PARAGON Ventilation Ltd.
Our Name Stands For Excellence

Job Hazard Analysis (JHA)

Table of Contents

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 001
		REVISION DATE: July 13, 2022	REVISION #: 1
	Hoisting 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: Hoisting material to rooftop using crane.			DURATION OF PROJECT/TASK:
FHA LED BY (Print Name): Dave Roth	TITLE: Site Superintendent	ORIGINAL FHA DATE: October 3, 2018	REVSION DATE: July 13, 2022
FHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	APPROVED BY: Bryan Eigner	TITLE: Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 001
		REVISION DATE: July 13, 2022	REVISION #: 1
	Hoisting 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	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.**

H	**Risk of injury approved by HSSE Manager in conjunction with General Manager. Risk of Business Loss/Equipment Damage approved by Site Supervisor.**	M	**Risk of injury, Business Loss/Equipment Damage approved by General Manager.**	L	**Managed at Field Level**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review date:** June 19, 2025	CRITICAL TASK NUMBER: JHA 001
		REVISION DATE: July 13, 2022	REVISION #: 1
	Hoisting Material/Equipment with Crane	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.	**Secure work area**	• Damage to equipment • Injuries to workers or bystanders. • Damage to material or building.	**M**	**S**	**E/A**	• Pre-lift Meeting. • Remove unnecessary workers/equipment/materials from work area. • Set up barriers around work area • Equipment (Crane) inspection (to be completed by operator) • Notify persons in general area • Confirm all required permits are in place. • Use spotter when moving crane into position.	**L**
2.	**Assist with Crane set up**	• Damage to equipment • Pinch points • Back strain	**M**	**S**	**A/P**	• Wear appropriate PPE for task • Follow direction of crane operator/rigger • Keep body parts out of potential pinch points • Roll crane pads when possible • Follow manual lifting SWP	**L**
3.	**Lift Materials/equipment to location**	• Crane failure • Workers struck by product • Damage to building or equipment	**H**	**S**	**A**	• Keep area clear of all non-essential workers • Follow instruction from competent rigger • Constant communications between workers and crane operator. • **Never** Stand under a hoisted load. • Use tag line to control load • Keep all body parts out of potential pinch points (never place hand between the slings and the equipment when lifting/lowering) • 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	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 001
		REVISION DATE: July 13, 2022	REVISION #: 1
	Hoisting Material/Equipment with Crane	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*
						• Place Materials or equipment hoisted on curb/ dunnage to ensure no damage to roof will occur.	
4.	**Material/equipment taken from location**	• Crane failure • Workers struck by product • Damage to building or equipment	**H**	**S**	**A**	• Confirm material/equipment is not secured to the roof/structure to avoid damage when lifted. • Keep area clear of all non-essential workers • Follow instruction from competent rigger • Constant communications between workers and crane operator. • **Never** Stand under a hoisted load. • Use tag line to control load • Keep all body parts out of potential pinch points (never place hand between the slings and the equipment when lifting/lowering) • Workers are **not to** be in an area where they could be crushed between the Hoisted load and other objects.	**M**

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		REVISION DATE: July 13, 2022	REVISION #: 1
	Hoisting Material/Equipment with Crane	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.	**Crane tear down and leave site**	• Damage to equipment • Injuries to workers or bystanders. • Property Damage • Pinch Points • Muscle strain	H	S	A/P	• Follow Direction of crane operator/rigger. • Use barricade system • Use spotters • Keep body parts out of potential pinch points • Follow Manual lifting SWP • Only Certified operator to use equipment • 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. • Confirm all barricades that are no longer needed have been removed.	L

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	Hoisting 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

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**	**Review date:** June 19, 2025	CRITICAL TASK NUMBER: JHA 002
		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 in winter conditions			DURATION OF PROJECT/TASK:

JHA LED BY (Print Name):	TITLE:	ORIGINAL JHA DATE:	REVSION DATE:
Robin Martin	Field Operations Manager	November 25, 2017	July 13, 2022
JHA REVIEWED BY (Print Name):	**TITLE:**	**APPROVED BY:**	**TITLE:**
Bryan Eigner	Health and Safety Administrator	Bryan Eigner	Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☐ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☐ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☒ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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'.		

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		REVISION DATE: July 13, 2022	REVISION #: 1
	Winter 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	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	0	None

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control** **Winter Driving**	**Review date:** June 19, 2025 **REVISION DATE:** July 13, 2022 **OWNER:** Paragon Ventilation Ltd.	**CRITICAL TASK NUMBER:** JHA 002 **REVISION #:** 1

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	**Inspection of vehicle**	• Slippery Conditions • Hazards hidden in snow • Other vehicles • Poor lighting • Extreme cold weather conditions • Vehicle breakdown	**M**	**S**	**E/A/P**	• Regularly have parking lot cleared of snow • Put down sand or gravel as required • Wear proper footwear and /or ice cleats • Remove snow from around the vehicle • Park in lit areas or use flashlight/head lamp • Dress for the weather conditions (Toque/mittens/gloves) • Complete vehicle inspection	**L**
2	**Start and warm up vehicle**	• Damage to vehicle engine • Dead battery because of cold conditions • Slippery surfaces	**M**	**S**	**E/A/P**	• Plug in vehicles to keep motor warm • Boost Vehicle if needed • Use traction aids or wear ice cleats	**L**
3	**Clean snow from vehicle**	• Slipper surfaces • Frostbite • Poor lighting • Dirty headlights • Scraping knuckles when snow brush slips • Dirty Headlights	**M**	**S**	**E/A/P**	• Use traction aids or place sand/gravel down in area • Dress for weather, take warm up breaks if needed • Park in lit areas/ wear headlamp • Wear gloves when clearing snow • Ensure that headlights are clean.	**L**
4	**Drive vehicle to location**	• Poor or slippery road conditions • Blowing snow • Limited visibility when vehicles pass • Inclement weather conditions • Traveling to fast (trying to meet Time constraints) • Running out of fuel	**H**	**S**	**E/A/P**	• Do not drive if road conditions are to hazardous, check for travel information • Travel at speeds that are safe for the road conditions • Allow sufficient time to reach your destination • Travel during daylight hours when possible • Wear seatbelts at all times	**M**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	**Review date:** June 19, 2025	CRITICAL TASK NUMBER: JHA 002
		REVISION DATE: July 13, 2022	REVISION #: 1
	Winter 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*
		• Stranded in vehicle for extended period of time				• Ensure that fuel level is above ¼ of a tank at all times • Follow all traffic laws • Ensure you have enough supplies to keep you warm and safe if travelling in remote areas.	

