

Creating a JHA (Job Hazard Analysis) summary for new employees

Please click on the following link and log in to the server:

https://cap.mcmaster.ca/mcauth/login.jsp?app_id=1509&app_name=ADMIN-EOHSS&submit=JHA+Login+with+MACID

The webpage shown below will appear. To begin generating a JHA, scroll all the way down.

Job Hazard Analysis

Home
JHA LOGIN
JHA Instructions & Form
JHA Definitions
JHA Categories

Larger Text
 Smaller Text

Job Hazard Analysis Forms - Instructions for Completion

Requirements under the safety audit and the Risk Management Manual Program #324 require that all:

Supervisors:

- Review the job hazard analysis forms on line and select the tasks that relates to their main activities.
- Review the job hazard analysis forms on line and select the task sheet that relates to their employee's main activities.
- If task sheets have not been prepared for an identified activity the supervisor can complete the job hazard analysis form along with the worker. A blank template can be found on this site.

Workers:


- Review the job hazard analysis task forms with their supervisor to ensure their main activities have been identified.
- Attend the required training as identified on the task forms with the frequency identified in the McMaster University training matrix RMM #300 appendix.

Reviewing Forms Online

- Search the list of job tasks below as organized by category. You may expand the list for each category by clicking on the button to left of the category title.
- We have grouped the job hazard analysis tasks by the groups that would most likely have this task. It is not meant to be all inclusive. Because of this you can select job hazard analysis tasks that are located with the other listings. For example, a job task from the Hospitality group may be selected along with a task from the Physical Plant group.
- Each task has a PDF document that has a review of the task details. This document can be printed for your review or viewed online. During review with the worker you may need to tailor specific parts of the task section or other sections. Please alter the information on the form if it does not meet the needs of your activity and sign in the top right corner in the box provided. This form should be kept with the record retained in the department. **If you are not altering the jha there is no need to sign off on the individual pages.**
- A blank template has been provided to capture any main activities not listed. Please complete and sign in the top right corner in the box provided. This form should be kept with the record retained in the department.
- While reviewing the forms online you have the option of choosing that task by clicking on the checkbox beside the task.
- When you have chosen all the tasks that pertain to the job press submit.
- You will then be taken to a summary page that clearly lists all the workplace tasks you have chosen.
- The supervisor and employee should review each of the task forms carefully together. If the summary is correct, print out the summary page. To document that this has been completed, both the employee and the

The box shown below is located at the bottom of the webpage. You may begin to fill in the worker's information in each of the required fields:

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
MACID:	<input type="text"/>
Employee ID:	<input type="text"/>
Job Title:	<input type="text"/>
Department:	<input type="text"/>
Supervisor's Last Name:	<input type="text"/>
Supervisor's First Name:	<input type="text"/>













Note: Click on  to view the PDF in a new window.

Next, please identify to which group the individual belongs to:

+ CAW and Teaching Assistants (CUPE)
+ TMG/Faculty (including Sessional Lecturers)
+ Security and Parking Services, Grounds Department
+ Facility Services
+ Hospitality

- CAW has been changed to **UNIFOR Local 5555**
- Facility Services includes **BUC**
- Hospitality includes **SEIU**
- **Casual employees** can be added to the respective department for which they got hired (e.g. administration can fall under TMG/Faculty or CAW/Teaching Assistants)

Once you've identified the category that the worker belongs to, please check off all assigned tasks associated with the job that they will be performing as shown below:

x CAW and Teaching Assistants (CUPE)
<input checked="" type="checkbox"/> Answering phones - 
<input type="checkbox"/> BH1 Biosafety Office (Lab Only) - 
<input type="checkbox"/> BH2 Biosafety Office (Lab Only) - 
<input type="checkbox"/> BH3 Biosafety Office (Lab Only) - 
<input checked="" type="checkbox"/> Computer work - 
<input type="checkbox"/> Cryo-fills for Nuclear Magnetic Resonance Instruments - 
<input type="checkbox"/> Driving a Motorized Vehicle - 
<input type="checkbox"/> Encountering Violent situations in the Workplace - 
<input checked="" type="checkbox"/> Filing - 
<input type="checkbox"/> Glassware use in labs - 
<input type="checkbox"/> Handling Animals - 
<input checked="" type="checkbox"/> Handling Chemicals - 

- Each task has a PDF document that has a review of the task details. This document can be printed for your review or viewed online. Please review these task details with the worker. You may need to tailor specific parts of the task section depending on the situation. Please alter the information on the form if it does not meet the needs of the worker's activity and sign in the top right corner in the box provided. **If you are not altering the JHA there is no need to sign off on the individual pages.**
- This form should be kept with the record retained in the department.

When you have chosen all the tasks that pertain to the job, please click on **"Create JHA Summary"**. You will then be taken to a summary page that clearly lists all of the workplace tasks you have chosen. The supervisor and employee should each review the task forms carefully together. If the summary is correct, print out the summary page. To document that this has been completed, both the employee and the supervisor sign the summary page.

- Two copies of the signed summary page are required. One is kept in the worker's departmental file, and a copy must also be sent to **EOHSS (GH 304)** or ehss@mcmaster.ca.