**Section 3.1: Job Safety Analysis (JSA)**

**FACILITIES FOREMAN**

| **Job/position/work type: Facilities Foreman** | **Date Completed:** |
| --- | --- |
| **Assessment Team:**  | **Reviewed/revised:** |
| Tasks(List **all** tasks/activities of the job/position) | Hazards(List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls(List the controls for each hazard:Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments |
| **S x P = R** |
| Working from heights | Potential slips, trips, falls, weather (wind), other people, housekeeping. |  |  |  | Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. Perform a pre job hazard assessment. Use of approved safety footwear, any applicable PPE. |  |
| Use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom | Potential slips, trips, falls, tip-overs, mechanical failure, overhead power lines, pinch points, weather, uneven ground, other structures/surroundings, exceeding manufactures recommendation/guidelines, other people |  |  |  | Use of CSA approved industrial ladders and scaffolding. Pre-job hazard assessment. Create a safe work procedure for use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom. Use of approved safety footwear.Flagging of work zone (cones or warning signs). Additional person if required. |  |
| Roof work: within 2 meters of unguarded edge | Potential slips, trips, falls, weather (wind), other people, housekeeping  |  |  |  | Ensure all maintenance workers are aware of the two-meter rule. Roof top access controlled and restricted (signage). A two-meter stick or rod be made available on roof to retrieve balls or debris.  |  |
| Driving to and from work sites | Inclement weather condition, road conditions, heavy traffic, other drivers, wildlife, time constraints, vehicle breakdown, fatigue, distracted driving  |  |  |  | Regular preventative maintenance and documented safety inspections on vehicles and equipment. Fire extinguisher, first aid kit and reflective triangles in all vehicles. Hands free devices. Cell phone available to call for help. Practice defensive driving skills. Aware of surroundings at all times.Check highway hotline prior to travel.Sask. Alert App for cell phone.  | Driving to and from work sites |
| Working alone | Potential harm, entrapment/no assistance, medical emergency |  |  |  | Follow working alone process/communication plan |  |
| Rotating equipment/ machinery parts | Potential for pinch points, hand injuries, amputations, entanglement, or entrapment |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment. Inspect all equipment prior to use. Do not wear loose clothing, confines or cuts short head or facial hair, long hair or dangling neckwear or jewelry. Use extreme caution and proper PPE. Ensure all equipment is secured when working on them. |  |
| Use of power/hand tools | Potential for contusions, hand injuries, burns, electrical hazards, lacerations, entanglements, amputations, flying debris, eye injury, impalement   |  |  |  | Lock out procedure on equipment.Inspect all equipment prior to use. Worker not to wear loose clothing, confines or cuts short head or facial hair, long hair or dangling neckwear or jewelry. Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Confined Space Entry | Potential for dangerous atmosphere, limited egress, limited working space |  |  |  | Follow school division to develop confined space policy/procedure (entry plan) |  |
| Ergonomics - working in awkward positions, kneeling, reaching, handling loads, carry loads | Potential for sprains, strains and contusions, slips, trips, falls |  |  |  | Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary. Practice safe moves and body mechanics as per TLR-Object Moving.  |  |
| Biological exposure (asbestos, mouse/bird/bat droppings, mold, insect bites) Blood and Body  | Respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks, insect repellent) as identified in SDS/safe work procedure. Clean rodent messes up following safe work procedure.Exposure Control Plan and Communicable Disease Handbook SWP hantavirus, bat dropping, bird dropping. |  |
| Supervising people | Potential conflict, mental health |  |  |  | Ensure orientation checklist and all other applicable training complete. Re: Section 3-6 *The* *Saskatchewan Occupational Health and Safety Regulations, 2020* |  |
| Handling hazardous products, chemical exposure (WHMIS 2015). | Chemical burns, respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks, insect repellent) as identified in SDS/safe work procedure. Clean rodent messes up following safe work procedure. |  |
| Infection Control Practice |  |  |  |  | Refer to Exposure Control Plan. |  |

