PARAGON Ventilation Ltd.
Our Name Stands For Excellence

# Formal Hazard Assessments (FHA)

## Table of Contents

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|---|---|---|---|
| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Job Hazard Analysis (JHA) & Control** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 001 |
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | **Unloading Truck** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| | | | |
|---|---|---|---|
| FACILITY/CLIENT LOCATION: **Paragon Ventilation** | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
| SCOPE OF WORK: **Unloading delivery trucks at worksites** | | | DURATION OF PROJECT/TASK: |
| JHA LED BY (Print Name): **Lance Stadnyk/Tim Hillier** | TITLE: **Field Foreman/ Contract Safety Advisor** | ORIGINAL JHA DATE: **May 16, 2018** | REVSION DATE: July 9, 2022 |
| JHA REVIEWED BY (Print Name): **Bryan Eigner** | TITLE: **H&S rep.** | APPROVED BY: **Robin Martin/Bryan Eigner** | TITLE: **Field Operations Manager/H&S rep.** |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☒ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 001 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Unloading Truck | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
| 2) Critical | 2 | 4 | 6 | 8 | 10 |
| 3) Moderate | 3 | 6 | 9 | 12 | 15 |
| 4) Minor | 4 | 8 | 12 | 16 | 20 |
| 5) Marginal | 5 | 10 | 15 | 20 | 25 |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Probability | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 001 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Unloading Truck | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | Clear Area for delivery truck | • Other workers in area<br>• Material or equipment in area<br>• Uneven ground | 9 | S | EA | • Communicate to workers there will be a delivery<br>• Clear out equipment and unnecessary workers in area<br>• Use the most flat and level area to unload material | 15 |
| 2. | Position Spotter and back up truck | • No communication between driver and spotter<br>• No visible contact between driver and spotter<br>• Uneven ground | 9 | S | EA | • Ensure there is communication between driver and spotter (Driver stops if communication is lost)<br>• Ensure visible contact between driver and spotter (Driver stops if visible contact is lost)<br>• Pre task meeting between all parties | 15 |
| 3. | Unload material either by hand or equipment | • Back Strains<br>• Tripping while carrying material<br>• Improper lifting with equipment<br>• Dropped loads<br>• Workers and other equipment in area | 6 | S | EA | • Use proper lifting techniques (Ergonomics SWP and Material Lifting SWP)<br>• Use mechanical aid when possible/practical<br>• 2 person carry for heavier loads<br>• Confirm travel path is clear<br>• Keep a line of site when carrying material<br>• Ensure lifting techniques follow Paragon Ventilation-Mechanical Lifting SWP<br>• Communicate hazards to others in area | 12 |
| 4. | Clear area for truck to leave, and truck pulls away | • Other workers and equipment not aware the truck is going to be moving | 6 | S | EA | • Communicate to other workers and equipment operators that delivery truck will be moving out of area.<br>• Use a Spotter if Truck needs to back up, or will be near other active equipment. | 15 |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 001 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Unloading Truck | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 13. | | |
| 2. | | | 14. | | |
| 3. | | | 15. | | |
| 4. | | | 16. | | |
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| 10. | | | 22. | | |
| 11. | | | 23. | | |
| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Job Hazard Analysis (JHA) & Control**<br>**Using Equipment to Move Material** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 002 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Using forklifts and zoom booms to move material at work site | | | DURATION OF PROJECT/TASK: |
| JHA LED BY (Print Name): Lance Stadnyk/Tim Hillier | TITLE: Field Foreman/ Contract Safety Advisor | ORIGINAL JHA DATE: May 16, 2018 | REVSION DATE: July 9, 2022 |
| JHA REVIEWED BY (Print Name): Bryan Eigner | TITLE: H&S rep. | APPROVED BY: Robin Martin/Bryan Eigner | TITLE: Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☒ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 002 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Using Equipment to Move Material | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
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**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Frequency | Probability Definitions |
|---|---|
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
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| Remote | Not likely to occur, but possible |
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| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| Severity | Injury/Illness | Financial | Environmental Impact |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 002 |
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| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Using Equipment to Move Material | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | Pre-Check equipment for use | • Un-satisfactory condition of equipment<br>• Fluid levels, brakes, and hoses not in working condition<br>• Operator competency | 12 | S | A | • Use company equipment checklist to completely inspect equipment<br>• Confirm operator is competent to use equipment. (Competency = Qualified, Trained and Experienced) | 15 |
| 2. | Position load and equipment | • Worker in area<br>• Loose or un-even load | 12 | S | E/A | • Communicate hazards to all workers in area<br>• Tie down and secure load | 15 |
| 3. | Pick up load | • Un-even load<br>• Un-even ground<br>• Load to heavy | 6 | S | E/A | • Tie down and secure load<br>• Ensure equipment is capable of lifting load<br>• Check ground conditions | 15 |
| 4. | Move to desired location | • Workers and equipment in area<br>• Obstructed travel path | 6 | S | E/A | • Communicate to all workers in area<br>• Clear travel path prior to moving equipment. | 15 |
| 5. | Place load | • Workers and equipment in area | 6 | S | E/A | • Communicate hazards to all workers in area<br>• Use a barricade system to keep workers and equipment out of area | 15 |
| 6. | Move equipment out of area | • Congested work area | 12 | S | E/A | • Use a spotter and maintain communication | 15 |
| | | | | | | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 002 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Using Equipment to Move Material | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

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| 11. | | | 23. | | |
| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 003 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | **Assemble Ductwork** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Assemble ductwork on various jobsites | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Lance Stadnyk/Tim Hillier | TITLE: Field Foreman/ Contract Safety Advisor | ORIGINAL FHA DATE: May 16, 2018 | REVSION DATE: July 9, 2022 |
| FHA REVIEWED BY (Print Name): Bryan Eigner | TITLE: H&S rep | APPROVED BY: Robin Martin/Bryan Eigner | TITLE: Field Operations Manager/H&S rep |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
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| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
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| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 003 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Assemble Ductwork | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
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| Severity | Probability | | | | |
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| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
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**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

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**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Probability | |
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| Potential Consequences (For any incident or potential incident check all effects) | | | |
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| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
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| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 003 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | **Assemble Ductwork** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | **Hazard Control**<br>*Describe the precautions that will be used* | |
| 1. | **Safety check work area** | • Un-satisfactory condition of tools/equipment | M | S | E/A/P | • Use company equipment checklist to completely inspect equipment, Visual inspection of hand tools | L |
| 2. | **Assemble ductwork using hand tools** | • Cuts and abrasions to hands, arms, and face<br>• Hearing Damage<br>• Other workers in area | M | S | E/A/P | • Communicate hazards to all workers in area<br>• Reference SWP for hand tools<br>• Use of necessary PPE (cut resistant gloves, goggles and face shields, hearing protection for specific tasks) | L |
| 3. | **Position in place** | • Falling off ladder<br>• Improperly using material lifts | M | S | E/A/P | • Review applicable ladder SWP<br>• Tie down and secure load<br>• Ensure workers or equipment are capable of lifting load. Check manufacture's specs<br>• Check ground conditions<br>• Communicate hazards to all workers in area | L |
| 4. | **Clean up work area** | • Sharp edges<br>• Debris on floor | M | S | A/P | • Use of necessary PPE<br>• Review Housekeeping SWP | |
| | | | | | | | |

| *Middle Management* | *Front Line Management* | *HSE Representative* |
|---|---|---|

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 003 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Assemble Ductwork | OWNER: Paragon Ventilation Ltd. | |

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
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| 1. | | | 13. | | |
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| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 004 |
|---|---|---|---|
| | | REVISION DATE: Mar. 10,2023 | REVISION #: 1 |
| | **Installing Ductwork** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Installing ductwork | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Lance Stadnyk/ Tim Hillier | TITLE: Field Foreman/Contract Safety Advisor | ORIGINAL FHA DATE: May 16, 2018 | REVSION DATE: March 10, 2023 |
| FHA REVIEWED BY (Print Name): Dave Roth | TITLE: Field Foreman | APPROVED BY: Robin Martin/ Bryan Eigner | TITLE: Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☒ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☒ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 004 |
|---|---|---|---|
| | | REVISION DATE: Mar. 10,2023 | REVISION #: 1 |
| | Installing Ductwork | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Probability | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 004 |
|---|---|---|---|
| | | REVISION DATE: Mar. 10,2023 | REVISION #: 1 |
| | **Installing Ductwork** | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | **Basic Steps** *List steps required to complete task* | **Potential Hazards** *What hazards are involved in this step?* | **Initial Risk** *Refer to Risk Matrix* | **Health Risk – H Safety Risk – S** | **Control Used** | **Hierarchy of Controls** ***E*** *– Engineering* ***A*** *– Administration* ***P*** *– Personal Protective Equipment (PPE)* **Hazard Control** *Describe the precautions that will be used* | **Final Risk** *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | Pre-check work area and complete a Site-Specific Hazard assessment | • Un-satisfactory condition of equipment/ tools<br>• Other workers in area | M | S | E/A/P | • Use company equipment checklist to completely inspect equipment, visual inspection of tools<br>• Communicate to others as to the hazards associated with the task being performed | L |
| 2. | Position ladders or material lift | • Falling off ladder<br>• Improperly using material lifts<br>• Un-even floors or ground | M | S | E/A/P | • Communicate to all workers<br>• Reference SWP's for ladder use and elevated work platform<br>• Ensure workers or equipment are capable of lifting load. Check manufacture's specs<br>• Use of necessary PPE (cut resistant gloves, goggles and face shields for specific tasks) | L |
| 3. | Ready ductwork | • Cuts and abrasions to hands, arms, and face.<br>• Sharp Edges.<br>• Loud Noise. | M | S | E/A/P | • Communicate hazards to all workers in area.<br>• Use of necessary PPE (cut resistant gloves, goggles, and face shields for specific tasks).<br>• Wear Hearing Protection. | L |
| 4. | Install supports | • Overhead hazards<br>• Working while arms extended causing fatigue<br>• Sharp edges | M | | E/A/P | • Use of necessary PPE (cut resistant gloves, goggles and face shields for specific tasks)<br>• Communicate with foreman, stretch/ microbreaks. | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 004 |
|---|---|---|---|
| | | REVISION DATE: Mar. 10,2023 | REVISION #: 1 |
| | Installing Ductwork | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | • Improper Anchor/Anchor not installed correctly.<br>• Falling Debris | | | | • Follow Manufacturers instruction for anchor usage and installation.<br>• When selecting a position to work in, avoid standing directly underneath the anchor being installed, yet close enough to maintain an ergonomically correct position to install the anchor/support. | |
| 5. | Install ducts | • Overhead hazards<br>• Working while arms extended causing fatigue<br>• Sharp edges<br>• Loud noise<br>• Pinch Points<br>• Awkward body position | M | | E/A/P | • Use of necessary PPE (cut resistant gloves, goggles, and face shields for specific tasks)<br>• Communicate with foreman, stretch/ microbreaks.<br>• Pre-Plan your installation with all workers involved.<br>• Clear work area<br>• Follow Safe lifting Techniques. (keep load close to body, lift with knees, avoid bending or twisting with load.) | L |
| 6. | Cut any necessary holes and apply joint sealer | • Cuts and abrasions to hands, arms and face<br>• Working with chemicals<br>• Sparks from Grinder/Saw<br>• Awkward Body Position<br>• Spillage.<br>• Chemicals in duct sealant | M | | E/A/P | • Use of necessary PPE (cut resistant gloves, goggles and face shields for specific tasks)<br>• Reference SDS sheet for specific chemical<br>• Ask questions if unsure.<br>• Ensure both face shield and safety glasses are worn as a minimum requirement when cutting with a grinder or saw with abrasive disk. | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 004 |
|---|---|---|---|
| | | REVISION DATE: Mar. 10,2023 | REVISION #: 1 |
| | **Installing Ductwork** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | **Basic Steps** *List steps required to complete task* | **Potential Hazards** *What hazards are involved in this step?* | **Initial Risk** *Refer to Risk Matrix* | **Health Risk – H Safety Risk – S** | **Control Used** | **Hierarchy of Controls** ***E*** *– Engineering* ***A*** *– Administration* ***P*** *– Personal Protective Equipment (PPE)* **Hazard Control** *Describe the precautions that will be used* | **Final Risk** *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • **Remove burrs/man-eaters from cut edges.**<br>• **Stretch prior to working in awkward positions and take micro/stretch breaks as needed.**<br>• **Confirm with the SDS sheets:**<br>  ○ **Exposure controls/PPE requirements.**<br>  ○ **Clean up requirements for spills.** | |
| | | | | | | | |
| | | | | | | | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 13. | | |
| 2. | | | 14. | | |
| 3. | | | 15. | | |
| 4. | | | 16. | | |

