 5. Job Hazard Analysis.

Once trained, client and/or company supervisors will be responsible for conducting job hazard analyses. Once the pre-survey has been conducted this information will be used to reduce general hazards in the work area. After the general hazards in the work area have been reduced to the lowest appropriate level, the following procedures for job hazard analysis will be followed:

5.1 **Employee involvement.** Discuss the procedure with the employee performing the job to explain its purpose. Ensure the employee understands that the job is being analyzed, not the employee's job performance. Their input to procedural changes is critical.

5.2 **Hazard analysis.** Record the steps required to accomplish the job on the job hazard task analysis form. If the job is complex, it should be broken down into detailed segments. Each step will be reviewed in the order of occurrence as the employee is observed performing the job. Each segment will be reviewed in proper sequence.

### 5.3 Components of Analysis:

JSA must be broken down to cover the following steps: Identify, Analyze and Record existing and/or potential safety and health hazards associated with each step of the task to ensure appropriate countermeasures are effective in eliminating and reducing identified hazards.

#### 5.3.1 Employee involvement.

Employees at different levels and different disciplines each have a unique understanding



of the job tasks, thus having an invaluable insight on identifying hazards within the overall task. By involving employees, oversights and hazards can be minimized, quality ensured, and buy-in and ownership fostered.

### 5.3.2 Review incident history.

A thorough review of past accidents, illnesses, losses and significant near misses shall be completed. These events are indicators the existing hazard controls in place (if any) may not be adequate and may require further evaluation.

### 5.3.3 The Preliminary Review.

Discuss the known hazards existing in the current work environment and task. Once identified, for each hazard, discuss how to eliminate the hazard or to control/protect against the hazard (if it cannot be eliminated).

**5.3.4 Identify Hazards** identified and the means to eliminate, protect, or control, shall be implemented as soon as reasonably possible.

### 5.3.5 Prioritize.

As previously stated, prioritization is a key component to ensuring JHAs are completed for all tasks, routine and non-routine.

### 5.3.6 Break down the Task into Steps.

- Job tasks shall be broken down into steps.
- Record the steps within the task
- Enough information about the step should be noted to describe the action without getting overly detailed.
- Review the job steps to ensure you have not omitted any steps.

### 5.3.7 Identification of Hazards.

In identifying the hazards, ask the following questions:

- What can go wrong?
- How could it arise?
- What are the other contributing factors?
- How likely the hazard will occur?
- What has changed, both within and around the operation?

In addition, the following items shall be considered when evaluating the job task:

- Environment (Where is the job task taking place)
- Exposure (To whom or what is it happening to)
- Trigger (What precipitates the hazard)
- Primary - A trigger internal to the job task (Example: Electrical Energy)
- Secondary - A trigger external to the job task (Example: Weather)
- Consequence (What are the consequences? 'The outcome that would occur without elimination/protection/control')
- Any other contributing factors

### 5.3.8 Determine Means of Elimination/Control/Protection

- The first option shall be elimination of the hazard. Evaluate all possible means to reasonably eliminate the hazard all together. Engineering out the hazard is the most effective means of hazard mitigation. If this is not possible:



- Determine means of control and/or protection against the hazard. This involves putting into place engineering controls, additional/different personal protective equipment, etc. Reasonable means of protection shall be provided and implemented to adequately protect against the potential hazard.
- Administrative controls shall also be evaluated and implemented where necessary. This includes employee training, changing how the operation is conducted, etc.

#### 5.4 Immediate feedback.

From reviewing the job steps, discuss with the worker the potential hazards, methods used to control or eliminate the hazards. Obtain his/her comments concerning safety improvements and look for feedback.

#### 5.5 Documentation.

Each job hazard analysis will be documented. AIRSWIFT will use the “Protective Measures Determination” or the “Job Safety Analysis (JSA)” form found in the appendixes to this instruction. Attachments will be included to the form as required to document or support protective measures requirements for the specific job. Copies of the form will be maintained as follows:

- Employees will be given a copy of the form.
- Airswift will maintain a copy of the form in the main office.
- Client will be provided a copy of the form on request.

### 6. Review and Evaluation

JHAs shall be reviewed and evaluated prior to the start of any operation, each time the operation takes place. This ensures the JHA remains current and continues to be an effective tool in reducing workplace incidents and accidents. Further this then becomes a step in the verification process to ensure correct operational processes.

**6.1 Job hazard reevaluation.** Supervisors will conduct a reevaluation when one or more of the following conditions occur:

6.1.1 When an accident or injury occurs. It must be determined if the incident occurred as a result of the employee ignoring established safety practices, or if the safety practices need revision.

