|  |  |  |  |  |  |  |  |  |
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|  | | | **Job Hazard Analysis (JHA)** | | | | | **Safe Job Procedure** |
| **Identified Task:** | | | | | **Priority Ranking:**  **Severity:** 1. Imminent Danger 2. Serious 3. Minor  4. Not Applicable  **Probability:** A. Probable B. Reasonably Probable  C. Remote D. Extremely Remote | | | **Severity (S) + Probability (P) = Priority Ranking (PR)**  For example,  Working at a height of 4 meters without fall protection.  S (**1**) +P (**A**) =PR (**1A**) |
| Driving | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Tools/Equipment Required:** | | | | | **Material Required:** | | | Date: January 9th 2015  Page:\_\_1\_\_\_ of \_\_\_2\_\_ |
| **Vehicle** | | | | | **Roadside Emergency kit, first aid kit, cell phone, sunglasses, map** | | |
|  | | | | |  | | |
| **Steps** | **Sequence of Steps** | **Potential Incidents or Hazards** | | **Priority** | **Controls in Place**  **Identify Controls or Combination of Controls That Are in Place** | | | **Instructions:**  The Job Hazard Analysis must be completed prior to the development of the Safe Job Procedure. |
|  |  |  | |  | **Engineer** | **Administration** | **PPE** |  |
| 2 | Leaving home/office, Approaching vehicle | Violence | | 1d |  | **SWP/SJP** |  | Be aware of your surroundings, look for suspicious individuals, approach vehicle with caution, scanning parking lot, road etc... |
|  |  |  | | 2c |  |  |  | Park in well-lit areas |
| 2 | Pre-trip plan | Poor road conditions | | 2b |  | **SWP/SJP** |  | Ensure weather is expected to be good and roads in good condition |
|  |  | Lost employee | | 2c |  |  |  | Pre-plan route, check with AMA website for road closures, conditions etc... |
| 3 | Pre-trip inspection | Vehicle breakdown | | 2c |  | **SWP** |  | Ensure fluid levels are topped up, check oil, gas, wiper fluids, etc... |
|  |  | Driver distraction | |  |  |  |  | Check tire tread ensure no wear spots or obstructions, check spare tire, jack |
|  |  |  | |  |  |  |  | Align mirrors, steering wheel, chair |
| 4 | Driving | Accident | | 2c |  | **SWP** |  | Follow all traffic safety act restrictions |
|  |  |  | |  |  |  |  | Ensure your focus is on the road |
|  |  |  | |  |  |  |  | Do not use cell phones or communication devices while driving |
|  |  |  | |  |  |  |  | If you are fatigued pull over and rest until you can focus on the road. |
|  |  |  | |  |  |  |  | Drive to the road conditions |
|  |  |  | |  |  |  |  | Ensure you have emergency kits, first aid, blanket, candle, non-perishable food, flash light etc. |
|  |  |  | |  |  |  |  | Sunglasses for glare |
| 5 | Arrival at Destination | Workplace violence | | 1d |  | **SWP/SJP** |  | Be aware of your surroundings, look for suspicious individuals |
|  |  |  | |  |  |  |  | Park in well-lit areas |
|  |  |  | |  |  |  |  | Check in with contact upon arrival |
| **Developed by: Blake Cowan** | | | | | | **Reviewed by: Dylan Gardner** | | |
| **Revised by:** | | | | | | **Approved by: Dylan Gardner** | | |
| **Comments:** | | | | | | | | |
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