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 002
		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**	**Review date:** June 19, 2025	CRITICAL TASK NUMBER: JHA 003
		REVISION DATE: July 9, 2022	REVISION #: 1
	Using Equipment to Move Material	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	TITLE: Field Foreman	ORIGINAL JHA DATE: May 16, 2018	REVSION DATE: July 9, 2022
JHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	APPROVED BY: Bryan Eigner	TITLE: Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☒ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 003
		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
2) Critical	2	4	6	8	10
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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) Probability	
Frequency	**Definitions**
Frequent	Very likely to occur repeatedly
Probable	Likely to occur several times
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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	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 003
		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 • Fluid levels, brakes, and hoses not in working condition • Operator competency	12	S	A	• Use company equipment checklist to completely inspect equipment • Confirm operator is competent to use equipment. (Competency = Qualified, Trained and Experienced)	15
2.	Position load and equipment	• Worker in area • Loose or un-even load	12	S	E/A	• Communicate hazards to all workers in area • Tie down and secure load	15
3.	Pick up load	• Un-even load • Un-even ground • Load to heavy • Blind spots for operator • Pinch points	4	S	E/A	• Tie down and secure load • Ensure equipment is capable of lifting load • Check ground conditions • Operator is to stop and utilize a spotter if they encounter a blind spot. • Worker's assisting are to remain away from pinch points around the load and the equipment.	12
4.	Move to desired location	• Workers and equipment in area • Obstructed travel path • Blind spots for operator • Load tipping over	3	S	E/A	• Communicate to all workers in area • Clear travel path prior to moving equipment. • Operator is to utilize spotter when traveling with blind spots • Operator is to drive slowly and keep the load as low as practical to the ground.	10

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	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*
						• If load shifts or seems off balance, stop, place the load down, and reposition the equipment.	
5.	Place load	• Workers and equipment in area • Pinch Points	6	S	E/A	• Communicate hazards to all workers in area • Use a barricade system to keep workers and equipment out of area • Workers are to keep body parts away from any pinch points when placing down the load.	15
6.	Move equipment out of area	• Congested work area	12	S	E/A	• Use a spotter and maintain communication	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
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 004
		REVISION DATE: October 23, 2024	REVISION #: 2
	Working Alone		

Job/Task/Process			
FACILITY/CLIENT LOCATION: All Locations	FACILITY PROCESS AREA/CLIENT PROJECT: All Clients		
SCOPE OF WORK: Working Alone			DURATION OF PROJECT/TASK:
JHA LED BY (Print Name): Tim Hillier	TITLE: HSE Advisor	ORIGINAL JHA DATE: October 3, 2018	Revision DATE: October 23, 2024
JHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	APPROVED BY: Kevin Fidelak	TITLE: Owner/Controller

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. Select the appropriate PPE based on assessment of the hazard.

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 004
		REVISION DATE: October 23, 2024	REVISION #: 2
	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	1	2	3	4	5
Critical	2	4	6	8	10
Moderate	3	6	9	12	15
Minor	4	8	12	16	20

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	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 004
		REVISION DATE: October 23, 2024	REVISION #: 2
	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**	• Communication Equipment malfunction • Lack of communication	**M**	**S**	**A**	▪ Ensure each party is in full understanding of the agreed upon communication method and time intervals ▪ Both parties must know exact location of jobsite/ work location. ▪ 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 • Equipment unsafe for use • Weather	**M**	**S**	**A**	▪ Utilize company JHA's as required ▪ Ensure access/egress routes are kept clear of slipping/tripping hazards ▪ Complete a field level hazard assessment in the work area. ▪ Inspect Equipment prior to use. ▪ Check weather report prior to starting task, do not proceed if forecasted weather conditions will hinder your ability to perform your task safely. ▪ Follow client requirements ▪ Only Low hazard tasks are permitted when working alone.	**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 • Pinch/Crush Points • Equipment Damage • Weather/Ground Conditions • Lack of communication	**H**	**S**	**A/P**	▪ Wear required PPE ▪ Maintain housekeeping throughout shift ▪ Remain aware of potential pinch points and keep body away from line of fire. ▪ Worker must ensure they check in with the supervisor at the agreed upon times	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 004
		REVISION DATE: October 23, 2024	REVISION #: 2
	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*
						▪ Only Use equipment if you are trained and familiar with its operation. ▪ Continue to monitor weather, stop work if poor weather conditions make it unsafe to complete the task. ▪ Eyes and mind on task ▪ 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.	
4	**Once job is complete cleanup work area, complete paperwork and inform supervisor**	• Slips/Trips and Falls • Waste disposed in incorrect area. • Lack of communication	**M**	**S**	**A/P**	▪ Wear required PPE ▪ Monitor housekeeping and remove any tripping hazards ▪ Dispose of waste in appropriate areas ▪ Ensure each party is clear that the job is complete.	**L**

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**	**Review date:** June 19, 2025	**CRITICAL TASK NUMBER:** JHA 005
		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	Health and Safety Administrator	Robin Martin	Field Operations Manager

Personal Protective Equipment (PPE)

Head	☐ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☐ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 005
		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	**Job Hazard Analysis**	**Review date:** June 19, 2025	**CRITICAL TASK NUMBER:** JHA 005
		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	Inspect Vehicle	• 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 • 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. • 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	H+S	E/A	• 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	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 005
		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.	H	S/H	A	• Ensure that you are rested and not fatigued – safely pullover in a safe zone and rest if you are tired. • Follow all traffic laws and obey the posted speed limits. • Drive at a safe pace/following distance for road conditions • Practice defensive driving.	H

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 005
		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
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review date:** June 19, 2025	**CRITICAL TASK NUMBER:** JHA 006
		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:** Health and Safety Administrator	**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 Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☒ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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, SDS Sheets, Site Requirements, and other applicable Hazards.		

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 006
		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	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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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	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 006
		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*
1.	Confirm system being demolished via review of blueprints/job site.	• Demolishing incorrect system/Property Damage	M	S	A	• Review blueprint and job site, chase systems as required to confirm the which system is intended to be demolished. • 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 • Interference with active systems • Live Systems	M	H/S	A	• Communicate with other trades via email or trade meetings. • Communicate with building maintenance directly or through prime contractor. • 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 FLHA and confirm that all applicable hazards have been identified and reasonably controlled. FLHA to be updated if conditions change, or new hazards are learned.	L
4.	Clear out any unneeded items/materials from work area	• Ergonomic Hazards • Sharp Edges • 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. • Use mechanical aid when possible/practical. • Wear PPE as noted in FLHA • Review SDS sheets for any chemicals being handled	L
5.	Protect any surfaces which could be damaged from demolition	• Property Damage • Sharp Edges	M	S	A	• Cover dust sensitive equipment with poly, or blankets.	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 006
		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*
						• Cover easily damaged surfaces with ram board or plywood.	
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 • 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 • Pinch Points • Ergonomic Hazards	M	S	A	• Use Barricades as needed and/or warn other workers in area of hazards. • Use correct body placement to ensure all body parts are outside of potential pinch points. • Communicate with all workers involved. • 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 • Property Damage • Falls from Heights • Flying Debris • Sharp Edges	H	S	A/P	• Confirm existing hangers are sufficient to support the sections of the existing ductwork to remain once demolished section is removed. • Add hangers as required. • Follow SWP for Ladders, Scaffolds or lifts pending which is being used. • Wear PPE as determined in FLHA	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 006
		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*
9.	Cut and remove section(s) of ductwork	• Flying Debris • Sharp Edges • Loud Noise • Pinch Points • Falling Materials • Falls from heights	M	H/S	E/A/P	• Wear PPE as determined in FLHA • Use correct body placement to ensure all body parts are outside of potential pinch points. • 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. • Active communication between all workers involved. • Follow SWP for Ladders, Scaffolds or lifts pending which is being used.	L
10.	Lower ductwork to floor	• Flying Debris • Sharp Edges • Pinch Points • Ergonomic Hazards • Falling Materials • Falls from heights	H	H/S	E/A/P	• Wear PPE as determined in FLHA • Use correct body placement to ensure all body parts are outside of potential pinch points. • Use Mechanical Lifting devices where possible/Practical. • Ensure Materials are controlled and cannot fall, this can be done via mechanical lifts or workers handling materials manually • Follow SWP for Ladders, Scaffolds or lifts pending which is being used.	M
11.	Repeat steps 4-10 until work scope is complete.	See steps 4-10				See Steps 4-10	

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 006
		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*
12.	**Clean up work area**	• **Sharp Edges** • **Pinch Points** • **Flying Debris** • **Property Damage**	**M**	**H/S**	**A/P**	• **Wear PPE as determined in FLHA** • **Use correct body placement to ensure all body parts are outside of potential pinch points.** • **Remove any protection placed to ensure any sensitive equipment can be ventilated.**	**L**

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.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 006
		REVISION DATE:	REVISION #:
	Demolish Ductwork	OWNER: Paragon Ventilation Ltd.	