| | | | | | |
|---|---|---|---|---|---|
| 5. | | | 17 | | |
| 6. | | | 18. | | |
| 7. | | | 19. | | |
| 8. | | | 20. | | |
| 9. | | | 21. | | |
| 10. | | | 22. | | |
| 11. | | | 23. | | |
| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 005 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | **Cutting with Power Tools** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Cutting with Power tools | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Lance Stadnyk/Tim Hillier | TITLE: Field Foreman/Contract Safety Advisor | ORIGINAL FHA DATE: May 16, 2018 | REVSION DATE: July 9, 2022 |
| FHA REVIEWED BY (Print Name): Bryan Eigner | TITLE: H&S rep | APPROVED BY: Robin Martin/Bryan Eigner | TITLE: Field Operations Manager/H&S rep |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☒ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☒ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 005 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | Cutting with Power Tools | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Probability | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 005 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | **Cutting with Power Tools** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | Clear work area | • Other workers in area<br>• Slipping/ tripping hazards | M | S | A/P | • Communicate hazards to others working in area<br>• Review Housekeeping SWP | L |
| 1. | Inspect Tool/ equipment | • Electrical shock from broken wires<br>• Damaged or defective tools<br>• Accidental tool activation | M | S | E/A/P | • Ensure guards are in place<br>• Ensure worker is competent in using tool<br>• Visual inspection of tools<br>• Unplug power tools prior to moving guards or changing blades.<br>• Review Grinder SWP if applicable. | L |
| 2. | Position material to be cut | • Sharp edges from material<br>• Workers in area<br>• Extension cords not identified | M | S | E/A/P | • Keep work are clean<br>• Ensure to communicate hazards to other workers in area | L |
| 3. | Cut material | • Sharp edges<br>• Flying debris<br>• Loud noise (damage to ears)<br>• Sparks | H | H/S | E/A/P | • Use appropriate PPE for task<br>• Confirm Fire extinguisher is near by (if doing hot work)<br>• Confirm Material remains secure while cutting. (stop and reposition/ re-secure material being cut if needed) | M |
| 4. | Clean up work area | • Sharp edges | M | S | A/P | • Wear appropriate PPE for task | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 005 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 1 |
| | **Cutting with Power Tools** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | **Basic Steps** *List steps required to complete task* | **Potential Hazards** *What hazards are involved in this step?* | **Initial Risk** *Refer to Risk Matrix* | **Health Risk – H Safety Risk – S** | **Control Used** | **Hierarchy of Controls** ***E*** *– Engineering* ***A*** *– Administration* ***P*** *– Personal Protective Equipment (PPE)* **Hazard Control** *Describe the precautions that will be used* | **Final Risk** *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 13. | | |
| 2. | | | 14. | | |
| 3. | | | 15. | | |
| 4. | | | 16. | | |
| 5. | | | 17 | | |
| 6. | | | 18. | | |
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| 11. | | | 23. | | |
| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA006 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 2 |
| | **Use of a Ladder** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations | | | |
| SCOPE OF WORK: Using a Ladder to perform tasks | | | DURATION OF PROJECT/TASK: |

| FHA LED BY (Print Name): | TITLE: | ORIGINAL FHA DATE: | REVSION DATE: |
|---|---|---|---|
| Mark Gmeinweser/Tim Hillier | Field Foreman/ Contract Safety Advisor | October 27, 2017 | July 9, 2022 |
| **FHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep | Robin Martin/Bryan Eigner | Field Operations Manager/H&S rep |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA006 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 2 |
| | Use of a Ladder | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart** – Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL** be met prior to work start.

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | 0 | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA006 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 2 |
| | Use of a Ladder | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | Pre-use selection and inspection | • Pinch points<br>• Failure of ladder<br>• Incorrect Ladder for task | M | S | A/P | ▪ Complete Site-Specific Hazard Assessment<br>▪ Review SWP for Applicable Ladder<br>▪ Keep body parts out of potential pinch points<br>▪ Use appropriate PPE for task<br>▪ Inspect ladder for defects<br>▪ Inspect work area and review task requirements to determine what type of ladder is needed | L |
| 2 | Set up Ladder | • Pinch Points<br>• Slip and Trips<br>• Ladder tip over | M | S | E/P | ▪ Keep body parts out of potential pinch points<br>▪ Use appropriate PPE for Task<br>▪ Ensure Ladder is on a firm level surface | L |
| 3 | Working on Ladder | • Falls<br>• Pinch points<br>• Slivers<br>• Tipping<br>• Wrong ladder for task<br>• Overhead power lines<br>• Falling Tools | M | S | E/A/P | ▪ Maintain 3-point contact while ascending/descending<br>▪ Do not lean or reach from ladder<br>▪ Set step ladder up on firm level ground<br>▪ Always use a step ladder in the fully open position with locked spreader bars<br>▪ Use appropriate PPE for task<br>▪ When climbing DO NOT slide hands down ladder; use hand over hand technique<br>▪ Wear and use fall protection equipment if needed (review Fall Protection code of practice)<br>▪ Stay 7 meter clear of power lines<br>▪ Barricade the area, if necessary<br>▪ Do not leave tools on top of ladder | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA006 |
|---|---|---|---|
| | | REVISION DATE: July 9, 2022 | REVISION #: 2 |
| | Use of a Ladder | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Supervisor* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
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## Formal Hazard Assessment Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
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| 1. | | | 21. | | |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA007 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | **Office Work** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations and Facilities | | | |
| SCOPE OF WORK: Office Work | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Robin Martin | TITLE: Field Operations Manager | ORIGINAL FHA DATE: June 10, 2016 | REVSION DATE: July 13, 2022 |
| FHA REVIEWED BY (Print Name): Kevin Fidelak/ Bryan Eigner | TITLE: Owner/ H&S Rep. | APPROVED BY: Paul Pinault | TITLE: General Manager |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☐ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☐ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff: | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☐ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA007 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | **Office Work** | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | **High Risk** | **Unacceptable, Will Reduce Risk, Action Required** |
| | **Medium Risk** | **Undesirable, Take Risk Reduction Measures, Action Required** |
| | **Low Risk** | **Acceptable, Reduce As Practical, No Further Action Required** |