**Risk Matrix:**





**JOURNEYMAN ELECTRICIAN**

| **Job/position/work type: Electrician** | **Date Completed:** |
| --- | --- |
| **Assessment Team:**  | **Reviewed/revised:** |
| Tasks(List **all** tasks/activities of the job/position) | Hazards(List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls(List the controls for each hazard:Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments |
| **S x P = R** |  |  |
| Man lifts, scaffolds, scissor lift, articulating lift/boom | Potential slips, trips, falls, tip-overs, mechanical failure, overhead power lines, pinch points, weather, uneven ground, other structures/surroundings, exceeding manufactures recommendation/guidelines, other people |  |  |  | Use of CSA approved industrial ladders and scaffolding. Pre-job hazard assessment. Create a safe work procedure for use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom. Use of approved safety footwear.Flagging of work zone (cones or warning signs). Additional person if required. | JHA available to fill out |
| Roof work: within 2 meters of unguarded edge | Potential slips, trips, falls, weather (wind), other people, housekeeping  |  |  |  | Ensure all maintenance workers are aware of the two-meter rule. Roof top access controlled and restricted (signage). A two-meter stick or rod be made available on roof to retrieve balls or debris.  |  |
| Driving to and from work sites | Inclement weather condition, road conditions, heavy traffic, other drivers, wildlife, time constraints, vehicle breakdown, fatigue, distracted driving, worker pulling loads, pulling trailer. |  |  |  | Regular preventative maintenance and documented safety inspections on vehicles and equipment (trailer). Fire extinguisher, first aid kit and reflective triangles in all vehicles. Hands free devices. Cell phone available to call for help. Practice defensive driving skills. Aware of surroundings at all times.Check highway hotline prior to travel.Sask. Alert App for cell phone.  |  |
| Working with live voltage-Trouble shooting-Testing | Potential arc hazard, short circuit, flash, fatality, burns, inhalation hazards, loss of eyesight, electrocution, fall from heights after contact, involuntary physical movements  |  |  |  | Use of certified testing equipment (calibrated) Isolate if possible; lock out tag out.Hierarchy of controls, reschedule, isolate, PPE(live voltage gloves/hot gloves) | JHA available to fill out |
| Lock out/tag out  | Potential device failure, damage equipment, potential arc hazard, short circuit, flash, fatality, burns, inhalation hazards, loss of eyesight, electrocution, fall from heights after contact, involuntary physical movements |  |  |  | Ensure lock out /tag out safe work procedure is followed every time.  |  |
| Working from heights | Potential slips, trips, falls, weather (wind), other people, housekeeping. |  |  |  | Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. Perform a pre job hazard assessment. General housekeeping (garbage can available) Use of approved safety footwear, any applicable PPE. | JHA available to fill out  |
| Use of ladders | Potential slips, trips, falls, weather (wind), uneven ground, other structures/surroundings, exceeding manufactures recommendation/guidelines, other people, housekeeping. |  |  |  | Use of CSA approved industrial ladders. Pre-job hazard assessment. Use of approved safety footwear.Flagging of work zone (cones or warning signs). Additional person if required. | JHA available to fill out |
| Working alone | Potential harm, entrapment/no assistance, medical emergency |  |  |  | Follow working alone process/ communication plan.  |  |
| Moving machinery parts- Use of power/hand tools | Potential for contusions, hand injuries, burns, electrical hazards, lacerations, amputations or entrapment |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment.Inspect all equipment prior to use.No loose clothing or jewelry. Long hair must be tied up.Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Rotating Equipment-Large fans-Pumps-Motors-Compressors | Potential for contusions, hand injuries, burns, electrical hazards, lacerations, amputations or entrapment, fatality |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment.Inspect all equipment prior to use.No loose clothing or jewelry. Long hair must be tied up.Safe work procedures. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. | JHA available to fill out |
| Ergonomics-working in awkward positions, kneeling, reaching | Potential for sprains, strains and contusions |  |  |  | Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary. Practice safe moves and body mechanics. Follow -TLR Object Moving practices. |  |
| Chemical and biological exposure (asbestos, mold, mouse/bird/bat droppings, glues, solvents, insect bites) | Chemical burns, respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/safe work procedure. Wear insect repellent. Clean rodent messes up following safe work procedure. |  |
| Infection Control Practices |  |  |  |  | Refer to Exposure Control Plan. |  |

