

**Policy and Procedure**

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| Title:               | <b>Job Safety Analysis</b>                                |
| Policy Number:       | 03.007  |
| Effective Date:      | December 29, 2005   |
| Revised Date:        |   |
| Approving Body:      | President and CEO   |
| Authority:           | CancerCare Manitoba Act                                   |
| Responsible Officer: | President and CEO   |
| Delegate:            | Workplace Safety and Health Committee via Human Resources |
| Contact:             | Human Resources   |
| Applicable to:       | All CCMB Staff  |

1.0 **BACKGROUND:**

Not Applicable.

2.0 **PURPOSE:**

2.1 The Manitoba Workplace Safety and Health Act (W210) requires that CancerCare Manitoba (CCMB) have a written workplace safety and health program. One of the required elements of such a program is to identify existing and potential dangers to workers and to implement measures that will reduce, eliminate, or control these dangers. An effective method of hazard recognition and control is the Job Safety Analysis (JSA) process which is described in this Policy and Procedure. The JSA is a documented, systematic process that identifies and assesses existing and potential health and safety hazards associated with particular tasks or jobs. Controls are then developed to eliminate or effectively manage these hazards, and then integrated into the safety program. In addition, completed JSA's and the resulting Safe Work Procedures (SWP's) can be used for training, inspections, incident investigations, and audits.

3.0 **DEFINITIONS:**

3.1 Job - generally a Job Safety Analysis is performed on a particular task or function that takes place on a regular basis in a department (e.g. use of a certain piece of equipment such as a table saw, servicing machines, moving patients or heavy objects, drawing blood, etc.). Jobs that may only be performed once or twice but which are inherently dangerous or critical in nature should also be reviewed using the JSA process/procedure.

3.2 Supervisor - a person who has charge of a workplace or authority over a *Worker*.

4.0 **POLICY:**

4.1 CCMB is committed to the process of Job Safety Analysis (JSA) as an effective method of hazard recognition and control.

4.2 It is CCMB's responsibility to ensure that training with respect to this Policy & Procedure is provided when requested by departments/supervisors. CCMB may

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audit compliance with this Policy and Procedure from time to time.

4.3 It is a Senior Manager/Departmental Manager's responsibility to ensure that:

- Supervisors understand and carry out the JSA Policy and Procedure. Training will be provided upon request
- Critical Job Inventories (CJI's) are submitted as required to the Manager Planning, Safety and Environment or other designated CCMB representative(s)

4.4 It is a Supervisor's responsibility to ensure that:

- They understand the JSA process/procedure. CCMB will provide training if requested
- The JSA procedure is carried out and that corresponding documentation is in place
- All Workers reporting to them have been trained with respect to Safe Work Procedures (SWP's) related to their position and that this training is documented
- The Critical Job Inventory is kept current and that a JSA is performed every time a new Job is introduced or an existing Job is change significantly

4.5 Whenever possible, Workers should be involved in the JSA process/procedure. The JSA process is intended to be an interactive process between Supervisors and Workers. Workers are the best source of information with respect to reviewing the steps involved in performing particular jobs. They also have a good understanding of the hazards involved.

4.6 It is the Worker's responsibility to:

- Participate in the JSA process/procedure when called upon.
- Follow the SWP's developed.
- At all times (regardless of the JSA process status) take reasonable care to protect their safety and health and to identify any job hazards to their Supervisor.

4.7 The JSA process is ongoing and must be reviewed regularly. As a minimum this is to be done annually, as well as every time a new Job is introduced or an existing Job is significantly modified.

4.8 Compliance with this Policy & Procedure may be monitored by CCMB through inspections conducted by the Workplace Health and Safety Committee or other authorised CCMB representatives. Managers and Supervisors will be required to provide supporting documentation of compliance such as a Critical Job Inventory, Job Safety Analyses completed, documented Safe Work Procedures, and staff training records.