11.			23.		
12.			24.		

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review date:** June 19, 2025	CRITICAL TASK NUMBER: JHA 007
		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 Administrator	April 28, 2023	
FHA REVIEWED BY (Print Name):	**TITLE:**	**APPROVED BY:**	**TITLE:**
Jordan Kelly-Phillips	Site Foreman	Bryan Eigner	Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Earmuffs:	☐ Double (Combination Ear Plugs & Earmuffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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. Select the appropriate PPE based on SWP's and SDS Sheets.		

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 007
		REVISION DATE:	REVISION #:
	Working On Top of Cooler	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**	**Review date:** June 19, 2025	CRITICAL TASK NUMBER: JHA 007
		REVISION DATE:	REVISION #:
	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	M	H/S	A	• 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.	L
2.	**Access the work area on top of cooler.**	• Access ladder condition. • Weight limits of the cooler top.	H	S	E/A	• Complete a visual inspection of the access ladder prior to use. • 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. • 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. • Weight limits of the cooler top • Openings in cooler top • Falling from heights • 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). • 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. • When Storing materials on cooler top, space the materials out to avoid overloading the cooler.	M

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 007
		REVISION DATE:	REVISION #:
	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*
						• Do not have workers gather in close areas as this may overload the cooler top. • 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. • 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". • 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. • Material rolling off cooler.	**H**	**S**	**A**	• Before leaving area, ensure that all hole openings are either covered or barricaded. • Secure any material to prevent it from rolling. • Store material away from leading edge.	**L**

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.		

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	CRITICAL TASK NUMBER: JHA 007
		REVISION DATE:	REVISION #:
	Working On Top of Cooler	OWNER: Paragon Ventilation Ltd.	

2.			14.		
3.			15.		
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10.			22.		
11.			23.		
12.			24.		

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review Date:** June 19, 2025	CRITICAL TASK NUMBER:
		REVISION DATE:	REVISION #:
	Power Brake Operation	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 the power break to bend materials			DURATION OF PROJECT/TASK:
FHA LED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	ORIGINAL FHA DATE: November 7, 2024	REVSION DATE:
FHA REVIEWED BY (Print Name): Darryl Bates	TITLE: Shop Supervisor	APPROVED BY: Bryan Eigner	TITLE: Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☐ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☒ Ear Plug ☐ Earmuffs:	☐ Double (Combination Ear Plugs & Earmuffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review Date: June 19, 2025	CRITICAL TASK NUMBER:
		REVISION DATE:	REVISION #:
	Power Brake Operation	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**	**Review Date:** June 19, 2025	**CRITICAL TASK NUMBER:**
		REVISION DATE:	**REVISION #:**
	Power Brake Operation	**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*
NOTE: Workers must have received formal training and approval from shop supervisor to operate the power brake.							
1.	**Complete a visual inspection of the brake**	• **Equipment damage**	**6**	**S**	**A**	• Report any damage found during inspection to shop supervisor and tag machine out of service	**20**
2.	**Confirm correct dies are installed.**	• Workers not trained to remove/replace or adjust dies. • Machine use during die change • Ergonomic injury handling large/heavy dies	**6** **6** **8**	**S**	**A** **A** **A**	• Only competent worker approved by shop supervisor may remove/replace/remove the dies. • Follow Lock out/Tag out Procedures prior to changing dies on the machine. • Follow safe lifting technique/team lift the dies	**16** **25** **20**
3.	**Turn on and Program brake for task**	• Damage to dies from incorrect set up. • Injury to worker if dies break due to incorrect set up	**12** **6**	**S**	**A**	• Complete a dry run when programing brake to ensure that the dies are aligned and there is not excessive force applied if the dies contact each other	**20** **10**
4.	**Insert materials and operate brake**	• Pinch points – Body parts crushed in break/ between brake and materials. • Cuts and scrapes • Loud noise • Repetitive motion • Ergonomic injury – moving heavy/awkward materials	**4** **6** **10** **9** **4**	**H+S**	**A** **A** **A/P** **P**	• Never place hands within 4” of dies when operating break. If material must be secured within that zone, tools must be used. • Be aware of what direction the material will be bending and any obstructions that could cause pinch points. • Wear cut resistant gloves and use extra caution when handling moving materials. • Wear ear plugs	**10** **16** **25** **20** **16**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review Date: June 19, 2025	CRITICAL TASK NUMBER:
		REVISION DATE:	REVISION #:
	Power Brake Operation	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*
					A **A** **A**	• Stop and take microbreak to stretch if repeating the same task. • Have a second worker assist with handling heavy/awkward materials. • If a second worker is required to handle materials, constant communication is required, and the break cannot be operated until both workers confirm their hands are free of the pinch points and a minimum of 4" away from the break dies.	
5.	**Remove materials and turn off brake**	• Pinch points • Cuts and scrapes • Repetitive motion • Ergonomic injury- handling heavy/awkward materials • Accidental operation of brake	**12** **10** **9** **9** **10**	**H+S**	**A** **A/P** **A** **A** **A**	• Watch for potential pinch points when removing materials and position materials so it will not pinch your body parts between other objects. • Wear gloves and communicate movements with second worker moving materials. • Stop and take microbreaks to stretch when repeating task. • Team lift heavy/awkward materials. • Turn brake off once task is finished to prevent accidental operation.	**20** **12** **20** **16** **20**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review Date: June 19, 2025	CRITICAL TASK NUMBER:
		REVISION DATE:	REVISION #:
	Power Brake Operation	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.			13.		
2.			14.		
3.			15.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control**	Review date: June 19, 2025	JHA 009
		REVISION DATE: July 9, 2022	REVISION #: 1
	Loading/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: **Loading/Unloading delivery trucks at worksites**			DURATION OF PROJECT/TASK:
JHA LED BY (Print Name): **Lance Stadnyk**	TITLE: **Field Foreman**	ORIGINAL JHA DATE: **May 16, 2018**	REVSION DATE: July 9, 2022
JHA REVIEWED BY (Print Name): **Bryan Eigner**	TITLE: **Health and Safety Administrator**	APPROVED BY: **Bryan Eigner**	TITLE: **Health and Safety Administrator**

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☒ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review date: June 19, 2025	JHA 009
		REVISION DATE: July 9, 2022	REVISION #: 1
	Loading/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	Review date: June 19, 2025	JHA 009
		REVISION DATE: July 9, 2022	REVISION #: 1
	Loading/Unloading Truck	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.	Clear Area for delivery truck	• Other workers in area • Material or equipment in area • Uneven ground	M	S	A	• Communicate to workers there will be a delivery • Clear out equipment and unnecessary workers in area • Use the most flat and level area to unload material	L
2.	Position Spotter and back up truck	• No communication between driver and spotter • No visible contact between driver and spotter • Uneven ground	M	S	A	• Ensure there is communication between driver and spotter (Driver stops if communication is lost) • Ensure visible contact between driver and spotter (Driver stops if visible contact is lost) • Back up slowly and have spotter watch for ground conditions which the truck could get stuck in.	L
3.	Load/Unload material either by hand or equipment	• Back Strains • Tripping while carrying material • Improper lifting with equipment • Dropped loads • Workers and other equipment in area • Unsecured materials	M	S	EA	• Use proper lifting techniques (Ergonomics SWP and Material Lifting SWP) • Use mechanical aid when possible/practical • 2- person carry for heavier loads • Confirm travel path is clear • Keep a line of site when carrying material • Ensure lifting techniques follow Paragon Ventilation-Mechanical Lifting SWP • Communicate hazards to others in area • Ensure materials being transported are secure and will not fall from the truck during transportation.	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 009
		REVISION DATE: July 9, 2022	REVISION #: 1
	Loading/Unloading Truck	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 ***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.	**Clear area for truck to leave, and truck pulls away**	• **Other workers and equipment not aware the truck is going to be moving**	**M**	**S**	**A**	• **Communicate to other workers and equipment operators that delivery truck will be moving out of area.** • **Use a Spotter if Truck needs to back up, or will be near other active equipment.**	**L**