| **Severity** | **Probability** | | | | |
|---|---|---|---|---|---|
| | **1) Frequent** | **2) Probable** | **3) Occasional** | **4) Remote** | **5) Improbable** |
| **1) Catastrophic** | | | | | |
| **2) Critical** | | | | | |
| **3) Moderate** | | | | | |
| **4) Minor** | | | | | |
| **5) Marginal** | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| **Three Year (Cycle) Probability** | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| **Potential Consequences (For any incident or potential incident check all effects)** | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA007 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Office Work | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Phone Use** | • Ergonomic Injury | M | S | E/A/P | • Hold phone with hand rather than using shoulder.<br>• If both hands are required while on the phone use a headset.<br>• Keep phone within easy reach to prevent injury due to overreaching. | L |
| 2 | **Computer Work** | • Ergonomic Injury<br>• Eye Strain | M | S | E/P | • Position mouse so that elbow is positioned close to body and forearm is at 90-degree angle to upper arm. Do not use mouse at distance that requires you to extend your arm to use it.<br>• Position keyboard directly in front at level such that forearms are positioned at 90-degree angle to upper arms with shoulders relaxed.<br>• Reduce monitor brightness, Take microbreak from looking at screen hourly. | L |
| 3 | **Desk Work** | • Ergonomic Injury | M | S | E/P | • Ensure that chair is at appropriate for individual so that feet can be positioned flat on the floor. If seat of chair tilts, position it so that knees are slightly lower than hips.<br>• If chair has arm rests, position at level so that elbows only rest on arm rests when shoulders are completely relaxed and lowered. Position backrest and lumbar support such that individual sits upright and straight. | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA007 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Office Work | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* — Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Keep frequently used items at desk within reach to prevent injury due to overreaching.<br>• Take breaks at least every hour to stretch limbs and prevent ergonomic injury. | |
| 4 | **Filing** | • Injury (Cabinet tipping over)<br>• Pinching fingers in cabinet drawer | M | S | A | • In order to keep cabinet balanced, only open one drawer at a time.<br>• Prevent pinch points by using handle to shut drawer rather than pushing on front. | L |
| 5 | **Presentations/Training** | • Personal Injury | M | S | E/A | • In order to prevent blood from accumulating in the legs and causing light-headedness, shift weight from leg to leg, move frequently and do not stand still in one position for an extended period of time.<br>• Ensure that all cords are properly placed and taped down to the floor, if possible, in order to prevent any tripping hazards. | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA007 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Office Work | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Welding Operations | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations and Facilities | | | |
| SCOPE OF WORK: Welding related activities including rigging and grinding | | | DURATION OF PROJECT/TASK: |
| JHA LED BY (Print Name): Tim Hillier | TITLE: HSE Advisor | ORIGINAL JHA DATE: October 25, 2017 | REVSION DATE: July 13, 2022 |
| JHA REVIEWED BY (Print Name): Fred Fuchs/ Bryan Eigner | TITLE: Field Supervisor/H&S rep. | APPROVED BY: Robin Martin/Bryan Eigner | TITLE: Field Operations Manager/H&S rep |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☐ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☒ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff: | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☒ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☒ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Welding Operations | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
| 2) Critical | 2 | 4 | 6 | 8 | 10 |
| 3) Moderate | 3 | 6 | 9 | 12 | 15 |
| 4) Minor | 4 | 8 | 12 | 16 | 20 |
| 5) Marginal | 5 | 10 | 15 | 20 | 25 |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Welding Operations | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Pre-use inspection of all tools, equipment and PPE** | • Pinch points<br>• Lack of knowledge<br>• Injury due to tool failing<br>• PPE not providing proper protection | 12<br>12<br>6<br>9 | H/S | A/P | ▪ Stay out of line of fire<br>▪ Proper PPE<br>▪ Training and mentorship<br>▪ Confirmation of competency<br>▪ Review equipment operation manual for proper PPE | 20<br>15<br>12<br>15 |
| 2 | **Stage Equipment** | • Uneven, slippery ground<br>• Un-needed Debris or materials in work area<br>• Other workers and equipment in area<br>• Rigging failure<br>• Miscommunication between signaler and operator<br>• Limited site access | 3<br>9<br>9<br>4<br>3<br>9 | H/S | A/P | ▪ Proper PPE/secure footwear<br>▪ Housekeeping<br>▪ Eye contact<br>▪ Clearly communicate intentions with all workers in area<br>▪ Review signals with operator<br>▪ Training and mentorship<br>▪ Confirmation of competency<br>▪ Maintain reasonable access in case of emergency | 12<br>15<br>15<br>10<br>9<br>15 |
| 3 | **Rigging and Hoisting** | • Impacts/crushing<br>• Suspended loads<br>• Inadequate or faulty rigging<br>• Miscommunication<br>• Extreme weather conditions<br>• Other workers and equipment in area | 3<br>6<br>4<br>4<br>9 | H/S | A/P | ▪ ID pinch points and stay clear of line of fire<br>▪ Inspect equipment and rigging gear prior to use<br>▪ Training and mentorship<br>▪ Confirmation of competency<br>▪ Proper PPE/secure footwear<br>▪ Eye contact<br>▪ Dress in layers<br>▪ Stay hydrated<br>▪ Clearly communicate intentions with all workers in area | 9<br>15<br>8<br>12<br>15 |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Welding Operations | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | ▪ Use barricade system to keep others from entering under hoisted loads. | |
| **4** | **Welding, Grinding, Cutting** | • Wrong equipment, tools, PPE<br>• Contact with Grinder<br>• Fume, Sparks, Burns, Fire, Explosion<br>• Other workers and equipment in area<br>• Welding Flash<br>• Debris in Eyes | **3**<br>**6**<br>**6**<br>**9**<br>**6**<br>**6** | **H/S** | **A/P** | • Proper PPE/Respiratory Face Shield<br>• Stay out of line of fire, hold grinder with 2 hands.<br>• Keep gas cylinders away from ignition sources<br>• Remove flammable materials from work area, or cover with fire blankets if unable to remove.<br>• Screens or curtains. USE FIRE BLANKETS<br>• Eye contact<br>• Clearly communicate intentions with all workers in area.<br>• Double Eye Protection<br>• Immediately report irritation in eye<br>• Flush the eye if irritation in eye is noticed | **9**<br>**12**<br>**12**<br>**15**<br>**12**<br>**12** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Welding Operations | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 5 | **De-Mobilization** | • Obstacles in area, uneven ground, and tools left for tripping or entanglement.<br>• Workers left in work area.<br>• Unsafe areas not identified, flagged, tagged, or marked.<br>• Strains and sprains, overexertion. | **3**<br>**12**<br>**9**<br>**9** | **H/S** | **A/P** | • Competent persons demobilize all equipment or units.<br>• Proper storage & or removal of all excess dun-age to be completed as the job continues<br>• Remove unnecessary signs and flagging and/or put up any flagging, tagging if necessary<br>• Wear proper PPE while performing housekeeping duties.<br>• Stretch prior to contorting body, take microbreaks if work position is causing discomfort. | **12**<br>**15**<br>**15**<br>**12** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Welding Operations | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Trailer – Hooking & Unhooking | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations and Facilities | | | |
| SCOPE OF WORK: Trailer – Hooking & Unhooking | | | DURATION OF PROJECT/TASK: |

| JHA LED BY (Print Name): | TITLE: | ORIGINAL JHA DATE: | REVSION DATE: |
|---|---|---|---|
| Shane Evans | Sheet Metal Worker | November 03, 2017 | July 13, 2022 |
| **JHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | Site Superintendent/ H&S rep. | Robin Martin/Bryan Eigner | Field Operations Manager/H&S rep |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☐ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff: | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☒ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Trailer – Hooking & Unhooking | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
| 2) Critical | 2 | 4 | 6 | 8 | 10 |
| 3) Moderate | 3 | 6 | 9 | 12 | 15 |
| 4) Minor | 4 | 8 | 12 | 16 | 20 |
| 5) Marginal | 5 | 10 | 15 | 20 | 25 |

**Decision Making Flow Chart** – Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL** be met prior to work start.

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Trailer – Hooking & Unhooking | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Backing up to Trailer** | • Pinch Points<br>• Impacts with property or people | 9<br>6 | S | E/P | • Stay out of line of fire<br>• Use spotter<br>• Wear proper PPE<br>• Check area prior to backing up<br>• Driver is to stop if communication between driver and spotter is interrupted. | 12<br>8 |
| 2 | **Coupling Trailer and Lights check** | • Pinch points<br>• Lights out<br>• Fifth wheel not fully engaged<br>• Faulty equipment | 6<br>12<br>3<br>6 | S | E/A/P | • Wear proper PPE<br>• Stay out of line of fire<br>• Training and mentoring<br>• Inspect before use | 12<br>20<br>9<br>12 |
| 3 | **Return Trailer, Park and Uncouple** | • Pinch points<br>• Impacts with property or people | 6<br>3 | S | E/P | • Stay out of line of fire<br>• Use a spotter<br>• Use proper PPE/high visibility vest etc.<br>• Get help<br>• Driver is to stop if communication between driver and spotter is interrupted. | 12<br>9 |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA009 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Trailer – Hooking & Unhooking | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
| 3. | | | 23. | | |
| 4. | | | 24. | | |
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| 14. | | | 34. | | |
| 15. | | | 35. | | |
| 16. | | | 36. | | |
| 17. | | | 37. | | |
| 18. | | | 38. | | |
| 19. | | | 39. | | |
| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA010 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | **Driving** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations | | | |
| SCOPE OF WORK: Driving | | | DURATION OF PROJECT/TASK: |

| FHA LED BY (Print Name): | TITLE: | ORIGINAL FHA DATE: | REVSION DATE: |
|---|---|---|---|
| Robin Martin | Field Operations Manager | April 14, 2016 | July 13, 2022 |
| **FHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep. | Robin Martin/ Bryan Eigner | Field Operations Manager/ H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☐ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☐ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☐ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA010 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | **Driving** | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | **High Risk** | **Unacceptable, Will Reduce Risk, Action Required** |
| | **Medium Risk** | **Undesirable, Take Risk Reduction Measures, Action Required** |
| | **Low Risk** | **Acceptable, Reduce As Practical, No Further Action Required** |

| **Severity** | **Probability** | | | | |
|---|---|---|---|---|---|
| | **1) Frequent** | **2) Probable** | **3) Occasional** | **4) Remote** | **5) Improbable** |
| **1) Catastrophic** | | | | | |
| **2) Critical** | | | | | |
| **3) Moderate** | | | | | |
| **4) Minor** | | | | | |
| **5) Marginal** | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| **Three Year (Cycle) Probability** | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| **Potential Consequences (For any incident or potential incident check all effects)** | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA010 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | **Driving** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | **Basic Steps** *List steps required to complete task* | **Potential Hazards** *What hazards are involved in this step?* | **Initial Risk** *Refer to Risk Matrix* | **Health Risk – H Safety Risk – S** | **Control Used** | **Hierarchy of Controls** *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* **Hazard Control** *Describe the precautions that will be used* | **Final Risk** *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| **1** | Prepare yourself for the journey and ensure the weather and roadways are safe. | • Proper information not available resulting in bad judgement | **M** | **S** | **A** | • Check road and weather conditions using the provincial AMA road reports. Call ahead to your destination and ensure road and weather conditions are safe for travel. | **L** |
| **2** | Ensure the vehicle is in good working condition. | • Vehicle Breakdown | **M** | **S** | **A** | • Complete a pre-trip visual inspection. | **L** |
| **3** | Confirm that you are qualified to operate the type of vehicle that is to be used. | • Vehicle Breakdown<br>• Causing an accident | **H** | **S** | **E/A** | • Review the driving requirements and determine if you are comfortable/confident in your ability to operate with the current/expected conditions.<br>• Utilize two-way radio or cell phone for communication. Check in with road owners on private roads. | **L** |
| **4** | Ensure that you are prepared in the event that there is a breakdown or a vehicle incident that you may come across or be involved in. | • Personal injury or injury to others. | **H** | **S/H** | **E/A/P** | • Check to ensure that the vehicle is equipped with the following gear: required documents (insurance/registration), First Aid kit, cell phone with emergency contact list and applicable ERPs. | **M** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA010 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Driving | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* — Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 5 | Drive to Destination | • Vehicle incident – personal injury/ property damage. | 1 | S/H | E/A/P | • Ensure that you are rested and not fatigued – safely pullover in a safe zone and rest if you are tired.<br>• Follow all traffic laws and obey the posted speed limits. | 4 |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA010 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Driving | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
| 3. | | | 23. | | |
| 4. | | | 24. | | |
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| 16. | | | 36. | | |
| 17. | | | 37. | | |
| 18. | | | 38. | | |
| 19. | | | 39. | | |
| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA011 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Power Tools – Use of | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations | | | |
| SCOPE OF WORK: Using Power Tools | | | DURATION OF PROJECT/TASK: |

| JHA LED BY (Print Name): | TITLE: | ORIGINAL JHA DATE: | REVSION DATE: |
|---|---|---|---|
| Kevin Dykes/Robin Martin | Foreman/ Field Operations Manager | May 22, 2018 | July 13, 2022 |
| **JHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep. | Bryan Eigner | H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☐ Safety Glasses<br>☐ Goggles – Chemical<br>☒ Foam Back Glasses | ☒ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☒ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA011 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Power Tools – Use of | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart** – Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL** be met prior to work start.

