



# Health and Safety Santé et sécurité



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## Hazard Prevention Program (HPP)

The *Canada Labour Code* part II and the *Canadian Occupational Health and Safety Regulations* require employers under federal jurisdiction to develop implement and monitor a program for the prevention of hazards in the workplace. The program must take into consideration the size of the workplace and the nature of the hazards that employees are exposed to. If you recall the “Definition of a Workplace” in the previous newsletter the workplace follows the worker therefore, so does this requirement. The HPP must include the following components;

- (a) an implementation plan;
- (b) a hazard identification and assessment methodology;
- (c) hazard identification and assessment;
- (d) preventive measures;
- (e) employee education; and
- (f) a program evaluation

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## What is a Job Safety Analysis? (JSA)

The hazard identification and assessment methodology used by most employers is a job safety analysis (JSA) or job hazard analysis (JHA). The JSA or JHA is a procedure which helps integrate accepted safety and health principles and practices into a particular job or task. In a JSA, each step of the job is assessed to identify potential hazards and to recommend control measures to address those hazards. Basically it is a plan which outlines the safest way to do the job.

The benefits of conducting a JSA are that previously undetected hazards may be identified, job knowledge and health and safety awareness of those participating will be increased, communication between workers and supervisors is improved, and acceptance of safe work procedures is promoted.

Once a JSA is conducted a safe work procedure should be developed. A safe work procedure can form the basis for regular contact between supervisors and workers, serve as a teaching aid for initial job training, safety talks, tool box meetings and as a briefing guide for infrequent jobs.

Four basic stages in conducting a JSA are:

- selecting the job to be analyzed
- breaking the job down into a sequence of steps
- identifying potential hazards
- determining preventive measures to overcome these hazards

Example of a JSA for changing a tire:

<b>Sequence of Events</b>	<b>Potential Accidents or Hazards</b>	<b>Preventive Measures</b>
Park vehicle	a) Vehicle too close to passing traffic  b) Vehicle on uneven, soft ground  c) Vehicle may roll.	a) Drive to area well clear of traffic. Turn on emergency flashers.  b) Choose a firm, level parking area.  c) Apply the parking brake; leave transmission in PARK; place blocks in front and back of the wheel diagonally opposite to the flat.
Remove spare and tool kit	a) Strain from lifting spare.	a) Turn spare into upright position in the wheel well. Using your legs and standing as close as possible, lift spare out of truck and roll to flat tire.
Pry off hub cap and loosen lug bolts (nuts).	a) Hub cap may pop off and hit you b) Lug wrench may slip	a) Pry off hub cap using steady pressure.  b) Use proper lug wrench; apply steady pressure slowly.
And so on.....	a) ...	a) ...

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## Health and Safety Committee and Representative Training

*Canada Labour Code* part II 135 (7), 136 (5)

Below are the requirements for Health and Safety committees under the *Canada Labour Code* part II. With these requirements in mind local committees and representatives should receive effective training to enable them to fully understand and carry out the duties of their position.

7) A work place committee, in respect of the work place for which it is established,

- (a) shall consider and expeditiously dispose of complaints relating to the health and safety of employees;
- (b) shall participate in the implementation and monitoring of the program referred to in paragraph 134.1(4)(c);
- (c) where the program referred to in paragraph 134.1(4)(c) does not cover certain hazards unique to the work place, shall participate in the development, implementation and monitoring of a program for the prevention of those hazards that also provides for the education of employees in health and safety matters related to those hazards;
- (d) where there is no policy committee, shall participate in the development, implementation and monitoring of a program for the prevention of hazards in the work place that also provides for the education of employees in health and safety matters related to those hazards;
- (e) shall participate in all of the inquiries, investigations, studies and inspections pertaining to the health and safety of employees, including any consultations that may be necessary with persons who are professionally or technically qualified to advise the committee on those matters;
- (f) shall participate in the implementation and monitoring of a program for the provision of personal protective equipment, clothing, devices or materials and, where there is no policy committee, shall participate in the development of the program;
- (g) shall ensure that adequate records are maintained on work accidents, injuries and health hazards relating to the health and safety of employees and regularly monitor data relating to those accidents, injuries and hazards;
- (h) shall cooperate with health and safety officers;
- (i) shall participate in the implementation of changes that might affect occupational health and safety, including work processes and procedures and, where there is no policy committee, shall participate in the planning of the implementation of those changes;
- (j) shall assist the employer in investigating and assessing the exposure of employees to hazardous substances;
- (k) shall inspect each month all or part of the work place, so that every part of the work place is inspected at least once each year; and

(l) where there is no policy committee, shall participate in the development of health and safety policies and programs.

Required Training:

- The Role of Workplace Health and Safety Committees
- Developing an Occupational Health and Safety Program
- Workplace Inspections and Safety Audits
- Accident/Hazardous Occurrence Investigating and Reporting
- Hazard Prevention Program and Job Hazard Analysis
- Violence Prevention in the Workplace
- Employee, Supervisor and Manager Roles and Responsibilities

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***Making it Home Safely Every Day is what Health and Safety is all about.  
Make sure that injuries and tragedies don't happen at your worksite.***