6.1.2 Anytime there is a change in the methods, materials, machinery, or procedures used in the conduct of the job.

6.1.3 To ensure Client and or Airswift Job Hazard Analysis documents remain current and are in compliance with OSHA and Alberta OHS legislation, Supervisors will conduct a reevaluation of the job hazard analysis when one or more of the following conditions occur:

- On a regular basis to keep the results up-to-date
- When changes are made to the operation or work-related process
- When a new work process is introduced
- When site-specific hazard assessments identify a new hazard
- When an inspection identifies a new hazard
- When an investigation identifies a new hazard.

The reevaluation of the Airswift Job Hazard Analysis Form will be documented in the Document Control – Revisions and Amendments table to ensure changes are recorded and are communicated to the effective employees.

It is the Client’s responsibility to ensure the sites formal hazard assessment documents are reviewed in compliance with OSHA and Alberta OHS legislation.

## **7. Training and Education.**

The purpose of training and education is to ensure that our employees are sufficiently informed about the job hazards to which they may be exposed and thus are able to participate actively in their own protection.

7.1 Employees will be instructed as to how the JHA provides the necessary information to protect each employee when performing each job task. Each employee will use the required PPE that has been deemed necessary by the JHA and selected by AIRSWIFT and the client.

Proper communication and training will allow managers, supervisors, and workers to better understand the hazards associated with a job, task, or process and why the type of PPE was selected. The training program will include:

7.1.1 All affected employees.

7.1.2 Supervisors.

7.1.3 Managers.

7.2 The program shall be presented in language and at a level of understanding appropriate for the individuals being trained. It will provide an overview of the potential job hazards, their causes, and means of correction of the potential hazards.

7.3 The program will also include a means for adequately evaluating its effectiveness. This will be achieved by using combinations of:

7.3.1 Injury and illness statistics.

7.3.2 Observation of work practices.



### Instructions for Completing a Job Hazard Analysis Form

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Job Hazard Analysis (JHA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them *before* the job is performed, and *before* they have a chance to become accidents. Here's how to conduct and complete each of the three parts of a Job Hazard Analysis:

TASK/STEP	HAZARDS	CONTROLS
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<p>Version: 7  Owner: Operations Manager - North America</p> <p>Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the conveyor and putting it on a hand-truck is one logical set of movements, so it is one job step. Everything related to the one logical set of movements is part of that job step.</p> <p>Be sure to list all the steps in a job. Some steps might not be done each time - checking the casters on a hand-truck, for example.</p> <p>However, that task is a part of the job as a whole, and should be listed and analyzed. The next logical set of movements might be pushing the loaded hand-truck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the hand-truck to the receiving area might be the final step in this type of job.</p>	<p>Identify the hazards associated with each step. Examine each step to find and identify hazards - actions, conditions and possibilities that could lead to an accident.</p> <p>It's not enough to look at the obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist.</p> <p>Be sure to list health hazards as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time. It's important to list all hazards</p> <p>In order to do part three of a JHA effectively, you must identify potential and existing hazards. That's why it's important to distinguish between a hazard, an accident and an injury. Each of these terms has a specific meaning:</p> <p>HAZARD - A potential danger. Oil on the floor is a hazard.  ACCIDENT - An unintended happening that may result in injury, loss or damage. Slipping on the oil is an accident.  INJURY - The result of an accident. A sprained wrist from the fall would be an injury.</p> <p>Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.</p>	<p>Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.</p> <p>Among the actions that can be taken are 1) engineering the hazard out, 2) providing personal protective equipment, 3) job instruction training, 4) good housekeeping, and 5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains). List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job.</p> <p>Be specific. Say exactly what needs to be done to correct the hazard, such as "lift, using your leg muscles." Avoid general statements like, "be careful."</p> <p>Give a recommended action or procedure for every hazard. If the hazard is a serious one, it should be corrected immediately. The JHA should be changed to reflect the new conditions.</p>
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# Appendix A

## JHA Form



<b>Name :</b> <b>Job Title:</b>		<b>Date:</b> Page ____ of ____	
Location	Task Step	Hazards	Controls

## Airswift Job Hazard Analysis Program Appendix B

### 6. Review and Evaluation

6.1.3 – To ensure Airswift Job Hazard Analysis documents remain current and are in compliance with Alberta OHS legislation, Supervisors will conduct a reevaluation of the job hazard analysis when one or more of the following conditions occur:

- On a regular basis to keep the results up-to-date
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It is the Client's responsibility to ensure the sites formal hazard assessment documents are reviewed in compliance with Alberta OHS legislation and this Appendix.