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Job Hazard Analysis (JHA) & Control** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA011 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | **Power Tools – Use of** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Pre-use inspection** | • Energized<br>• Sharp edges<br>• Pinch points<br>• Impacts<br>• Eye contact (Debris)<br>• Cold/Heat burns<br>Loose debris | **M** | **S** | **A/P** | ▪ Training and mentoring<br>▪ Stay out of the line of fire<br>▪ Use Proper PPE for task as determined in Site Specific hazard assessment or applicable SWP's<br>▪ Confirm tool is de-energized prior to inspection or adjusting. | **L** |
| 2 | **Operating powered tools** | • Electric shock<br>• Air pressure<br>• Cuts<br>• Eye contact (Debris)<br>• Pinch points<br>• Impacts<br>• Cold/Heat burns<br>• Loose debris<br>• Faulty tool or chord/hose<br>• Hoses and/or chords in traffic areas<br>• Other people or equipment in work area<br>• Repetitive stress<br>• Fatigue | **H** | **H/S** | **E/A/P** | ▪ Training and mentoring<br>▪ Stay out of the line of fire<br>▪ Use Proper PPE<br>▪ Proper house keeping<br>▪ Stretching/ Micro breaks<br>▪ Communication<br>▪ Inspection and maintenance<br>▪ If cords or hoses will be used in place for a lengthy duration, or if in a high traffic area. String cords up or route them around walking paths.<br>▪ Use Barricade system if needed to keep others out of work area. | **L** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA011 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Power Tools – Use of | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| **3** | **Post use inspection and storage** | • Energized<br>• Cuts<br>• Pinch points<br>• Impacts<br>• Cold/Heat burns<br>• Loose debris<br>• Uneven slippery surfaces<br>Hoses and/or chords in traffic areas | **M** | **S** | **A/P** | ▪ Training and mentoring<br>▪ Stay out of the line of fire<br>▪ Use Proper PPE<br>▪ Housekeeping<br>▪ De-energize tools prior wrapping up for storage. | **L** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA011 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Power Tools – Use of | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
| 3. | | | 23. | | |
| 4. | | | 24. | | |
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| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA012 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Shop Safety - General | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Shop | | | |
| SCOPE OF WORK: Using Equipment in Shop | | | DURATION OF PROJECT/TASK: |

| JHA LED BY (Print Name): | TITLE: | ORIGINAL JHA DATE: | REVSION DATE: |
|---|---|---|---|
| Darryl Bates/Tim Hillier | Shop Foreman/ Contract Safety Advisor | June 24, 2018 | July 13, 2022 |
| **JHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep. | Robin Martin/Bryan Eigner | Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☐ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☒ Face Shield **(If Necessary)**<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA012 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Shop Safety - General | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
| 2) Critical | 2 | 4 | 6 | 8 | 10 |
| 3) Moderate | 3 | 6 | 9 | 12 | 15 |
| 4) Minor | 4 | 8 | 12 | 16 | 20 |
| 5) Marginal | 5 | 10 | 15 | 20 | 25 |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL** be met prior to work start.

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA012 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Shop Safety - General | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Personal Use** | • Damage to tools<br>• Handling Controlled products<br>• Controlled product Exposure (S&H) | **8** | **H/S** | **E/A/P** | • Confirm with shop foreman/overseeing journeyman as to which tools/equipment they deem you competent to operate.<br>• Wear appropriate PPE for task.<br>▪ All personnel working in the shop must have WHMIS training.<br>▪ Know the location and uses for the Safety Data Sheets (SDS).<br>▪ Wash or replace clothing that is soiled with controlled products.<br>▪ Wash hands after controlled product exposure.<br>▪ Follow Safe handling procedures as noted on SDS sheets including PPE selection. | **12** |
| 2 | **Working with equipment and tools** | • Hand cuts and pinches<br>Crushed feet | **8** | **H/S** | **E/A/P** | ▪ Cut resistant gloves are to be used for tasks where your fingers or hands could be cut.<br>▪ Steel toed boots are required<br>▪ Safety Glasses are required | **12** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA012 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Shop Safety - General | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| **3** | **Storing Parts** | Damage to parts | **8** | **H/S** | **E/A/P** | ▪ Store heavy equipment/ parts on their designated shelving outside the shop building to avoid them being damaged by equipment running over them | **12** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA012 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Shop Safety - General | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
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| 19. | | | 39. | | |
| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Job Hazard Analysis (JHA) & Control** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA013 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | **Snow Shoveling** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations | | | |
| SCOPE OF WORK: Using Power Tools | | | DURATION OF PROJECT/TASK: |

| JHA LED BY (Print Name): | TITLE: | ORIGINAL JHA DATE: | REVSION DATE: |
|---|---|---|---|
| Tim Hillier/Robin Martin | HSE Advisor/ Field Operations Manager | January 17, 2017 | July 13, 2022 |
| **JHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep. | Paul Pinault/ Bryan Eigner | President/ H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield **(If Necessary)**<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☒ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☒ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA013 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Snow Shoveling | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
| 2) Critical | 2 | 4 | 6 | 8 | 10 |
| 3) Moderate | 3 | 6 | 9 | 12 | 15 |
| 4) Minor | 4 | 8 | 12 | 16 | 20 |
| 5) Marginal | 5 | 10 | 15 | 20 | 25 |

**Decision Making Flow Chart** – Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL** be met prior to work start.

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA013 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Snow Shoveling | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Snow Shoveling** | • Muscle strains<br>• Uneven, slippery terrain<br>• Slips and Trips<br>• Weather conditions | **14** | **S** | **E/A/P** | ▪ See Manual Lifting SWP<br>▪ Use Ergonomic Shovel<br>▪ Stretch/ microbreaks<br>▪ Wear traction aids If needed<br>▪ Dress in layers as needed for weather conditions, take warm up breaks as needed.<br>▪ Maintain housekeeping to ensure there are not hidden hazards under the snow. | **9** |
| 2 | **Lifting/carrying** | • Muscle strains<br>• Uneven, slippery terrain<br>• Other equipment or workers in area<br>• Fatigue<br>• Extreme weather conditions | **14** | **S** | **E/A/P** | ▪ Stretch/micro breaks<br>▪ Break up load into smaller pieces<br>▪ Use mechanical lifting devise where available<br>▪ Test load before picking up<br>▪ Get Help<br>▪ Follow manual lifting SWP<br>▪ Proper PPE/Secure footwear/ traction aids<br>▪ Walk route prior to carry<br>▪ Communicate intentions to others in area<br>▪ Use spotters if equipment is being operated<br>▪ Work in pairs<br>▪ Scan work area frequently for traffic<br>▪ Dress in layers as needed for weather conditions, take warm up breaks as needed. | **9** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA013 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Snow Shoveling | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
| 3. | | | 23. | | |
| 4. | | | 24. | | |
| 5. | | | 25. | | |
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| 15. | | | 35. | | |
| 16. | | | 36. | | |
| 17. | | | 37. | | |
| 18. | | | 38. | | |
| 19. | | | 39. | | |
| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 014 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Working Alone | | |

| Job/Task/Process | | | |
|---|---|---|---|
| FACILITY/CLIENT LOCATION: All Locations | FACILITY PROCESS AREA/CLIENT PROJECT: All Clients | DATE: Click here to enter a date. | |
| SCOPE OF WORK: Working Alone | | | DURATION OF PROJECT/TASK: |
| JHA LED BY (Print Name): Tim Hillier/ Robin Martin | TITLE: HSE Advisor/ Field Operations Manager | ORIGINAL JHA DATE: October 3, 2018 | Revision DATE: July 13, 2022 |
| JHA REVIEWED BY (Print Name): Bryan Eigner | TITLE: H&S rep. | APPROVED BY: Kevin Fidelak/Bryan Eigner | TITLE: Owner/H&S rep. |

| Personal Protective Equipment (PPE) | |
|---|---|
| **Head** | Minimum requirement of Hard Hat |
| **Eyes/Face/Neck** | Safety Glasses |
| **Respiratory** | As required |
| **Ears/Hearing** | As required. |
| **Hands/Arms** | Wear Hand Protection |
| **Body** | High Visibility Vests |
| **Feet** | Approved Steel Toed Boots |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific.<br>Select the appropriate PPE based on assessment of the hazard. |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 014 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Working Alone | | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| PROBABILITY SEVERITY | Probability | | | | |
|---|---|---|---|---|---|
| | FREQUENT | PROBABLE | OCCASIONAL | REMOTE | IMPROBABLE |
| Catastrophic | | | | | |
| Critical | | | | | |
| Moderate | | | | | |
| Minor | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL** be met prior to work start.

