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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 2015Page:\_\_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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