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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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review date:** June 19, 2025	JHA 010
		REVISION DATE: July 9, 2022	REVISION #: 1
	Assembling 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	TITLE: Field Foreman	ORIGINAL FHA DATE: May 16, 2018	REVSION DATE: July 9, 2022
FHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	APPROVED BY: Bryan Eigner	TITLE: Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☒ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☒ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review date: June 19, 2025	JHA 010
		REVISION DATE: July 9, 2022	REVISION #: 1
	Assembling 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	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
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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
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	Review date: June 19, 2025	JHA 010
		REVISION DATE: July 9, 2022	REVISION #: 1
	Assembling 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.	Inspect tools	• Un-satisfactory condition of tools	M	S	A	• Tag out and remove unsafe tools from service	L
2.	Assemble ductwork using hand tools	• Cuts and abrasions to hands, arms, and face • Hearing Damage • Other workers in area	M	S	E/A/P	• Communicate hazards to all workers in area • Reference SWP for hand tools • Use of necessary PPE (cut resistant gloves, goggles and face shields, hearing protection for specific tasks) • Use Power tools when practical	L
3.	Cut in takeoffs	• Cuts and abrasions to hands, arms, and face • Hearing Damage • Other workers in area • Flying debris (grinder use) • Sparks (grinder use)	M	S	A/P	• Communicate hazards to all workers in area • Reference SWP for hand tools • Use of necessary PPE (cut resistant gloves, goggles and face shields, hearing protection for specific tasks) • Use Power tools when practical	L
4.	Clean up work area	• Sharp edges • Debris on floor	M	S	A/P	• Use of necessary PPE • Review Housekeeping SWP	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	JHA 010
		REVISION DATE: July 9, 2022	REVISION #: 1
	Assembling Ductwork	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.			13.		
2.			14.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 011
		REVISION DATE: July 13, 2022	REVISION #: 2
	Using Power Tools	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): Robin Martin	TITLE: Field Operations Manager	ORIGINAL JHA DATE: May 22, 2018	REVSION DATE: July 13, 2022
JHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	APPROVED BY: Bryan Eigner	TITLE: Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☐ Safety Glasses ☐ Goggles – Chemical ☒ Foam Back Glasses	☒ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☒ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review date: June 19, 2025	JHA 011
		REVISION DATE: July 13, 2022	REVISION #: 2
	Using 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	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**	**Review date:** June 19, 2025	JHA 011
		REVISION DATE: July 13, 2022	REVISION #: 2
	Using 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*
1	**Pre-use inspection**	• Energized • Sharp edges • Pinch points • Impacts • Eye contact (Debris) • Cold/Heat burns • Loose debris	**M**	**S**	**A/P**	▪ Training and mentoring ▪ Stay out of the line of fire ▪ Use Proper PPE for task as determined in Site Specific hazard assessment or applicable SWP's ▪ Confirm tool is de-energized prior to inspection or adjusting.	**L**
2.	**Secure materials**	• Pinch points • Sharp edges • Second worker to hold material that cannot be clamped in place	**M**	**S**	**A/P**	▪ Keep body away from pinch points. ▪ Wear PPE appropriate for task ▪ Use clamps to secure materials whenever possible ▪ The worker securing the material is to wear the same level of PPE as the worker operating the power tools. ▪ Keep communication between workers	**L**
2	**Operating powered tools**	• Air pressure • Cuts • Eye contact (Debris) • Pinch points • Impacts • Cold/Heat burns • Loose debris • Faulty tool or cord/hose • Hoses and/or cords in traffic areas • Other people or equipment in work area • Repetitive stress	**H**	**H/S**	**E/A/P**	▪ Training and mentoring on use of specific equipment. ▪ Stay out of the line of fire ▪ Use Proper PPE ▪ Proper house keeping ▪ Stretching/ Micro breaks ▪ Communication ▪ Inspection and maintenance ▪ 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.	**M**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control** **Using Power Tools**	**Review date:** June 19, 2025 JHA 011 REVISION DATE: July 13, 2022 REVISION #: 2 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*
		• Fatigue • Hot work				▪ Use Barricade system if needed to keep others out of work area. ▪ Keep fire extinguisher in work area when performing hot work ▪ Ensure any required hot work permits are in place.	
3	**Post use inspection and storage**	• Energized • Cuts • Pinch points • Impacts • Cold/Heat burns • Loose debris • Hoses and/or cords in traffic areas	**M**	**S**	**A/P**	▪ Training and mentoring ▪ Stay out of the line of fire ▪ Use Proper PPE ▪ Housekeeping ▪ De-energize tools prior wrapping up for storage.	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 011
		REVISION DATE: July 13, 2022	REVISION #: 2
	Using Power Tools	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**	**Review date:** June 19, 2025	JHA 012
		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	TITLE: Field Foreman	ORIGINAL FHA DATE: May 16, 2018	REVSION DATE: March 10, 2023
FHA REVIEWED BY (Print Name): Dave Roth	TITLE: Field Foreman	APPROVED BY: Bryan Eigner	TITLE: Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☒ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☒ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review date: June 19, 2025	JHA 012
		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	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	Review date: June 19, 2025	JHA 012
		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.	Complete a field level hazard assessment and a formal inspection on equipment used.	• Un-satisfactory condition of equipment/ tools • Other workers in area	M	S	A	• Use company equipment checklist to completely inspect equipment, visual inspection of tools • Communicate to others as to the hazards associated with the task being performed	L
2.	Position ladders or material lift	• Falling off ladder • Improperly using material lifts • Un-even floors or ground • Pinch points • Others working in area	M	S	E/A/P	• Communicate hazards with all workers in the area • Reference SWP's for ladder use and elevated work platform • Ensure workers or equipment are capable of lifting load. Check manufacture's specs • Use of necessary PPE (cut resistant gloves, goggles and face shields for specific tasks) • Keep body parts out of potential pinch points.	L
3.	Ready ductwork	• Cuts and abrasions to hands, arms, and face. • Sharp Edges. • Loud Noise. • Others working in area	M	H+S	A/P	• Communicate hazards to all workers in area. • Use of necessary PPE (cut resistant gloves, goggles, and face shields for specific tasks). • Wear Hearing Protection.	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	JHA 012
		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*
4.	Install supports	• Overhead hazards • Working while arms extended causing fatigue • Sharp edges • Improper Anchor/Anchor not installed correctly. • Falling Debris	M	H+S	A/P	• Use of necessary PPE (cut resistant gloves, goggles and face shields for specific tasks) • Communicate with foreman, stretch/ microbreaks. • Follow Manufacturers instruction for anchor usage and installation. • 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.	L
5.	Install ducts	• Overhead hazards • Working while arms extended causing fatigue • Sharp edges • Loud noise • Pinch Points • Awkward body position • Dropping material • Slips/trips/falls	M	H+S	E/A/P	• Use of necessary PPE (cut resistant gloves, goggles, and face shields for specific tasks) • Communicate with foreman, stretch/ microbreaks. • Pre-Plan your installation with all workers involved. • Clear work area • Follow Safe lifting Techniques. (keep load close to body, lift with knees, avoid bending or twisting with load.) • Use mechanical aid to lift when practical	L
6.	Cut any necessary holes and apply joint sealer	• Cuts and abrasions to hands, arms and face • Sparks from Grinder/Saw • Awkward Body Position	M	H+S	A/P	• Use of necessary PPE (cut resistant gloves, goggles and face shields for specific tasks) • Ask questions if unsure.	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	JHA 012
		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*