- **Risk of injury approved by HSE Manager and, in conjunction with General Manager. Risk of Business Loss/Equipment Damage by Site Supervisor.**
- **Risk of injury, Business Loss/Equipment Damage approved by General Manager.**
- **Managed at Field Level**

| Three Year (Cycle) Probability | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 1,000,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 - 1,000,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 014 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | **Working Alone** | | |

**Detailed Instruction (s)**

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Establish a form of communication and a check in time with supervisor Work Area** | • Equipment malfunction<br>• Lack of communication | M | S | E/A/P | ▪ Ensure each party is in full understanding of the agreed upon communication method and time intervals<br>▪ Both parties must know exact location of job-site<br>▪ Emergency Response Plan to be in place (STARS needed?) | L |
| 2 | **Ensure hazards of work area are assessed and properly controlled** | • Slips/Trips and Falls<br>• Pinch/Crush Points<br>• Equipment Damage<br>• Weather/Ground Conditions | H | S | E/A/P | ▪ Utilize company JHA's as required<br>▪ Wear required PPE<br>▪ Follow client requirements<br>▪ | L |
| 3 | **Perform work as required and check in with supervisor at determined intervals using communication agreed upon at the start of the job** | • Slips/Trips and Falls<br>• Pinch/Crush Points<br>• Equipment Damage<br>• Weather/Ground Conditions<br>• Lack of communication | H | S | E/A/P | ▪ Wear required PPE<br>▪ Worker must ensure they check in with the supervisor at the agreed upon times<br>▪ Eyes and mind on task<br>▪ If worker has not checked in with the supervisor, the Supervisor is to attempt to call first, and if no response then supervisor is to travel to worksite and confirm workers safety. | L |
| 4 | **Once job is complete cleanup work area, complete paperwork and inform supervisor** | • Slips/Trips and Falls<br>• Equipment Damage<br>• Lack of communication | M | S | E/A/P | ▪ Wear required PPE<br>▪ Dispose of waste in appropriate areas<br>▪ Ensure each party is clear that the job is complete.<br>▪ Refer to JHA - Driving - for further direction | L |

| *Middle Management* | *Front Line Management* | *HSE Representative* |
|---|---|---|

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 014 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Working Alone | | |

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 015 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Lifting Material/Equipment with Crane | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | Various Locations | | |
| SCOPE OF WORK: Lifting Material to Rooftop using Crane | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Dave Roth/Tim Hillier | TITLE: Site Superintendent /HSE Advisor | ORIGINAL FHA DATE: October 3, 2018 | REVSION DATE: July 13, 2022 |
| FHA REVIEWED BY (Print Name): Bryan Eigner | TITLE: H&S rep | APPROVED BY: Robin Martin/Bryan Eigner | TITLE: Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☒ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☒ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 015 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Lifting Material/Equipment with Crane | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 015 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | **Lifting Material/Equipment with Crane** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| **1.** | **Secure work area** | • Damage to equipment<br>• Injuries to workers or bystanders.<br>• Damage to material or building. | **M** | **S** | **E/A** | • Pre-Job Meeting.<br>• Remove un-needed workers/equipment/materials from work area.<br>• Set up barriers around work area<br>• Equipment (Crane) inspection (to be completed by operator)<br>• Notify persons in general area<br>• Confirm all required permits are in place.<br>• Use spotter when moving crane into position. | **L** |
| **2.** | **Assist with Crane set up** | • Damage to equipment<br>• Pinch points<br>• Back strain | **M** | **S** | **A/P** | • Wear appropriate PPE for task<br>• Follow direction of crane operator/rigger<br>• Keep body parts out of potential pinch points<br>• Roll crane pads when possible<br>• Follow manual lifting SWP | **L** |
| **3.** | **Lift Materials/equipment to location** | • Crane failure<br>• Workers struck by product<br>• Damage to building or equipment | **H** | **S** | **A** | • Keep area clear of all non-essential workers<br>• Follow instruction from competent rigger<br>• Constant communications between workers and crane operator.<br>• **Never** Stand under a hoisted load.<br>• Use tag line to control load<br>• Keep all body parts out of potential pinch points (never place hand between the slings and the equipment when lifting/lowering)<br>• Workers are **not to** be in an area where they could be crushed between the Hoisted load and other objects. | **M** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 015 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Lifting Material/Equipment with Crane | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>*E – Engineering*<br>*A – Administration*<br>*P – Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Place Materials or equipment hoisted on curb/ dunnage to ensure no damage to roof will occur. | |
| **4.** | **Material/equipment taken from location** | • Crane failure<br>• Workers struck by product<br>• Damage to building or equipment | **H** | **S** | **A** | • Confirm material/equipment is not secured to the roof/structure to avoid damage when lifted.<br>• Keep area clear of all non-essential workers<br>• Follow instruction from competent rigger<br>• Constant communications between workers and crane operator.<br>• **Never** Stand under a hoisted load.<br>• Use tag line to control load<br>• Keep all body parts out of potential pinch points (never place hand between the slings and the equipment when lifting/lowering)<br>• Workers are **not to** be in an area where they could be crushed between the Hoisted load and other objects. | **M** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 015 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Lifting Material/Equipment with Crane | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 5. | **Crane tear down and leave site** | • Damage to equipment<br>• Injuries to workers or bystanders.<br>• Property Damage<br>• Pinch Points<br>• Muscle strain | **H** | **S** | **A/P** | • Follow Direction of crane operator/rigger.<br>• Use barricade system<br>• Use spotters<br>• Keep body parts out of potential pinch points<br>• Follow Manual lifting SWP<br>• Only Certified operator to use equipment<br>• Wear appropriate PPE for task | |
| 6. | **Clean up work area** | • Equipment or material left behind causing damage to buildings, persons or equipment | **M** | **S** | **A/P** | • Inspect work area to confirm all materials/ garbage have been removed.<br>• Confirm all barricades that are no longer needed have been removed. | **L** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 015 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Lifting Material/Equipment with Crane | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Formal Hazard Assessment Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
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| 18. | | | 38. | | |
| 19. | | | 39. | | |
| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 016 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Re-Fueling Equipment | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations and Facilities | | | |
| SCOPE OF WORK: Re-Fueling Vehicles and Equipment | | | DURATION OF PROJECT/TASK: |

| FHA LED BY (Print Name): | TITLE: | ORIGINAL FHA DATE: | REVSION DATE: |
|---|---|---|---|
| Jerry Shennan/Tim Hillier | Supervisor/HSE Advisor | June 7, 2018 | July 13, 2022 |
| **FHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep. | Robin Martin/Bryan Eigner | Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☐ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☒ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 016 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Re-Fueling Equipment | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | 1 | 2 | 3 | 4 | 5 |
| 2) Critical | 2 | 4 | 6 | 8 | 10 |
| 3) Moderate | 3 | 6 | 9 | 12 | 15 |
| 4) Minor | 4 | 8 | 12 | 16 | 20 |
| 5) Marginal | 5 | 10 | 15 | 20 | 25 |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | >$10,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | $5,000 - $10,000 | Owner Standard not met |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | $1,000 - $5,000 | Housekeeping not to Standard |
| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 016 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Re-Fueling Equipment | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>**Hazard Control**<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | **Park on jobsite** | • Possible equipment or service vehicle collisions<br>• slips trips and falls | 6 | S | E/A/P | • Spotter to have constant communication with operator (operator to stop If communication is interrupted.<br>• Park in a safe low traffic area.<br>• Clear path of travel prior to moving equipment.<br>• Be mindful of site conditions, and watch for changes in ground. | 15 |
| 2 | • **Equipment to approach service truck or Fueling Station**<br>• **proper shutdown of equipment** | • Pinch points<br>• vehicle rollaway,<br>• collisions with equip. etc. | 9 | S | A/P | • Move equipment to safe area for servicing, both units to be parked on level ground.<br>• Shut down equipment<br>• Apply Park brake if applicable<br>• Wear all required PPE<br>• Watch for other equipment moving in area | 15 |
| 3 | **Fuelling of equipment** | • Slips, trips, falls<br>• Fuel spills<br>• Chemical Hazards<br>• Back strain | 6 | H/S | E/A/P | • Walk slowly with fuel nozzle<br>• Keep hands clear of the fuel nozzle trigger<br>• Never leave your fuel nozzle unattended<br>• Follow Manual lifting SWP if lifting jerrycan.<br>• Follow SDS sheets for safe handling of product, including PPE selection.<br>• Perform task in well ventilated area<br>• Use spill Trey if Possible/Practical<br>• Confirm Spill Kit is available if needed<br>• Report any Spills | 15<br>1 |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 016 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Re-Fueling Equipment | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 4 | **Completion of fuelling process** | • Slips, trips, falls<br>• Crush potential<br>• Spills | 12 | S | E/P | • Confirm spill kit is available if needed<br>• Ensure your footing<br>• Secure your fuel cap<br>• Walk around your equipment and ensure that area is clear to move.<br>• Use spotters when moving equipment | 15 |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
| 2. | | | 22. | | |
| 3. | | | 23. | | |
| 4. | | | 24. | | |
| 5. | | | 25. | | |
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| 18. | | | 38. | | |
| 19. | | | 39. | | |
| 20. | | | 40. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 017 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Winter Driving | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| All Locations | | | |
| SCOPE OF WORK: Driving | | | DURATION OF PROJECT/TASK: |

| JHA LED BY (Print Name): | TITLE: | ORIGINAL JHA DATE: | REVSION DATE: |
|---|---|---|---|
| Robin Martin/Tim Hillier | Field Operations Manager/HSE Advisor | November 25, 2017 | July 13, 2022 |
| JHA REVIEWED BY (Print Name): | TITLE: | APPROVED BY: | TITLE: |
| Bryan Eigner | H&S rep. | Robin Martin/Bryan Eigner | Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☐ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
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| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
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| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☐ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
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| **Feet** | ☒ Safety Boots – Leather or Rubber | ☒ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 017 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Winter Driving | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
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| Severity | Probability | | | | |
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| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
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**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

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**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
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| **Frequency** | **Definitions** |
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| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
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| **Minor** | Minor Injury First Aid | <$1,000 | Minimal Impact |
| **Marginal** | Unsafe Act/Condition | 0 | None |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Job Hazard Analysis (JHA) & Control**<br>**Winter Driving** | DOCUMENT CONTROL ID:<br>CRITICAL TASK NUMBER: JHA 017<br>REVISION DATE: July 13, 2022<br>REVISION #: 1<br>OWNER: Paragon Ventilation Ltd. |
|---|---|---|

