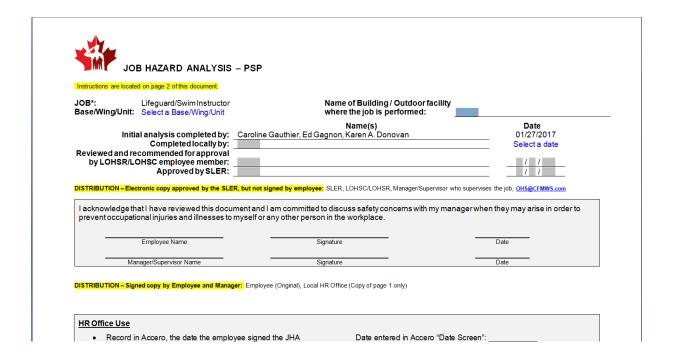
Instructions

Steps to develop and implement a Job Hazard Analysis (JHA)

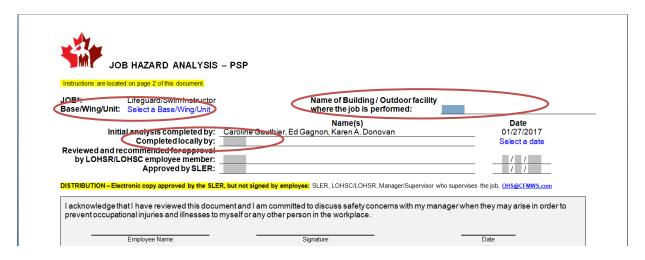
DEVELOPMENT

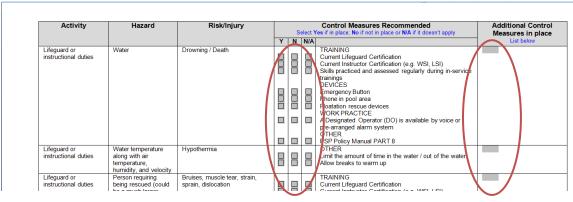
STEP 1 – The Senior Local Employer Representative (SLER) receives from National Senior Employer Representative (NSER) a fillable generic JHA specific to a job as per below. The SLER selects a manager who is famililar with the job as well as the workplace at the local Base/Wing/Unit.

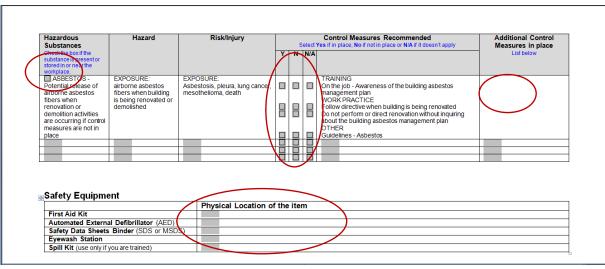


STEP 2 – The manager selected by the SLER completes the following fields of the JHA electronically and returns to SLER when completed:

- Base/Wing/Unit
- Name of Building/Outdoor facility where the job is performed
- Completed locally by and date
- Controle measures recommended
- Additionnal control measures in place
- Hazardous substances
- Safety equipment







STEP 3 – The SLER reviews the JHA with the Local OHS Committee / Local OHS Representative (LOHSC/LOHSR) to ensure it is complete and discusses any concerns. When agreed upon, one LOHSC member representing the employees or the LOHSR add his/her name and date to the line "reviewed and recommended for approval by LOHSC/LOHSR employee member". Then, the SLER add his/her name and date to the line "Approved by SLER".

JOB*: Base/Wing/Unit:	Lifeguard/SwimInstructor Halifax	Name of Building / Outdoor facility where the job is performed:	Stadacona Fitness and Sports Complex
Reviewed and red by LOHSR/LC	Completed locally by: commended for approval HSC employee member: Approved by SLER: ronic copy approved by the SLE	R, but not signed by employee: SLER, LOHSC/LOHSR, Manager/Supervisor	
		ment and I am committed to discuss safety concerns with my ma myself or any other person in the workplace.	inager when they may arise in order to
prevent occupation			
prevent occupatio	Employee Name	Signature	Date

STEP 4 – The SLER distributes an electronic copy to:

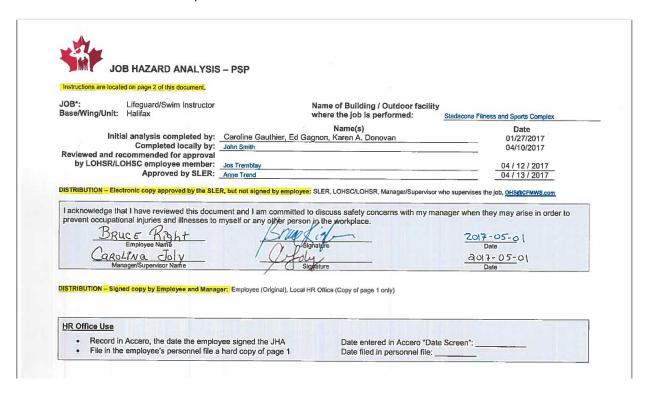
- 1. LOHSC/LOHSR;
- 2. Manager/Supervisor who supervises the job; and
- 3. OHS@CFMWS.com.

IMPLEMENTATION

STEP 5 – The Manager/Supervisor who supervises the job goes over the approved JHA with the employees performing the job. They both sign and date a hard copy of the document. The Manager/Supervisor sends a copy of the first page to Local HR office and provides the employee with the original.

NOTES:

- (1) Step 5 must be performed when a new approved JHA is available, during the employee orientation, and each time the approved JHA is updated.
- (2) The approved JHA is reviewed at least every 3 years, or when a new process, task, equipment is introduced in the workplace.



CONTINUOUS IMPROVEMENT

STEP 6 – NPF National Environment, Health and Safety Manager prompts a review of the generic JHA every three years.