		• **Spillage.**
		• **Chemicals in duct sealant**
						• **Ensure both face shield and safety glasses are worn as a minimum requirement when cutting with a grinder or saw with abrasive disk.**
						• **Remove burrs/man-eaters from cut edges.**
						• **Stretch prior to working in awkward positions and take micro/stretch breaks as needed.**
						• **Confirm with the SDS sheets:**
						  ○ **Exposure controls/PPE requirements.**
						  ○ **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
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review date:** June 19, 2025	JHA 013
		REVISION DATE: July 9, 2022	REVISION #: 2
	Ladder Use	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	**Field Foreman**	**October 27, 2017**	**July 9, 2022**
FHA REVIEWED BY (Print Name):	TITLE:	APPROVED BY:	TITLE:
Bryan Eigner	**Health and Safety Administrator**	**Bryan Eigner**	**Health and Safety Administrator**

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review date: June 19, 2025	JHA 013
		REVISION DATE: July 9, 2022	REVISION #: 2
	Ladder Use	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)	Probability
Frequency	**Definitions**
Frequent	Very likely to occur repeatedly
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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	**Job Hazard Analysis**	**Review date:** June 19, 2025	JHA 013
		REVISION DATE: July 9, 2022	REVISION #: 2
	Ladder Use	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 • Failure of ladder • Incorrect Ladder for task	M	S	A/P	▪ Complete Site-Specific Hazard Assessment ▪ Review SWP for Applicable Ladder ▪ Keep body parts out of potential pinch points ▪ Use appropriate PPE for task ▪ Inspect ladder for defects ▪ Inspect work area and review task requirements to determine what type of ladder is needed	L
2	**Set up Ladder**	• Pinch Points • Slip and Trips • Ladder tip over	M	S	A/P	▪ Keep body parts out of potential pinch points ▪ Use appropriate PPE for Task ▪ Ensure Ladder is on a firm level surface	L
3	**Working on Ladder**	• Falls • Pinch points • Slivers • Tipping • Wrong ladder for task • Overhead power lines • Falling Tools	M	S	E/A/P	▪ Maintain 3-point contact while ascending/descending ▪ Do not lean or reach from ladder ▪ Set step ladder up on firm level ground ▪ Always use a step ladder in the fully open position with locked spreader bars ▪ Use appropriate PPE for task ▪ When climbing <u>DO NOT</u> slide hands down ladder; use hand over hand technique ▪ Wear and use fall protection equipment as required as per Paragon- Fall Protection code of practice/ legislative requirements/site requirements. ▪ Stay 7 meter clear of power lines ▪ Barricade the area, if necessary ▪ <u>Do not</u> leave tools on top of ladder	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	JHA 013
		REVISION DATE: July 9, 2022	REVISION #: 2
	Ladder Use	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
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18.			38.		
19.			39.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 014
		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:
Tim Hillier	Contract HSE Advisor	June 7, 2018	July 13, 2022
FHA REVIEWED BY (Print Name):	**TITLE:**	**APPROVED BY:**	**TITLE:**
Bryan Eigner	Health and Safety Administrator	Bryan Eigner	Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☐ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☒ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review date: June 19, 2025	JHA 014
		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**	**Review date:** June 19, 2025	JHA 014
		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*
1.	**Park on jobsite**	• Possible equipment or service vehicle collisions • slips trips and falls	M	S	A	• Spotter to have constant communication with operator (operator to stop If communication is interrupted. • Park in a safe low traffic area. • Clear path of travel prior to moving equipment. • Be mindful of site conditions and watch for changes in ground conditions.	L
2	**Move equipment to fuel truck or carry fuel can to equipment**	• Pinch points • vehicle rollaway, • collisions with equip. etc. • Ergonomic injury • Slips/trips/falls	M	S	A/P	• Move equipment to safe area for servicing, both units to be parked on level ground. • Shut down equipment • Apply Park brake if applicable • Wear all required PPE • Watch for other equipment moving in area • Watch for slippery/uneven ground and tripping hazards.	L
3	**Fuelling of equipment**	• Slips, trips, falls • Fuel spills • Chemical Hazards • Back strain	M	H/S	A	• Walk slowly with fuel nozzle • Keep hands clear of the fuel nozzle trigger • Never leave your fuel nozzle unattended • Follow Manual lifting SWP if lifting jerrycan. • Follow SDS sheets for safe handling of product, including PPE selection. • Perform task in well ventilated area • Use spill Trey if Possible/Practical • Confirm Spill Kit is available if needed • Report any Spills	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control**	**Review date:** June 19, 2025	JHA 014
		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	**Clean up and leave site**	• Slips, trips, falls • Crush potential • Spills	L	S	A	• Confirm spill kit is available if needed • Ensure your footing • Secure your fuel cap • Walk around your equipment and ensure that area is clear to move. • Use spotters when moving equipment	L

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.		
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5.			25.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 014
		REVISION DATE: July 13, 2022	REVISION #: 1
	Re-Fueling Equipment	OWNER: Paragon Ventilation Ltd.	

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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis**	**Review date:** June 19, 2025	JHA 015
		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	Site Superintendent	January 7, 2019	July 13, 2022
FHA REVIEWED BY (Print Name):	**TITLE:**	**APPROVED BY:**	**TITLE:**
Bryan Eigner	Health and Safety Administrator	Robin Martin	Field Operations Manager

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Job Hazard Analysis	Review date: June 19, 2025	JHA 015
		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	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