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1 | **Inspection of vehicle** | • Slippery Conditions<br>• Hazards hidden in snow<br>• Other vehicles<br>• Poor lighting<br>• Extreme cold weather conditions<br>• Vehicle breakdown | 9 | S | E/A/P | • Regularly have parking lot cleared of snow<br>• Put down sand or gravel as required<br>• Wear proper foot wear and /or traction aids<br>• Leave room around vehicle to remove snow<br>• Park in lit area whenever possible<br>• Dress for the weather conditions (Toque/mittens/gloves)<br>• Complete vehicle inspection | 15 |
| 2 | **Start and warm up vehicle** | • Damage to vehicle engine<br>• Dead battery because of cold conditions<br>• Slippery surfaces | 9 | S | E/A/P | • Plug in vehicles to keep motor warm<br>• Boost Vehicle if needed<br>• Use traction aids or place sand/gravel down in area | 12 |
| 3 | **Clean snow from vehicle** | • Slipper surfaces<br>• Frostbite<br>• Poor lighting<br>• Dirty headlights<br>• Scraping knuckles when snow brush slips<br>• Dirty Headlights | 9 | S | E/A/P | • Use traction aids or place sand/gravel down in area<br>• Dress for weather, take warm up breaks if needed<br>• Park in lit areas whenever possible<br>• Wear gloves when clearing snow<br>• Ensure that headlights are clean. | 12 |
| 4 | **Drive vehicle to location** | • Poor or slippery road conditions<br>• Blowing snow<br>• Limited visibility when vehicles pass<br>• Inclement weather conditions<br>• Traveling to fast (trying to meet Time constraints)<br>• Running out of fuel | 3 | S | E/A/P | • Do not drive if road conditions are to hazardous, check for travel information<br>• Travel at speeds that are safe for the road conditions<br>• Allow sufficient time to reach your destination<br>• Travel during daylight hours when possible<br>• Wear seatbelts at all times | 6 |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 017 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Winter Driving | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | • Stranded in vehicle for extended period of time | **6** | | | • Ensure that fuel level is above ¼ of a tank at all times<br>• Follow all traffic laws<br>• Ensure that you have a winter safety kit/ method of communication. | **9** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 017 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Winter Driving | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Supervisor* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 21. | | |
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| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 018 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Removing Damper from Ventilation System | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Removing Damper from Ventilation System | | | DURATION OF PROJECT/TASK: |
| JHA LED BY (Print Name): Rod Hoddinott/ Tim Hillier | TITLE: Foreman/HSE Advisor | ORIGINAL JHA DATE: July 16, 2018 | REVSION DATE: July 13, 2022 |
| JHA REVIEWED BY (Print Name): Bryan Eigner | TITLE: H&S rep. | APPROVED BY: Robin Martin/Bryan Eigner | TITLE: Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and MSDS'. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 018 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Removing Damper from Ventilation System | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Job Hazard Analysis (JHA) & Control** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 018 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | **Removing Damper from Ventilation System** | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | **Prepare Work Area** | • Other Workers in area<br>• Electricity still on to unit<br>• Workers not on task awareness<br>• Unsatisfactory condition of equipment | M | S | E/A | • Complete a Site-Specific Hazard Assessment.<br>• Communicate to others as to the task being performed<br>• Lock-out any energy sources/reference SWP on Electrical lock-out<br>• Complete any applicable inspections<br>• Ask foreman if unsure of task requirements.<br>• Confirm required Permits are in place. | L |
| 2. | **Set up ladder and all necessary tools, equipment and material** | • Falling off ladder<br>• Cuts to hands and arms<br>• Slips/trips/falls<br>• Other Workers in area<br>• Pinch points | H | S | E/A/P | • Reference SWP for ladder use<br>• Keep body parts out of potential pinch points<br>• Use of necessary PPE – determined on site specific hazard assessment<br>• Ask foreman if unsure<br>• Communicate to others as to the task being performed and hazards associated<br>• Clear work area of any un-needed tripping/slipping hazards. | L |
| 3. | **Prep Material for removal, cut vent box**<br>**(Damper inside Tee)** | • Cuts and abrasions<br>• Falling off ladder<br>• Working in a tight space<br>• Other Workers in area<br>• Flying Debris | H | S | E/A/P | • Use of necessary PPE – discuss on site specific hazard assessment<br>• Reference Ladder SWP<br>• Reference Procedure for Grinder use<br>• Keep hands and arms away from any sharp edges<br>• Be aware of changing hazards as task progresses<br>• Ask foreman if unsure or task requirements | M |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 018 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Removing Damper from Ventilation System | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Communicate to others as to the task being performed | |
| **4.** | **Remove Damper** | • Falling objects<br>• Tight space to work<br>• Hot temperatures<br>• Other Workers in area | **H** | **S** | **E/A/P** | • Use of necessary PPE – discuss on site specific hazard assessment<br>• Remove any burrs or sharp edges that can be removed.<br>• Stretch/ micro breaks if noticing discomfort<br>• Take cool down breaks if work area Is hot.<br>• Stay hydrated.<br>• Communicate to others as to the task being performed | **L** |
| **5.** | **Install Damper into new Tee.** | • Falling objects<br>• Tight space to work<br>• Hot temperatures<br>• Working with Chemicals if required<br>• Other Workers in area | **H** | **H/S** | **E/A/P** | • Use of necessary PPE – discuss on site specific hazard assessment<br>• Keep hands and arms away from any sharp edges<br>• Take cool down breaks if work area is hot<br>• Stay hydrated<br>• Reference SDS sheet for specific product being used including PPE selection<br>• Communicate to others as to the task being performed<br>• Barricade off area if needed.<br>• Stretching/ microbreaks if noticing discomfort | **L** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 018 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Removing Damper from Ventilation System | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| **6.** | **Clean up Area** | • Other Workers in area<br>• Material left behind could cause additional hazards | **M** | **S** | **E/A/P** | • Communicate to others as to the task being performed<br>• Clean up work-site<br>• Wear appropriate PPE for task | **L** |
| **7.** | **Foreman or Designate closes out permit** | • Equipment not commissioned properly resulting in possible electrocution or fire | **M** | **S** | **E/A/P** | • Remove Lock-out<br>• Ensure equipment is commissioned by a competent person. | **L** |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Job Hazard Analysis (JHA) & Control | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA 018 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 2 |
| | Removing Damper from Ventilation System | OWNER: Paragon Ventilation Ltd. | |

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Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
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| 1. | | | 13. | | |
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| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA019 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Installation of Wall Prop Exhaust Fan | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Installation of Wall Prop Exhaust Fan | | | DURATION OF PROJECT/TASK: |

| FHA LED BY (Print Name): | TITLE: | ORIGINAL FHA DATE: | REVSION DATE: |
|---|---|---|---|
| Mark Gmeinweser/Tim Hillier | Site Superintendent/HSE Advisor | January 7, 2019 | July 13, 2022 |
| **FHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Bryan Eigner | H&S rep. | Robin Martin/Bryan Eigner | Field Operations Manager/H&S rep. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific. Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA019 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Installation of Wall Prop Exhaust Fan | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) | Probability |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA019 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Installation of Wall Prop Exhaust Fan | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | Review Task and Complete Site-Specific Hazard assessment. | • Workers improperly Informed<br>• Other Trades Impacted<br>• Un-satisfactory condition of equipment | M | S | A | • Ensure clear instructions are provided to workers performing task<br>• Communicate to others as to the task being performed<br>• Use company equipment checklist to inspect equipment<br>• | L |
| 2. | Assess & ready work area | • Trip hazards<br>• Material not needed in work area | M | S | A/P | • Workers aware of surroundings<br>• Housekeeping<br>• Confirm Inventory of needed material | L |
| 3. | Position equipment & material | • Uneven surfaces<br>• Other workers in area<br>• Falling off ladder<br>• Improperly using material lifts<br>• Un-even floors or ground<br>• Muscle strain | M | S | E/A/P | • Communicate to all workers<br>• Reference SWP's for ladder use and elevated work platform<br>• Ensure workers or equipment are capable of lifting load. Check manufacture's specs<br>• Use of necessary PPE as determined in SSHA<br>• Reference Manual lifting SWP | L |
| 4. | Install in wall opening | • Cuts and Abrasions to hands and arms<br>• Falls from ladders or elevated work platform | M | S | E/A/P | • Reference SWP's for ladder use and elevated work platform<br>• Ensure workers or equipment are capable of lifting load. Check manufacture's specs<br>• Use of necessary PPE as determined in SSHA<br>• Reference applicable SWP's for Ladder or EWP usage. | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA019 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Installation of Wall Prop Exhaust Fan | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| 5. | Install outside and inside flashing | • Working while arms extended causing fatigue<br>• Cuts and abrasions to hands, arms and face<br>• Working with chemicals<br>• Falls from heights | M | S | E/A/P | • Use of necessary PPE as determined in SSHA<br>• Reference SDS sheet for specific chemical including PPE selection.<br>• Workers are to ask questions if unsure<br>• Reference applicable SWP's for Ladder or EWP useage. | L |
| 6. | Clean up area | • Workers in area<br>• Material left behind<br>• Unsatisfactory condition of work area | M | S | A/P | • Housekeeping<br>• Extra material taken away<br>• Communicate hazards to all workers in area | L |
| 7. | Pass off for commissioning | • Information incorrect to commissioning group | L | S | A | • Clear and concise information provided | L |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: JHA019 |
|---|---|---|---|
| | | REVISION DATE: July 13, 2022 | REVISION #: 1 |
| | Installation of Wall Prop Exhaust Fan | OWNER: Paragon Ventilation Ltd. | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
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| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 020 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: |
| | **Demolish Ductwork** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Ltd. | | | |
| SCOPE OF WORK: Demolish ductwork on various jobsites | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Bryan Eigner | TITLE: Field Foreman | ORIGINAL FHA DATE: June 16, 2022 | REVSION DATE: |
| FHA REVIEWED BY (Print Name): Mark Gmeinweser | TITLE: Field Foreman | APPROVED BY: Bryan Eigner | TITLE: Health and Safety Rep |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☒ Ear Plug<br>☐ Ear Muff : | ☐ Double (Combination Ear Plugs & Ear Muffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☐ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, weather and substance specific.<br>Select the appropriate PPE based on SWP's, SDS Sheets, Site Requirements, and other applicable Hazards. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | Formal Hazard Assessment | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 020 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: |
| | Demolish Ductwork | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Probability | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA 020 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: |
| | **Demolish Ductwork** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | Confirm system being demolished via review of blueprints/job site. | • Demolishing incorrect system/Property Damage | M | S | E/A | • Review blueprint and job site, chase systems as required to confirm the which system is intended to be demolished.<br>• Submit RFI if system cannot be clearly identified. | L |
| 2. | Communicate with other trades, and/or building maintenance workers as to when, and what systems will be removed. | • Setting off building alarms<br>• Interference with active systems<br>• Live Systems | M | H/S | E/A | • Communicate with other trades via email or trade meetings.<br>• Communicate with building maintenance directly or through prime contractor.<br>• Follow Electrical, and Electrical Lockout SWP for systems which are not demolished live. | L |
| 3. | Inspect work area and fill out site specific Hazard assessment. | • Missing/ not identifying hazards and leaving workers at risk of injury. | H | H/S | A | • Supervising worker to complete or review SSHA and confirm that all applicable hazards have been identified and reasonably controlled. SSHA to be updated if conditions change, or new hazards are learned. | M |
| 4. | Clear out any unneeded items/materials from work area | • Ergonomic Hazards<br>• Sharp Edges<br>• Chemicals | M | H/S | E/A/P | • Lift corner of large items to get an estimate for item weight, use sufficient manpower to Safely lift heavy, large, or awkward items.<br>• Use mechanical aid when possible/practical.<br>• Wear PPE as noted in SSHA | L |

