



# SAFE WORK

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SPOT THE HAZARD  
ASSESS THE RISK  
FIND A SAFER WAY  
EVERYDAY

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## Critical Job Inventory And Risk Assessment

To conduct a thorough hazard assessment of jobs or tasks in your workplace, the following three steps are necessary:

1. Develop a Critical Job Inventory and assess the risk associated with those jobs.
2. Conduct a Job Hazard Analysis (also known as Job Safety Analysis (JSA) or Task Analysis) of each of the jobs in your Critical Job Inventory. A job is defined as a set of actions required to complete a specific objective or task. An example would be: Occupation: carpenter; Job: using a bandsaw.

*(Refer to the Manitoba Workplace Safety and Health Division's Safework Bulletin No. 249, Part 2 of 3 "Job Hazard Analysis" for more information.)*

3. Develop Safe Work Procedures (a step-by-step description on how to proceed safely from start to finish) using the Job Hazard Analyses that you have completed.

*(Refer to the Manitoba Workplace Safety and Health Division's Safe Work Bulletin No. 249, Part 3 of 3 "Safe Work Procedures" for more information.)*

*(Refer to Safe Work Bulletin #247 "Recognizing MSI Risks" & Safe Work Bulletin # 253 "MSI Risk Identification and Assessment" for more information.)*

***Employers must consult with the Workplace Safety and Health Committee, Workplace Safety and Health Representative, or where no committee or representatives are required, workers at the workplace when conducting job hazard assessments.***

### **Developing your Critical Job Inventory (CJI)**

To develop a Critical Job Inventory (CJI), you need to review the jobs in your workplace and prioritize them using this three step process:

1. Develop a system for identifying critical jobs:
  - Review specific tasks conducted by occupations. If you have a large workplace, start by identifying departments within your workplace. Identify the different occupations within those departments. List the jobs or tasks within each one of the occupational groups.
  - Review the equipment used at the workplace. Multiple jobs or tasks may be performed with one piece of equipment. Remember to look at set up, calibration, changing blades, and equipment operation for examples.
  - Review the statistics you have on file, (accident/injury records, first aid books, etc.). These will guide you to jobs or tasks that you may have overlooked. What were the injured workers doing when they were hurt? Did you capture this job or task in the inventory?

*Review new jobs, unknown jobs, or infrequently performed jobs. When a new job is introduced into your workplace, make sure you evaluate it and add it to your critical job inventory. It is important that this process does not stop. It is also important that jobs or tasks that are infrequently performed or not well known to workers are included and are high on the priority list to develop safe work procedures. These jobs must include a clear procedure so that when workers are to perform them, they are familiar with the safe way to do it.*

2. Evaluate the critical jobs that you have identified to determine the degree of risk. Factors that you will take into account include:
  - Severity – what would the extent of the worker’s injuries be if they were hurt while performing this job? Would the injuries be permanent? Would the injuries cause any time off?
  - Probability – what is the likelihood of the worker being injured when doing this job? Would it be probable in time? Remotely possible?
  - Frequency – how often is the job performed? How many workers would be exposed to the hazards associated with the job?
  
3. Create a CJI. Your CJI must include the job description and priority so that you can develop Job Hazard Analyses and Safe Work Procedures for the most critical tasks first. Include the following in your CJI:
  - The date that the inventory was completed on (this should be reviewed at minimum every three years along with your program);
  - The department the job is conducted in and the manager or supervisor responsible for the area;
  - The occupation that conducts this job;
  - The list of jobs or tasks and the potential loss or injuries that may be encountered when conducting these tasks; and,
  - The critical rating, or priority rating that you have assigned to the job after your evaluation or risk assessment.

**Sample Critical Job Inventory**

Date: September 2007 Department: Fabrication (Woodworking) Occupation: Bandsaw Operator

TASKS	POTENTIAL LOSS	Severity	Probability	Frequency	Total*	Critical Rating**
Cutting wood using a Bandsaw	Amputation	1	2	2	5	2
Carrying stock from cart to platform	Back injury	2	2	2	6	2
Placing stock into finished product bin	Back injury	2	2	2	6	2
Changing broken blade on Bandsaw	Cuts	3	3	4	10	4
Moving stock cart	Back injury, foot injury	2	3	4	9	4
Cleaning using compressed air	Air into blood stream, breathing in dusts, dusts in eyes	1	3	4	8	3
Cleaning using push broom	Breathing in dusts, dusts in eyes	3	3	4	10	4

\*Total of Severity, Frequency and Probability

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Total	3 – 4	5 – 6	7 – 8	9 – 10	11 – 12
Critical Rating	1	2	3	4	5

Severity		Probability		Frequency	
<b>1</b>	<i>Fatality or permanent total disability</i>	<b>1</b>	<i>Likely to occur immediately</i>	<b>1</b>	<i>&gt; 75 % of day</i>
<b>2</b>	<i>Lost time injury</i>	<b>2</b>	<i>Probable in time</i>	<b>2</b>	<i>50 % - 75% of day</i>
<b>3</b>	<i>Reportable injury, no lost time</i>	<b>3</b>	<i>Possible in time</i>	<b>3</b>	<i>25 % - 50% of day</i>
<b>4</b>	<i>Minor medical treatment</i>	<b>4</b>	<i>Remotely possible</i>	<b>4</b>	<i>&lt; 25 % of day</i>