

SAFETY MEMO

January 24th, 2022 – Job Hazard Analysis

Did you know?

Introduction

In many jurisdictions across the world, there are federal, provincial, and state-level Occupational Health and Safety Acts and Codes that legislate employer and worker rights and responsibilities respecting workplace hazards. In Canada, all workers have a legislated right to *know*, to *participate*, and to *refuse unsafe working conditions*.

As part of an employee's right to know and to participate in safety matters, Job Hazard Analysis worksheets have been developed by Laporte and implemented at all Canadian offices. In most cases, JHA's are used exclusively when Laporte employee's visit client sites and facilities.

What are JHA's?

Job Hazard Analysis' (JHA), also known as field level hazard assessments, are a technique that focuses on job tasks to identify hazards before they occur. These assessments are required by law in every Canadian province to assist workers to identify hazards associated with tasks and procedures. (Check your provincial or state legislation for the most up to date information regarding the usage and implementation of mandatory JHA's).

Employers are required to develop procedures to ensure workers are adequately trained in all matters necessary to protect the health and safety of the worker. This includes developing and implementing JHA procedures, so workers are protected when:

- Beginning a work activity
- Performing a new work activity
- Using new equipment
- Performing new processes
- Or the worker is moved to another area or work site

Filling out JHA's

The information requested on a JHA includes, but is not limited to:

- Understanding procedures relevant to the site
- Rules and restrictions imposed by the client
- The required PPE for the site-specific conditions
- The various risks that are associated with the specific site visit such as
 - Electrical Hazards
 - Potential for slips, trips, and falls
 - Explosion from combustible dust
 - Biohazard
 - Falling materials or equipment
- Emergency measures that may be required in case of an emergency or incident

Due Diligence

Workers have a responsibility while engaged in work for the employer to:

- Cooperate with the employee's supervisor, employer, or any other person for the purposes of protecting the health and safety of
 - Workers
 - Others engaged in the work of the employer, and
 - Other people present at the worksite but that are not engaged in work being carried out.

Safety is everyone's responsibility from management, to supervisors, to the employees in every situation at the office or while visiting client sites. Laporte values the individual contributions each employee makes to the overall success of the company. To ensure no administrative penalties are levied against the company or employees and when mandated by law, Laporte requires compliance with filling out JHA's.

References

- Canadian Centre for Occupational Health and Safety.
- European Union for Safety and Health at Work.
- United States Department of Labour, Occupational Health and Safety Administration.