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|---|---|---|---|
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| | Demolish Ductwork | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 5. | Protect any surfaces which could be damaged from demolition | • Property Damage<br>• Sharp Edges | M | S | E/A/P | • Cover dust sensitive equipment with poly, or blankets.<br>• Cover easily damaged surfaces with ram board or plywood. | L |
| 6. | Inspect all tools and Equipment being used | • Tool/Equipment Failure | M | H/S | E/A | • Inspect all tools and equipment being used for damage including Cracks, Bends, Breaks, Missing prongs on Cords, Cuts/Tears on cords, Missing Guards Etc. Repair or replace as required<br>• Formal Inspection required for any Man Lifts and Fall Protection equipment being used. | L |
| 7. | Set up work area, Ladders, Lifts, Genies etc. | • Other workers in area<br>• Pinch Points<br>• Ergonomic Hazards | M | S | A/P | • Use Barricades as needed and/or warn other workers in area of hazards.<br>• Use correct body placement to ensure all body parts are outside of potential pinch points.<br>• Communicate with all workers involved.<br>• Use 2 workers to position large ladders or equipment such as lifts, genies, or other mechanical aids. | L |
| 8. | Add Temporary Hangers as needed. | • Falling materials<br>• Property Damage<br>• Falls from Heights<br>• Flying Debris<br>• Sharp Edges | H | S | E/A | • Confirm existing hangers are sufficient to support the sections of the existing ductwork to remain once demolished section is removed.<br>• Add hangers as required.<br>• Follow SWP for Ladders, Scaffolds or lifts pending which is being used. | L |

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|---|---|---|---|
| | | REVISION DATE: | REVISION #: |
| | Demolish Ductwork | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Wear PPE as determined in SSHA | |
| 9. | Cut and remove section(s) of ductwork | • Flying Debris<br>• Sharp Edges<br>• Loud Noise<br>• Pinch Points<br>• Falling Materials<br>• Falls from heights | M | H/S | E/A/P | • Wear PPE as determined in SSHA<br>• Use correct body placement to ensure all body parts are outside of potential pinch points.<br>• Ensure material is secure and will not fall, this can be done through the addition of hangers, other workers holding the ductwork, or mechanical lifting devices.<br>• Active communication between all workers involved.<br>• Follow SWP for Ladders, Scaffolds or lifts pending which is being used. | L |
| 10. | Lower ductwork to floor | • Flying Debris<br>• Sharp Edges<br>• Pinch Points<br>• Ergonomic Hazards<br>• Falling Materials<br>• Falls from heights | H | H/S | E/A/P | • Wear PPE as determined in SSHA<br>• Use correct body placement to ensure all body parts are outside of potential pinch points.<br>• Use Mechanical Lifting devices where possible/Practical.<br>• Ensure Materials are controlled and cannot fall, this can be done via mechanical lifts or workers handling materials manually<br>• Follow SWP for Ladders, Scaffolds or lifts pending which is being used. | M |

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|---|---|---|---|
| | | REVISION DATE: | REVISION #: |
| | Demolish Ductwork | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 11. | **Repeat steps 4-10 until work scope is complete.** | **See steps 4-10** | | | | **See Steps 4-10** | |
| 12. | **Clean up work area** | • **Sharp Edges**<br>• **Pinch Points**<br>• **Flying Debris**<br>• **Property Damage** | **M** | **H/S** | **A/P** | • **Wear PPE as determined in SSHA**<br>• **Use correct body placement to ensure all body parts are outside of potential pinch points.**<br>• **Remove any protection placed to ensure any sensitive equipment can be ventilated.** | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 13. | | |
| 2. | | | 14. | | |
| 3. | | | 15. | | |
| 4. | | | 16. | | |
| 5. | | | 17 | | |
| 6. | | | 18. | | |
| 7. | | | 19. | | |
| 8. | | | 20. | | |

| | | | | | |
|---|---|---|---|---|---|
| 9. | | | 21. | | |
| 10. | | | 22. | | |
| 11. | | | 23. | | |
| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA021 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: 1 |
| | | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☒ N/A |
|---|---|---|---|
| Paragon Ventilation Field | | | |
| SCOPE OF WORK: Sheet Metal Worker Field Tasks | | | DURATION OF PROJECT/TASK: |
| FHA LED BY (Print Name): Bryan Eigner | TITLE: Health and Safety Administrator | ORIGINAL FHA DATE: March 16, 2023 | REVSION DATE: |
| FHA REVIEWED BY (Print Name): Dave Roth | TITLE: Site Foreman | APPROVED BY: Bryan Eigner | TITLE: Health and Safety Administrator |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Earmuffs: | ☐ Double (Combination Ear Plugs & Earmuffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All the above selections are potential requirements. PPE is task, weather, hazard, and substance specific.<br>Select the appropriate PPE based on SWP's and SDS Sheets. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA021 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: 1 |
| | | OWNER: Paragon Ventilation Ltd. | |

| | | |
|---|---|---|
| | **High Risk** | **Unacceptable, Will Reduce Risk, Action Required** |
| | **Medium Risk** | **Undesirable, Take Risk Reduction Measures, Action Required** |
| | **Low Risk** | **Acceptable, Reduce As Practical, No Further Action Required** |

| **Severity** | **Probability** | | | | |
|---|---|---|---|---|---|
| | **1) Frequent** | **2) Probable** | **3) Occasional** | **4) Remote** | **5) Improbable** |
| **1) Catastrophic** | | | | | |
| **2) Critical** | | | | | |
| **3) Moderate** | | | | | |
| **4) Minor** | | | | | |
| **5) Marginal** | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| **Three Year (Cycle) Probability** | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| **Potential Consequences (For any incident or potential incident check all effects)** | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA021 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: 1 |
| | | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E** – Engineering*<br>***A** – Administration*<br>***P** – Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| **1.** | **Arrive on Site and Complete Orientation** | • Parking<br>• Uneven ground.<br>• Overhead hazards.<br>• Debris in eyes.<br>• Sharp Edges.<br>• Loud Noise.<br>• Splinters.<br>• Equipment operating in area.<br>• Worker gets lost.<br>• Unknown Site Hazards and Safety Rules<br>• Sign in/out Requirements | **Med.** | **H/S** | **A/P** | • Confirm with site contact where available parking is.<br>• Use caution when crossing uneven ground.<br>• Wear PPE as required by applicable hazards and site requirements.<br>• Obey all signage/barricade requirements.<br>• Make eye contact with operator and ensure it is safe to cross paths with equipment.<br>• Confirm directions to site office with site contact and ask for direction if lost/unsure.<br>• Pay attention to the Site Orientation to ensure you are aware of any site specific hazards and any Safety rules. If you have any questions, ask the facilitator of your orientation.<br>• Review the sign in/out requirements for site with orientation facilitator/ Paragon site foreman. | **Low** |
| **2.** | **Review your current task and complete a Field level hazard assessment.** | • Unknown hazards.<br>• Unknown controls.<br>• Unknown work procedures.<br>• Unknown PPE requirements.<br>• Changing hazards/conditions/tasks | **Med.** | **H/S** | **A** | • Review the task you are going to perform and evaluate what hazards you will be facing.<br>• Review the Hazards you will be facing and evaluate what controls will need to be implemented to protect yourself from the hazards.<br>• Review any applicable “FHA’s for the work you are to perform” and document it on your FLHA. | **Low** |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>**Hazard Control**<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Review What PPE will be required to perform the task safely and still follow site requirements.<br>• Update or create a new FLHA if hazards/conditions/tasks change.<br>• Ensure all workers are Fit For Duty, and able to perform the task at hand. | |
| **3.** | **Set up work area. (Clear out space of unneeded items, move material/tools to space)** | • Slips/Trips/Falls.<br>• Loud Noise.<br>• Sharp Edges.<br>• Overhead Hazards.<br>• Others working in area.<br>• Man/material lift malfunction.<br>• Strains/Sprains<br>• Poorly lit work area | **High.** | **H/S** | **E/A/P** | • Identify any slip/trip/fall hazards in the area, remove the hazard if possible.<br>• Wear PPE as determined in FLHA.<br>• Communicate tasks/hazard with other workers in area.<br>• Determine if barricades will be required to keep other workers out of area.<br>• Follow all applicable safe work practices/procedures.<br>• Inspect all tools and equipment.<br>• Only competent operators to use tools/equipment.<br>• Use Carts/Mechanical lifts when possible/practical.<br>• Team-lift large/heavy items.<br>• Stretch prior to performing strenuous work.<br>• Take micro/stretch breaks when noticing discomfort.<br>• Use Task specific lighting as required. | **Med.** |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used<br>Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)* | Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| **4.** | **Assemble duct on floor.** | • Loud noises.<br>• Sharp edges.<br>• Defective power tools.<br>• Flying debris.<br>• Hot Work.<br>• Working in Awkward Positions.<br>• Sprains/strains.<br>• Line of fire hazards when hammering or cutting.<br>• Ground Conditions. | **Med.** | **H/S** | **E/A/P** | • Wear PPE as determined in FLHA.<br>• Inspect Power tools prior to use, ensure they are in good working order, and that all guards are functioning and in place. Red tag and remove unsafe tools from service (fill out a defective tool form and return tool to shop).<br>• Complete a Hot Work Permit and follow the requirements listed.<br>• Wear Knee pads if kneeling for any length of time.<br>• Stretch as needed.<br>• Get assistance moving any large or heavy items.<br>• Keep body parts out of line of fire when hammering and cutting.<br>• Clear floor of any debris you may be kneeling on, or laydown plywood to provide a smooth base to work from. | **Low.** |
| **5.** | **Layout and install Hangers** | • Falls from heights.<br>• Improper anchors.<br>• Sharp edges.<br>• Loud Noise<br>• Falling debris.<br>• Power tool malfunctions.<br>• Pinch Points. | **Med.** | **H/S** | **E/A/P** | • Wear PPE as determined in FLHA.<br>• Follow legislative/Paragon/Prime contractor requirements for the use of fall protection/arrest.<br>• Inspect ladders/lifts prior to use.<br>• Confirm with Foreman/manufacturer if the anchors being used are correct for the type of installation. | **Low.** |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>**Hazard Control**<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Position body away from falling debris when hammer drilling above.<br>• Inspect power tools prior to use.<br>• Be aware of Hand Placement. | |
| **6.** | **Install Ductwork** | • Falls from heights.<br>• Sprains/Strains.<br>• Sharp edges.<br>• Loud Noises<br>• Chemical hazards from sealants.<br>• Pinch points.<br>• Heavy/Awkward Lifts<br>• Equipment failure/improper use.<br>• Others in area. | **High.** | **H/S** | **E/A/P** | • Wear PPE as determined in FLHA.<br>• Follow legislative/Paragon/Prime contractor requirements for the use of fall protection/arrest.<br>• Inspect Ladders/Lifts prior to use.<br>• Use mechanical aid to lift materials whenever possible/practical.<br>• Team lift large/Heavy items.<br>• Stretch prior to strenuous lifting/awkwardly contorting body.<br>• Review SDS sheets for the sealant being used.<br>• Keep hands out of duct joints/ communicate with other workers when moving ductwork.<br>• Follow Safe lifting techniques.<br>• Inspect equipment and review user manual for safe use of equipment.<br>• Notify other workers of the hazards in the area. | **Med.** |
| **7.** | **Clean up work area** | • Slips/Trips/Falls.<br>• Sharp edges.<br>• Loud Noises<br>• Improper disposal of garbage.<br>• Pinch Points. | **Med.** | **H/S** | **A/P** | • Wear PPE as determined in FLHA.<br>• Remove any possible slip/trip/fall hazards.<br>• Confirm where garbage is to be thrown out with foreman/prime contractor.<br>• Keep body parts out of potential pinch points. | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: FHA021 |
|---|---|---|---|
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| | | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>**Hazard Control**<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | • Dust from Sweeping.<br>• Unnecessary barricades.<br>• Overhead hazards | | | | • Use sweeping compound if sweeping is creating airborne dust.<br>• Remove any unneeded barricades.<br>• Notify workers working above of your intention to cross underneath them, and confirm it is safe to cross below them. | |
| | | | | | | | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 13. | | |
| 2. | | | 14. | | |
| 3. | | | 15. | | |
| 4. | | | 16. | | |
| 5. | | | 17 | | |
| 6. | | | 18. | | |
| 7. | | | 19. | | |
| 8. | | | 20. | | |