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	Review date: June 19, 2025	JHA 015
		REVISION DATE: July 13, 2022	REVISION #: 1
	Installation of Wall Prop Exhaust Fan	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.	Review Task and Complete Field Level Hazard Assessment	• Workers improperly Informed • Other Trades Impacted • Un-satisfactory condition of equipment	M	S	A	• Ensure clear instructions are provided to workers performing task • Communicate to others as to the task being performed • Use company equipment checklist to inspect equipment	L
2.	Assess & ready work area	• Trip hazards • Material not needed in work area	M	S	A	• Workers aware of surroundings • Housekeeping • Confirm Inventory of needed material	L
3.	Position equipment & material	• Uneven surfaces • Other workers in area • Falling off ladder • Improperly using material lifts • Un-even floors or ground • Muscle strain	M	S	E/A/P	• Communicate to all workers • Reference SWP's for ladder use and elevated work platform • Ensure workers or equipment are capable of lifting load. Check manufacture's specs • Use of necessary PPE as determined in FLHA • Reference Manual lifting SWP	L
4.	Install in wall opening	• Cuts and Abrasions to hands and arms • Falls from ladders or elevated work platform • Using power tools to cut opening • Loud noise	M	S	A/P	• Remove Burrs and unnecessary jagged edges. • Use of necessary PPE as determined in FLHA • Reference applicable SWP's for Ladder or EWP usage. • Inspect power tool prior to use and confirm any applicable blades are appropriate for the work being done. • Use specialized PPE as required for task i.e. dust mask, ear plugs, or face shield.	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	Review date: June 19, 2025	JHA 015
		REVISION DATE: July 13, 2022	REVISION #: 1
	Installation of Wall Prop Exhaust Fan	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.	Install outside and inside flashing	• Working while arms extended causing fatigue • Cuts and abrasions to hands, arms and face • Working with chemicals • Falls from heights	M	S	A/P	• Stretch prior to task and take micro breaks to stretch as needed. • Position work so overreaching is not required. • Use of necessary PPE as determined in FLHA • Remove burrs and clean up rough cut edges. • Reference SDS sheet for specific chemical including PPE selection. • Workers are to ask questions if unsure • Reference applicable SWP's for Ladder or EWP usage.	L
6.	Install wall fan	• Heavy/awkward lift • Falling equipment • Other workers in area • Pinch points • Cuts and scrapes	M	H+S	E/A/P	• Use mechanical lifting device if practical, if mechanical lifting is not possible, ensure there is sufficient manpower to safely lift fan. • Stretch prior to lifting fan. • Ensure fan is securely held in place while it is being fastened to structure. • Use barricades as needed to keep others away from work area • Keep your body parts away from pinch points when placing fan. • Wear PPE as determined in FLHA	M
7.	Clean up area	• Workers in area • Material left behind • Unsatisfactory condition of work area	M	S	A/P	• Housekeeping • Remove additional materials from work area • Communicate hazards to all workers in area	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis	**Review date:** June 19, 2025	JHA 015
		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
1.			13.		
2.			14.		
3.			15.		
4.			16.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Formal Hazard Assessment**	**Review Date:** June 19, 2025	JHA 016
		REVISION DATE:	**REVISION #:**
	Using an Air Genie	**OWNER:** Paragon Ventilation Ltd.	

Job/Task/Process

FACILITY/CLIENT LOCATION:	FACILITY PROCESS AREA/CLIENT PROJECT:	PROJECT DATE:	JOB CODE /PERMIT #: ☐ N/A

SCOPE OF WORK:	DURATION OF PROJECT/TASK:
Using an air genie to lift materials/equipment.	

FHA LED BY (Print Name):	TITLE:	ORIGINAL FHA DATE:	REVSION DATE:
Bryan Eigner	**Health and Safety Admin.**	**March 15, 2024**	
FHA REVIEWED BY (Print Name):	**TITLE:**	**APPROVED BY:**	**TITLE:**
Lance Stadnyk	**Field Foreman**	**Bryan Eigner**	**Health and Safety Admin.**

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Earmuffs:	☐ Double (Combination Ear Plugs & Earmuffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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**	**Review Date:** June 19, 2025	JHA 016
		REVISION DATE:	REVISION #:
	Using an Air Genie	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	**Formal Hazard Assessment**	**Review Date:** June 19, 2025	JHA 016
		REVISION DATE:	REVISION #:
	Using an Air Genie	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.	**Transportation of Genie and components to work site**	• Equipment damage. • Compressed gas. • Ergonomic Injuries. • Pinch Points	H	H/S	E/A	• Disassemble genie prior to carrying or transporting, Legs must be locked in upright position. • Ensure compressed gas cylinder is left secured in the upright position. • When moving or transporting genie, ensure the telescopic section is stored in a manner which prevents the genie from extending. • Follow “Manual Lifting and Carrying of Loads” Safe work practice when loading/unloading lift. • Keep hands free of pinch points when loading/unloading.	L
2.	**Setting up Air Genie**	• Equipment failure. • Compressed Gas. • Pinch Points. • Property damage.	M	H/S	A	• Complete “Air Genie Pre-Use Inspection”, Tag out, report, and stop use if there are defective items found on the air genie. • Keep compressed gas cylinder secured in the upright position. • Ensure footing is level and rated to support the weight of the genie and material being lifted. • Keep body parts free of pinch points when setting up genie. • When positioning the genie, complete a dry run prior to loading material on to ensure the path above is free of obstructions.	L

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Formal Hazard Assessment**	**Review Date:** June 19, 2025	JHA 016
		REVISION DATE:	REVISION #:
	Using an Air Genie	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*
3.	**Using Air Genie**	• Overloading Air Genie. • Equipment tip over. • Falling materials. • Other workers in area. • Property damage. • Pinch points	**H**	**S**	**A**	• Confirm materials being lifted are within the weight capacity of the genie used. • Shift material until it is balanced on genie. • Use flagging/barricades to keep other away from the area. • Secure material to genie as needed. • Have a worker guide the material into tight spaces and give signals to the worker operating the genie. • Worker installing materials is to ensure all body parts are free of pinch points.	**L**
4.	**Storage and Clean Up**	• Genie tip over. • Compressed gas. • Unnecessary barricades. • Pinch points	**H**	**S**	**E/A**	• Ensure genie is stored with Legs down or secure the genie so it cannot fall from the upright position. • Ensure Compressed gas is stored in upright position. • Turn air tank valve off and bleed air from hoses prior to disassembling or storing genie. • Remove unnecessary barricades from work area. • Keep body parts out of potential pinch points	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Formal Hazard Assessment	Review Date: June 19, 2025	JHA 016
		REVISION DATE:	REVISION #:
	Using an Air Genie	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.			13.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Formal Hazard Assessment**	**Review Date:** June 19, 2025	017
		REVISION DATE:	**REVISION #:**
	Using a Crank Genie	**OWNER:** Paragon Ventilation Ltd.	

Job/Task/Process

FACILITY/CLIENT LOCATION:	FACILITY PROCESS AREA/CLIENT PROJECT:	PROJECT DATE:	JOB CODE /PERMIT #: ☐ N/A

SCOPE OF WORK:	DURATION OF PROJECT/TASK:
Using a crank genie to lift materials/equipment.	

FHA LED BY (Print Name):	TITLE:	ORIGINAL FHA DATE:	REVSION DATE:
Bryan Eigner	**Health and Safety Admin.**	**May 7, 2024, 2024**	
FHA REVIEWED BY (Print Name):	**TITLE:**	**APPROVED BY:**	**TITLE:**
Lance Stadnyk	**Field Foreman**	**Bryan Eigner**	**Health and Safety Admin**

