UNIVERSITY OF MANITOBA Physical Plant

89 Freedman Crescent
Winnipeg, Manitoba
Canada, R3T 2N2

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SAFE WORK PRACTICE

1.7 – Pre-Job Hazard Assessment (formerly Hazard Assessment)

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Authorized by: Breanne Kamenz, Management   David Loucks, Worker

Purpose

This Practice is intended to be used as a guideline to all Physical Plant staff, providing instruction on the pre-job hazard assessment process.

Pre-job Hazard Assessment Form

A Physical Plant pre-job hazard assessment form is issued on the back of each work order. For departments where the work is not primarily work order generated, a copy of the form must be made available to staff by the supervisor.

Purpose of Pre-Job Hazard Assessment

The purpose of a pre-job hazard assessment is for workers to identify hazards that may be caused by the environment, tools and equipment, or nature of the work for a particular work task. Once hazards are identified each one is assigned a rating based on the severity of a potential injury, the probability that injury will occur, and the frequency at which the task is performed. Control measures can then be identified for each hazard in order to prevent injury or incident. Filling out the pre-job hazard assessment form as per this safe work practice ensures this process is completed and documented.

Legislation

Section 7.4(5)(b) of Manitoba's Workplace Safety and Health Act states that a workplace safety and health program must include:

The identification of existing and potential dangers to workers at the workplace and the measures that will be taken to reduce, eliminate, or control those dangers, including procedures to be followed in an emergency.

When to Do a Pre-Job Hazard Assessment

Most importantly, a pre-job hazard assessment must be completed **before** the work begins. This is the only way to ensure that appropriate controls can be put in place to protect workers. The pre-job hazard assessment must be done at the work site; this is the only way to accurately identify hazards that may be associated with the work environment.

For Trades staff, completing the pre-job hazard assessment is a requirement for all work orders. This includes preventative maintenance; although the work task may typically be the same, there is always the chance of new hazards being present in the work environment. The supervisor may attend the site and participate in the pre-job hazard assessment process; if they do not attend the site they must sign the pre-job hazard assessment form before it is submitted back to the work order desk.

When a hazardous work task is conducted by multiple Trades staff, the pre-job hazard assessment should be conducted as a group, with all workers involved signing off.

For Central Energy Plant staff, a pre-job hazard assessment should be completed for all maintenance tasks (whether work order generated or not), as well as all work order-generated tasks.

For Caretaking staff, a pre-job hazard assessment should be completed for any hazardous work that is outside the Caretakers' day-to-day responsibilities, for example project work such as event setups. If there is not a work order for the task, the Physical Plant pre-job hazard assessment form must still be used.

For projects that are carried out over multiple days, a new pre-job hazard assessment must be conducted whenever the workers, equipment, or work environment changes; if none of these change, a new pre-job hazard assessment must be done at minimum weekly.

Steps to Complete a Pre-Job Hazard Assessment

Using the Physical Plant pre-job hazard assessment form:

1. Fill out the info at the top of the pre-job hazard assessment form: work order number, planned activity (description of work task to be performed), work unit, and supervisor.

2. Using the checklist in the "STEP 1" section, identify all potential hazards associated with the work task. The checklist does not cover all possible hazards; if you identify additional hazards, write them down in the space below the checklist ("Comments/Additional Hazards Identified").

3. List each of the hazards you identified in the "STEP 1" section in the "Hazards" column in the table of the "STEP 2" section; i.e.: if you checked three boxes, there should be three hazards listed.

4. For each hazard listed, determine a hazard rating using the instructions on the form.

5. For each hazard listed, write the control measure(s) that will be used in the "Control Measures" column. Examples of control measures are:

    - **Elimination/Substitution –** for example using a non-hazardous or less hazardous chemical instead of a hazardous one.
    - **Engineering Controls –** for example turning off a piece of loud equipment to eliminate the noise hazard.
    - **Administrative Controls** – for example ensuring employees have the required training to perform the task; reviewing safe job procedures.
    - **PPE (last resort)** – for example using work gloves to control the risk of hand injury.

6. Ensure all control measures listed are in place before the work begins**. If the Hazard Rating is 7 or higher, this indicates that appropriate control measures cannot be implemented to make the work safe. Notify your supervisor, and do not perform the work until appropriate control measures are in place.**

7. At the bottom of the "STEP 2" section, identify any safe job procedures (SJP) that should be reviewed before the work begins. This should be done for high hazard tasks, or tasks that are performed infrequently. The SJP should be reviewed as a group by all staff that will be performing the work.

8. In the "STEP 3" section, all employees involved in conducting and/or reviewing the pre-job hazard assessment should print the date, their name, and initial in the table. If the supervisor was involved in performing and/or reviewing the pre-job hazard assessment at the work site, they should complete this section.

9. At this point the pre-job hazard assessment is complete and the work task may be performed. The pre-job hazard assessment form should stay on site for the duration of the work. It should be submitted to the supervisor when the work is complete or when a new pre-job hazard assessment is done for the work site – whichever happens first.

10. If they have not already done so, the supervisor reviews and signs off in the last section (if the supervisor also participated in the pre-job hazard assessment on site, their signature will be on the form twice).

11. For Trades departments, the completed pre-job hazard assessment will be submitted back to the work order desk with the completed work order. For pre-job hazard assessments not generated by a work order (i.e. Caretaking, Central Energy Plant), the supervisor should keep completed pre-job hazard assessments on file for documentation purposes.