

Job Hazard Analysis Verification Form



Employee Name: _____

Work Location: _____

Job Hazard Analysis (JHA) is the process of assessing a job task by breaking it into steps to help identify hazards and appropriate control measures. A **JHA** is a critical stage in the process of developing a good Safe Work Procedure.

JHA's shall be used by employees as a useful training tool for mentoring new employees and refreshing needed skills in demanding multi-facility workplaces.

Job Hazard Analysis (JHA) is continuous and ongoing. Employees at Western School Division shall actively participate in the identification of unsafe conditions during a "job" performed in their workplace, and participate in the resolution of identified unsafe conditions through their recommendations for design, engineering controls, safety devices, warning devices, training, or personal protective equipment, while performing the "job."

To view JHAs, please visit <https://www.westernsd.mb.ca/Employment/Pages/Job-Hazard-Analysis.aspx>

The following JHAs are applicable to all staff:

Travel & Off-Site Meetings

Office

Ladder

The following JHAs are specific to the applicable Job *(check those that apply)*:

Bus Driver

Educational Assistants:

Teacher/Clinicians *(check those that apply)*:

Information Technology

General Classroom

General Classroom

Fine Arts

Maintenance

Food Services:

Physical Education

Industrial Arts

Custodian

Cafeteria

Home Economics

Welding Shop

Custodial

Science

Milling Machine

Dumping Garbage

Science Laboratory

Welding Pipe Bender

Plumbing & Piping Trades

Employee's Signature

Date

*Your signature and checked boxes, noted-above, indicate that you have read and understand the documents and information contained therein.
Please return to Human Resources for inclusion in your personnel file.*