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Earmuffs:	☐ Double (Combination Ear Plugs & Earmuffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☒ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review Date: June 19, 2025	017
		REVISION DATE:	REVISION #:
	Using a Crank Genie	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	**Formal Hazard Assessment**	**Review Date:** June 19, 2025	017
		REVISION DATE:	**REVISION #:**
	Using a Crank Genie	**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.	**Transportation of Genie and components to work site**	• Equipment damage. • Ergonomic Injuries. • Pinch Points. • Clearance requirements for transport.	**M**	**H/S**	**E/A**	• Prepare genie for transport, Legs and stabilizers must be locked in the upright position and mast must be locked in the lowered position. • Follow "Manual Lifting and Carrying of Loads" Safe work practice when loading/unloading lift. Minimum of 2 workers are required when loading/unloading the crank genie. • Keep hands free of pinch points when loading/unloading. • If the genie is being transported in the vertical position, the driver of the vehicle must measure the height from the ground to the top of the genie and ensure clearances when driving under overhead structures.	**L**
2.	**Setting up Crank Genie**	• Equipment failure. • Pinch Points. • Property damage.	**M**	**H/S**	**A**	• Complete "Crank Genie Pre-Use Inspection", Tag out, report, and stop use if there are defective items found on the genie. • Ensure footing is level and rated to support the weight of the genie and material being lifted. • Keep body parts free of pinch points when setting up genie. • Ensure Stabilizers are lowered prior to using genie.	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Formal Hazard Assessment**	**Review Date:** June 19, 2025	017
		REVISION DATE:	**REVISION #:**
	Using a Crank Genie	**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*
						• When positioning the genie, complete a dry run prior to loading material on to ensure the path above is free of obstructions.	
3.	**Using Crank Genie**	• Overloading Air Genie. • Equipment tip over. • Falling materials. • Other workers in area. • Property damage. • Pinch points	**M**	**S**	**A**	• Confirm materials being lifted are within the weight capacity of the genie used. • Shift material until it is balanced on genie. • Use flagging/barricades to keep other away from the area. • Secure material to genie as needed. • Have a worker guide the material into tight spaces and give signals to the worker operating the genie. • Worker operating genie is to watch for pinch points when operating winch. • Worker installing materials is to ensure all body parts are free of pinch points.	**L**
4.	**Storage and Clean Up**	• Genie tip over. • Unnecessary barricades. • Pinch points	**M**	**S**	**E/A**	• Ensure genie is stored with Legs down and in a position where it cannot tip over. • Remove unnecessary barricades from work area. • Keep body parts out of potential pinch points	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Formal Hazard Assessment	Review Date: June 19, 2025	017
		REVISION DATE:	REVISION #:
	Using a Crank Genie	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.			13.		
2.			14.		
3.			15.		
4.			16.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control**	**Review date:** June 19, 2025	JHA 018
		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): Shane Evans	TITLE: Sheet Metal Worker	ORIGINAL JHA DATE: November 03, 2017	REVSION DATE: July 13, 2022
JHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Site Superintendent	APPROVED BY: Robin Martin	TITLE: Field Operations Manager

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☐ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff:	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☒ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☒ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review date: June 19, 2025	JHA 018
		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** **Trailer – Hooking & Unhooking**	**Review date:** June 19, 2025 JHA 018 REVISION DATE: July 13, 2022 REVISION #: 1 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	**Backing up to Trailer**	• Pinch Points • Impacts with property or people	**M**	**S**	**A/P**	• Stay out of line of fire • Use spotter • Wear proper PPE/ high visibility vest • Check area prior to backing up • Driver is to stop if communication between driver and spotter is interrupted.	**L**
2	**Coupling Trailer and Lights check**	• Pinch points • Lights out • Fifth wheel not fully engaged • Faulty equipment	**M**	**S**	**E/A/P**	• Wear proper PPE/high visibility vest • Stay out of line of fire • Training and mentoring • Verify coupling is fully engaged and locked. • Confirm safety chains are installed • Confirm run-away brake is installed properly and not activated. • Check lights • Inspect before use	**L**
3	**Return Trailer, Park and Uncouple**	• Pinch points • Impacts with property or people • Trailer run-away when uncoupled	**M**	**S**	**E/P**	• Stay out of line of fire • Use a spotter • Use proper PPE/high visibility vest etc. • Get help • Driver is to stop if communication between driver and spotter is interrupted. • Park trailer on level ground • Install wheel chocks prior to uncoupling trailer.	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 018
		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.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review Date: June 19, 2025	JHA 019
		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 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	TITLE: Field Supervisor	APPROVED BY: Robin Martin	TITLE: Field Operations Manager

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☐ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☒ Face Shield ☒ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☒ Ear Plug ☐ Ear Muff:	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☒ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☒ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review Date: June 19, 2025	JHA 019
		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
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

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review Date: June 19, 2025	JHA 019
		REVISION DATE: July 13, 2022	REVISION #: 1
	Welding Operations	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 inspection of all tools, equipment and PPE**	• Pinch points • Lack of knowledge • Injury due to tool failing • PPE not providing proper protection	M	H/S	A/P	▪ Stay out of line of fire ▪ Proper PPE ▪ Training and mentorship ▪ Confirmation of competency ▪ Review equipment operation manual	L
2	**Stage Equipment and materials**	• Uneven, slippery ground • Un-needed Debris or materials in work area • Other workers and equipment in area • Compressed air • Sharp edges • Ergonomic injury	M	H/S	A/P	▪ Proper PPE/secure footwear ▪ Housekeeping ▪ Clearly communicate intentions with all workers in area ▪ Confirmation of competency ▪ Store compressed gas bottles in upright position. Cap is to be installed when bottle is not in use. ▪ Remove burrs/rough edges prior to handling materials ▪ Use carts to transport welder and compressed gas bottles when possible. ▪ Stretch prior to lifting large/heavy items. ▪ Team lift large/ heavy items.	L
4	**Welding, Grinding, Cutting**	• Wrong equipment, tools, PPE • Contact with Grinder • Sparks, Burns, Fire, Explosion • Other workers and equipment in area • Welding Flash • Debris in Eyes • Electrical hazards	H	H/S	E/A/P	• Proper PPE/ Face Shield • Position guard/ grinder so you can remain out of line of fire, hold grinder with 2 hands. • Confirm the grinding disc used is appropriate for the type of work. i.e. flapper disk for sanding, grinding disk for grinding, and cut off disk for cutting. • Keep gas cylinders away from ignition sources	M

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review Date: June 19, 2025	JHA 019
		REVISION DATE: July 13, 2022	REVISION #: 1
	Welding Operations	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*
						• Follow hot work permit requirements where applicable • Remove flammable materials from work area, or cover with fire blankets if unable to remove. • Screens or curtains. USE FIRE BLANKETS • Keep fire extinguisher near by. • Eye contact • Clearly communicate intentions with all workers in area. • Double Eye Protection • Immediately report irritation in eye • Flush the eye if irritation in eye is noticed • Confirm cords are protected from welding slag. • Ensure material welded is properly grounded.	
5	**De-Mobilization**	• Obstacles in area, uneven ground, and tools left for tripping or entanglement. • Workers left in work area. • Unsafe areas not identified, flagged, tagged, or marked. • Strains and sprains, overexertion.	**M**	**H/S**	**A/P**	• Competent persons demobilize all equipment or units. • Proper storage & or removal of all excess dunnage to be completed as the job continues • Remove unnecessary signs and flagging and/or put up any flagging, tagging if necessary • Wear proper PPE while performing housekeeping duties. • Stretch prior to contorting body, take microbreaks if work position is causing discomfort.	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review Date: June 19, 2025	JHA 019
		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
1.			21.		
2.			22.		
3.			23.		
4.			24.		
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control** **Snow Shoveling**	**Review date:** June 19, 2025 JHA 020 REVISION DATE: July 13, 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
All Locations			
SCOPE OF WORK: Using Power Tools			DURATION OF PROJECT/TASK:
JHA LED BY (Print Name): Robin Martin	TITLE: Field Operations Manager	ORIGINAL JHA DATE: January 17, 2017	REVSION DATE: July 13, 2022
JHA REVIEWED BY (Print Name): Bryan Eigner	TITLE: Health and Safety Administrator	APPROVED BY: Paul Pinault	TITLE: President

Personal Protective Equipment (PPE)