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| 10. | | | 22. | | |
| 11. | | | 23. | | |
| 12. | | | 24. | | |

| PARAGON Ventilation Ltd. Our Name Stands For Excellence | **Formal Hazard Assessment** | DOCUMENT CONTROL ID: | CRITICAL TASK NUMBER: 022 |
|---|---|---|---|
| | | REVISION DATE: | REVISION #: |
| | **Working On Top Of Cooler** | OWNER: Paragon Ventilation Ltd. | |

## Job/Task/Process

| FACILITY/CLIENT LOCATION: | FACILITY PROCESS AREA/CLIENT PROJECT: | PROJECT DATE: | JOB CODE /PERMIT #: ☐ N/A |
|---|---|---|---|
| Paragon Ventilation | | | |
| SCOPE OF WORK: Installing ductwork above coolers | | | DURATION OF PROJECT/TASK: |

| FHA LED BY (Print Name): | TITLE: | ORIGINAL FHA DATE: | REVSION DATE: |
|---|---|---|---|
| Bryan Eigner | Health and Safety Admin. | April 28, 2023 | |
| **FHA REVIEWED BY (Print Name):** | **TITLE:** | **APPROVED BY:** | **TITLE:** |
| Jordan Kelly-Phillips | Site Foreman | Bryan Eigner | Health and Safety Admin. |

## Personal Protective Equipment (PPE)

| | | | |
|---|---|---|---|
| **Head** | ☒ Hard Hat<br>☐ Side Impact Hard Hat | ☐ DOT Approved Helmet<br>☐ Lock-On-Life Support Helmet | ☐ Other: |
| **Eyes/Face/Neck** | ☒ Safety Glasses<br>☐ Goggles – Chemical<br>☐ Goggles – Dust | ☐ Face Shield<br>☐ Welding Helmet<br>☐ Balaclava (FR) | ☐ Other: |
| **Respiratory** | ☐ Dust Mask<br>☐ Half Face Respirator/Cartridge Type:<br>☐ Full Face AP Respirator/Cartridge Type: | ☐ PAPR/ Cartridge Type:<br>☐ SABA<br>☐ SCBA | ☐ Lock-On-Life Support Helmet<br>☐ Other: |
| **Ears/Hearing** | ☐ Ear Plug<br>☐ Earmuffs: | ☐ Double (Combination Ear Plugs & Earmuffs)<br>☐ Other | |
| **Hands/Arms** | ☐ Cotton Gloves<br>☐ Leather Gloves<br>☒ Puncture/Cut Resistant<br>☐ PVC | ☐ Nitrile<br>☐ Anti-vibration<br>☐ Impact Protection<br>☐ Thermal | ☐ Chemical<br>☐ Wristlets/Type:<br>☐ Other: |
| **Body** | ☐ Fire Retardant Coveralls/Uniform<br>☐ Apron<br>☐ Life Jacket/Vest<br>☒ High Visibility Vest | ☐ Heat Reflective Suit<br>☐ Foul Weather Gear<br>☐ Cool Vest<br>☐ Kevlar Cut Resistant Suits | ☐ FR Rain Suit<br>☐ Chemical Protective Clothing/Type:<br>☐ Tyvek/Type: |
| **Feet** | ☒ Safety Boots – Leather or Rubber | ☐ Traction Aids | ☐ Other: |
| **Note** | All of the above selections are potential requirements. PPE is task, hazard, weather, and substance specific.<br>Select the appropriate PPE based on SWP's and SDS Sheets. | | |

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| | | |
|---|---|---|
| | High Risk | Unacceptable, Will Reduce Risk, Action Required |
| | Medium Risk | Undesirable, Take Risk Reduction Measures, Action Required |
| | Low Risk | Acceptable, Reduce As Practical, No Further Action Required |

| Severity | Probability | | | | |
|---|---|---|---|---|---|
| | 1) Frequent | 2) Probable | 3) Occasional | 4) Remote | 5) Improbable |
| 1) Catastrophic | | | | | |
| 2) Critical | | | | | |
| 3) Moderate | | | | | |
| 4) Minor | | | | | |
| 5) Marginal | | | | | |

**Decision Making Flow Chart –** Where the final risk falls in one of these categories, this Decision Making Flow Chart **WILL be met prior to work start.**

**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**

**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**

**Managed at Field Level**

| Three Year (Cycle) Probability | |
|---|---|
| **Frequency** | **Definitions** |
| Frequent | Very likely to occur repeatedly |
| Probable | Likely to occur several times |
| Occasional | Likely to occur sometimes |
| Remote | Not likely to occur, but possible |
| Improbable | Probability cannot be distinguished from zero |

| Potential Consequences (For any incident or potential incident check all effects) | | | |
|---|---|---|---|
| **Severity** | **Injury/Illness** | **Financial** | **Environmental Impact** |
| **Catastrophic** | Fatality | > 200,000 | Long Term Effects (reportable) |
| **Critical** | Permanent Impairment - serious illness | 100,000 – 200,000 | Medium Term Effect |
| **Moderate** | Recordable Injury (Lost Time, Restricted Work, Medical Aid) | 50,000 - 100,000 | Short Term Effect |
| **Minor** | Minor Injury First Aid | < 50,000 | Minimal Impact |

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|---|---|---|---|
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| | **Working On Top Of Cooler** | OWNER: Paragon Ventilation Ltd. | |

## Detailed Instruction (s)

| | Basic Steps *List steps required to complete task* | Potential Hazards *What hazards are involved in this step?* | Initial Risk *Refer to Risk Matrix* | Health Risk – H Safety Risk – S | Control Used | Hierarchy of Controls *E – Engineering* *A – Administration* *P – Personal Protective Equipment (PPE)* — Hazard Control *Describe the precautions that will be used* | Final Risk *Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| 1. | **Plan daily Tasks and complete a Site-specific Hazard Assessment** | • Unknown hazards | H | H/S | E/A/P | • Review the task at hand as well as the work site conditions and complete a hazard assessment. Include the PPE requirements for the task, and any Safe work procedures being followed. | M |
| 2. | **Access the work area on top of cooler.** | • Access ladder condition.<br>• Weight limits of the cooler top. | H | S | E/A | • Complete a visual inspection of the access ladder prior to use.<br>• If an extension ladder is used for access, ensure the top and bottom of the ladder are secured, or have a second worker hold the ladder while ascending/descending.<br>• Confirm the weight limits of the cooler top with the prime contractor. If the cooler is not rated for personnel access, shoring or other means of support will be required. | L |
| 3. | **Working on the Cooler Top** | • Working near leading edge.<br>• Weight limits of the cooler top<br>• Openings in cooler top<br>• Falling from heights<br>• Workers working below | H | S | E/A/P | • If a guard rail is not present, set up a bump line at a distance of 6'(2M) from the edge of the cooler (a bump line can be rope with tags or caution/danger tape).<br>• Any workers in the area between the bump line and the leading edge must use a fall protection or travel restraint system, except for access/egress use.<br>• When Storing materials on cooler top, space the materials out to avoid overloading the cooler. | M |

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| | Working On Top Of Cooler | OWNER: Paragon Ventilation Ltd. | |

**Detailed Instruction (s)**

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>**Hazard Control**<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | • Do not have workers gather in close areas as this may overload the cooler top.<br>• All openings in the cooler top must be covered with min. ¾" thick plywood marked as hole covers. Or the areas must be barricaded off with Danger tape including tags which read OPEN HOLES.<br>• Workers must use a fall protection system if they are working within the "safe zone" from a ladder that if tipped could land them into the "control zone".<br>• Cover openings or set up a control zone below to prevent any items from being dropped through openings in the cooler top on to others working below. | |
| **4.** | **Clean up and leave site.** | • **Other workers un-aware of open holes.**<br>• **Material rolling off cooler.** | **H** | **S** | **A** | • Before leaving area, ensure that all hole openings are either covered or barricaded.<br>• Secure any material to prevent it from rolling.<br>• Store material away from leading edge. | **L** |
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## Detailed Instruction (s)

| | Basic Steps<br>*List steps required to complete task* | Potential Hazards<br>*What hazards are involved in this step?* | Initial Risk<br>*Refer to Risk Matrix* | Health Risk – H<br>Safety Risk – S | Control Used | Hierarchy of Controls<br>***E*** *– Engineering*<br>***A*** *– Administration*<br>***P*** *– Personal Protective Equipment (PPE)*<br>Hazard Control<br>*Describe the precautions that will be used* | Final Risk<br>*Refer to Risk Matrix* |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| *Middle Management* | | | *Front Line Management* | | | *HSE Representative* | | |
|---|---|---|---|---|---|---|---|---|
| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
| | | | | | | | | |

## Job Hazard Analysis Review (Work Team Reviews and Sign-Off)

| NAME (Print) | SIGNATURE | DATE | NAME (Print) | SIGNATURE | DATE |
|---|---|---|---|---|---|
| 1. | | | 13. | | |
| 2. | | | 14. | | |
| 3. | | | 15. | | |
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