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5.0 **PROCEDURE:**

- 5.1 Senior Managers and/or Department Managers assign staff (Supervisors and Workers) to perform a Job Safety Analysis (JSA) for their department.
- 5.2 A Critical Job Inventory (CJI) is performed. All jobs that have significant hazards/risks associated with them are named and listed. "Significant hazards/risks" are those that have the potential for causing death or injury to staff, patients or the public, significant property loss or damage, significant impact on patient wait times, significant impact on the overall functioning or operation of CCMB, etc. A good starting point for listing Critical Jobs is to review previous injuries and occurrence reports. Furthermore, all jobs that are inherently dangerous require a JSA to be performed.
- 5.3 Submit a copy of your CJI annually to the Manager Planning, Safety and Health or other designated CCMB representative(s). In addition, the Workplace Safety and Health Committee may choose to review departmental CJI's.
- 5.4 For each Job listed on the CJI a Job Safety Analysis (JSA) is performed as follows (you may use the attached form):
  - 5.4.1 Write, in point form, the sequential steps required to perform the Job. Break it down into sufficient detail so that the job can be analysed but not too detailed so that it becomes too tedious. A reasonable target is 6-12 steps.
  - 5.4.2 For each step, list the potential hazards.
  - 5.4.3 For each hazard list the preventive measures which are already in place or those that will be undertaken. Please note that preventive measures **must** be implemented in the following order:
    - Alter the job (e.g. find an alternate method, tool, chemical, etc.) to eliminate or reduce the hazard.
    - Introduce engineered controls (e.g. ventilation systems, guards, shields, etc.) to eliminate or reduce the hazard.
    - Introduce administrative controls (e.g. lock-out system, fire-watch system, working alone check-in/check-out system, etc.) to eliminate or reduce the hazard.
    - Provide personal protective equipment to the staff (respirators, hearing protection, goggles, etc.) to eliminate or reduce the hazard.
  - 5.4.4 Review the completed JSA with departmental staff to ensure its accuracy and completeness.
- 5.5 For each Job listed on the CJI, create a Safe Work Procedure (SWP) as follows (you may use the attached form):
  - 5.5.1 Provide the particulars of the Job as listed at the top of the attached form.

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5.5.2 Provide a general overview of the Job and its context.

5.5.3 Write out, step by step, the safest way to perform the Job. Ensure that all hazards are discussed and mitigating measures are clearly explained.

5.5.4 Review the SWP with departmental staff to ensure its accuracy and completeness.

5.5.5 Ensure all departmental staff receive training with respect to each SWP that pertains to their function. Supervisors need to ensure that they have documentation to show that staff have been trained and understand the SWP's.

5.6 The CJI and SWP's are to be reviewed and updated regularly. A JSA needs to be performed every time a new Job is introduced or an existing Job is significantly modified. As a minimum, the CJI and SWP's should be reviewed annually.

6.0 **REFERENCES:**  
Not Applicable.

**Policy Contact:**

All enquiries relating to this policy should be directed to:

Name: Workplace Safety and Health Committee

Title/Position: Via Human Resources

Phone:

E-mail:

Address:

(if required):

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**DOCUMENTATION**

**Policy Location:**

This policy is located (hard and e-copy formats):

1. The original signed and approved policy is on file in the Executive Office, CCMB
2. The e-copy is on file in the CCMB Governing Documents Library, SharePoint
- 3.

**Revision History:**

| Date       | Version | Status  | Author          | Summary of Changes           |
|------------|---------|---|-----------------|------------------------------|
| dd/mm/yyyy | #       | Initial, Draft<br>Final<br>Minor/Major revision |                 |                              |
| 29/12/2015 | 1       | Initial   |                 |                              |
| 22/03/2018 | 1       | Minor Revision                                  | S.Friedenberger | Reformatted to new template. |
|            |         |   |                 |                              |

**Approvals Record:**

This Policy requires approval by:

| Approval | Date | Name / Title  | Signature |
|----------|------|---------------|-----------|
|          |      | Not required. |           |

**FINAL APPROVAL:**

| Date | Name / Title                             | Signature |
|------|--|-----------|
| 2005 | <i>Approved by the President and CEO</i> |           |