**Risk Matrix:**



**JOURNEYMAN CARPENTER / FACILITIES TECHNICIAN**

| **Job/position/work type: Journeyman Carpenter/Facilities Technician** | **Date Completed:** |
| --- | --- |
| **Assessment Team:**  | **Reviewed/revised:** |
| Tasks(List **all** tasks/activities of the job/position) | Hazards(List **all** existing and potential health and safety hazards) | Severity | Probability | Risk | Controls(List the controls for each hazard:Elimination, Engineering, Administrative, Personal Protective Equipment) | Comments |
| **S x P = R** |  |  |
| Working from heights | Potential slips, trips, falls, weather (wind), property damage, other people, housekeeping. |  |  |  | Fall protection training, fall protection plan and pre-job hazard assessment. CSA approved harness with rope grab, lanyard of suitable length with shock absorber and suitable anchor point. Use of approved safety footwear, any applicable PPE. | JHA available to fill out |
| Use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom | Potential slips, trips, falls, tip-overs, mechanical failure, overhead power lines, pinch points, weather, uneven ground, other structures/ surroundings, exceeding manufactures recommendation/guidelines, other people, housekeeping  |  |  |  | Use of CSA approved industrial ladders and scaffolding. Pre-job hazard assessment. Create a safe work procedure for use of ladders, man lifts, scaffolds, scissor lift, articulating lift/boom. Use of approved safety footwear.Flagging of work zone (cones or warning signs). Additional person if required. |  |
| Roof work: within 2 meters of unguarded edge | Potential slips, trips, falls, weather (wind),changing weather conditions, other people, housekeeping  |  |  |  | Ensure all maintenance workers are aware of the two-meter rule. Roof top access controlled and restricted (signage). A two-meter stick or rod be made available on roof to retrieve balls or debris. Be aware of your surroundings.Fall protection is required, follow the fall protection procedure.  |  |
| Driving to and from work sites | Inclement weather condition, road conditions, heavy traffic, other drivers, wildlife, time constraints, vehicle breakdown, fatigue, distracted driving, pulling trailers |  |  |  | Regular preventative maintenance and documented safety inspections on vehicles and equipment. Fire extinguisher, first aid kit and reflective triangles in all vehicles. Hands free devices. Cell phone available to call for help. Practice defensive driving skills. Aware of surroundings at all times.Check highway hotline prior to travel.Sask. Alert App for cell phone. Stretching, stop walk around vehicle. |  |
| Working alone | Potential harm, entrapment/no assistance, medical emergency |  |  |  | Follow working alone process/ communication plan.  |  |
| Moving machinery parts | Potential for pinch points, hand injuries, amputations or entrapment |  |  |  | Guards over all moving parts of all machinery. Lock out procedure on equipment. If applicable shut off switch at equipment.Inspect all equipment prior to useNo loose clothing or jewelry. Long hair must be tied up. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Use of power/hand tools | Potential for contusions, hand injuries, burns, electrical hazards, lacerations |  |  |  | Lock out procedure on equipment.Inspect all equipment prior to useNo loose clothing or jewelry. Long hair tied up.Safe work procedures for use of power tools. Use extreme caution and proper PPE. Ensure all materials are secured when working on them. |  |
| Confined Space Entry | Potential for dangerous atmosphere, limited egress, limited working space |  |  |  | Follow school division confined space policy/procedure (entry plan). |  |
| Ergonomics- working in awkward positions, kneeling, reaching, handling loads, carry loads | Potential for sprains, strains and contusions |  |  |  | Vary tasks and positions to prevent injury. Wear knee pads for protection when necessary. Practice safe moves and body mechanics. TLR Object Moving Practices. Stretching.  |  |
| Working on plumbing - Science labs- Washrooms- Septic tank- Any drain | Exposed to unknown hazardous product, human waste, dust, sewer gas |  |  |  | Follow safe work procedure. Wear PPE as identified in SDS or in procedure. Follow exposure control plan.  | JHA available to fill out |
| Pesticide Application | Chemical absorption, inhalation, respiratory problems, illness, serious condition, death. |  |  |  | WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS /safe work procedure. Communication to site specific.  |  |
| Biological exposure (asbestos, mouse/bird/bat droppings, mold, insect bites) | Respiratory problems, infections, illness, serious condition, death. |  |  |  | Identify and document locations of asbestos or mold, report immediately, inform other workers and isolate the area. WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/ safe work procedure. Clean rodent messes up following safe work procedure. Insect repellent.  |  |
| Handling hazardous products, chemical exposure (WHMIS 2015). | Chemical burns, respiratory problems, infections, illness, serious condition, death. |  |  |  | WHMIS training/education and current SDS sheets for hazardous products. Wear PPE (gloves, masks) as identified in SDS/safe work procedure. |  |
| Infection Control Practice |  |  |  |  | Refer to Exposure Control Plan  |  |

**Risk Matrix:**