Head	☐ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☐ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☐ Face Shield **(If Necessary)** ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☐ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☒ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review date: June 19, 2025	JHA 020
		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**	**Review date:** June 19, 2025	JHA 020
		REVISION DATE: July 13, 2022	REVISION #: 1
	Snow Shoveling	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	**Snow Shoveling**	• Muscle strains • Uneven, slippery terrain • Slips and Trips • Weather conditions	**M**	**H+S**	**E/A/P**	▪ See Manual Lifting SWP ▪ Use Ergonomic Shovel ▪ Stretch/ microbreaks ▪ Wear traction aids If needed ▪ Dress in layers as needed for weather conditions, take warm up breaks as needed. ▪ Maintain housekeeping to ensure there are not hidden hazards under the snow.	**L**
2	**Lifting/carrying**	• Muscle strains • Uneven, slippery terrain • Other equipment or workers in area • Fatigue • Extreme weather conditions	**M**	**S**	**E/A/P**	▪ Stretch/micro breaks ▪ Break up load into smaller pieces ▪ Test load before picking up ▪ Get Help ▪ Follow manual lifting SWP ▪ Proper PPE/Secure footwear/ traction aids ▪ Walk route prior to carry ▪ Communicate intentions to others in area ▪ Use spotters if equipment is being operated ▪ Work in pairs for larger jobs ▪ Scan work area frequently for traffic ▪ Dress in layers as needed for weather conditions, take warm up breaks as needed.	**L**

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review date: June 19, 2025	JHA 020
		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
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PARAGON Ventilation Ltd. Our Name Stands For Excellence	**Job Hazard Analysis (JHA) & Control** **Grinding**	**Review Date:** June 19, 2025 **REVISION DATE:**	**CRITICAL TASK NUMBER:** JHA 021 **REVISION #:** **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 a grinder to cut miscellaneous metals			**DURATION OF PROJECT/TASK:**
JHA LED BY (Print Name): Bryan Eigner	**TITLE:** Health and Safety Administrator	**ORIGINAL JHA DATE:** Feb. 5/25	**REVSION DATE:**
JHA REVIEWED BY (Print Name): Mark Gmeinweser	**TITLE:** Site Foreman	**APPROVED BY:** Bryan Eigner	**TITLE:** Health and Safety Administrator

Personal Protective Equipment (PPE)

Head	☒ Hard Hat ☐ Side Impact Hard Hat	☐ DOT Approved Helmet ☐ Lock-On-Life Support Helmet	☐ Other:
Eyes/Face/Neck	☒ Safety Glasses ☐ Goggles – Chemical ☐ Goggles – Dust	☒ Face Shield ☐ Welding Helmet ☐ Balaclava (FR)	☐ Other:
Respiratory	☐ Dust Mask ☐ Half Face Respirator/Cartridge Type: ☐ Full Face AP Respirator/Cartridge Type:	☐ PAPR/ Cartridge Type: ☐ SABA ☐ SCBA	☐ Lock-On-Life Support Helmet ☐ Other:
Ears/Hearing	☒ Ear Plug ☐ Ear Muff :	☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other	
Hands/Arms	☐ Cotton Gloves ☒ Leather Gloves ☐ Puncture/Cut Resistant ☐ PVC	☐ Nitrile ☐ Anti-vibration ☐ Impact Protection ☐ Thermal	☐ Chemical ☐ Wristlets/Type: ☐ Other:
Body	☐ Fire Retardant Coveralls/Uniform ☐ Apron ☐ Life Jacket/Vest ☐ High Visibility Vest	☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Kevlar Cut Resistant Suits	☐ FR Rain Suit ☐ Chemical Protective Clothing/Type: ☐ 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	Review Date: June 19, 2025	CRITICAL TASK NUMBER: JHA 021
		REVISION DATE:	REVISION #:
	Grinding	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**	**Review Date:** June 19, 2025	**CRITICAL TASK NUMBER:** JHA 021
		REVISION DATE:	**REVISION #:**
	Grinding	**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.	**Review task with crew and complete a Field Level Hazard Assessment**	• Unknown Hazards • Unknown Controls	**H**	**H/S**	**A**	• Review the steps taken to complete the task and determine what hazards the workers will face to complete the task. • Determine appropriate controls for each of the hazards and document this on your FLHA. • Update the FLHA if: tasks, hazards, or conditions change.	**L**
2.	**Complete a hot work permit and have it reviewed and signed off by the appropriate authority.**	• Unplanned hot work can trigger the building alarm systems if they are not de-activated. • If the appropriate steps are not followed, workers can be at risk of creating an uncontrolled fire.	**H**	**H/S**	**A**	• Review the hot work document and ensure all requirements are met. • Ensure the appropriate authority has signed off on the hot work document.	**L**
3.	**Prepare the work area:** • **Remove/cover combustible materials.** • **Protect sensitive finishes.** • **Install any barriers required to stop sparks from reaching unprotected areas**	• Ergonomic injury • Dust from sweeping • Splinters/sharp edges • Others in area	**M**	**H/S**	**E/A/P**	• Wear appropriate PPE as determined in FLHA. • Use mechanical aid whenever practical to move large/heavy items. • Stretching, micro breaks, and team lifting is important if repeatedly moving items or moving large items without mechanical aid. • Communicate tasks/ hazards with others working in the area.	**L**
4.	**Inspect Power tools and task specific PPE**	• Faulty/damaged tool • Missing guard/handle • Grinder blades not rated for tool RPM • Damaged extension cords	**H**	**H/S**	**E/A**	• Repair or tag out of service all faulty equipment. • Ensure equipment guard/handle is in place • Confirm grinder blades are rated to work within the tools RPM range.	**L**

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		REVISION DATE:	REVISION #:
	Grinding	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*
		• Damaged face shield • Damaged leather gloves				• Replace face shield if it is dirty or scratched. • Replace leather gloves if they are torn or soiled.	
5.	**Secure material and confirm there is a fire extinguisher in the work area**	• Worker securing material being struck with sparks or handling hot surfaces. • Material insufficiently secured • Faulty fire extinguisher, or Fire extinguisher not immediately accessible.	**H**	**S**	**A/P**	• Any workers handling/securing the material in range of the sparks must wear a face shield and leather gloves. • Ensure material is secured where it cannot unintentionally move while grinding occurs. • Ensure there is a fire extinguisher readily accessible and that it is the correct type (A, B, C) and has been inspected for the current month.	**L**
6.	**Cut materials with grinder**	• Incompetent worker using grinder • Improper PPE • Sparks flying in an uncontrolled direction • Grinder kickback/Blade breaking.	**H**	**H/S**	**E/A/P**	• A Competent worker must use the grinder, or directly supervise a worker being trained in grinder usage. • Prior to starting the grinder, all workers in the area must be wearing leather gloves and have their face shields on. • A fire watch is to stop the worker grinding if sparks are travelling in an uncontrolled direction, and the barriers are to be adjusted to capture the sparks • The worker using the grinder is to ensure the correct blade is being used for the type of work being performed (i.e. a grinding disk is required for any task requiring side pressure	**M**

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Detailed Instruction (s)

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						on the grinder, a zip disk is only to be used for straight cuts). • Workers must have the handle installed and use 2 hands to control the grinder.	

7.	**Clean up and fire watch**	• Untrained worker on fire watch.
		• Ergonomic injuries
		• Debris on floors
		• Hot/sharp edges
			H	**H/S**	**E/A/P**	• Any workers completing fire watch must be trained in:
						  ○ Fire extinguisher use
						  ○ Emergency Response Plan for site
						• Worker must use mechanical aid whenever practical for moving large/heavy items.
						• When mechanical aid is not possible, stretching, microbreaks, and team lift is to be utilized.
						• Clean up all debris and tripping hazards off the floor.
						• Worker must wear gloves when handling hot surfaces, or rough jagged cuts.
						• Ensure a 1-hour continuous fire watch is completed, additional spot checks are to be done as per the direction of the hot work permit.
							M

Management			*Foreman*			*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

PARAGON Ventilation Ltd. Our Name Stands For Excellence	Job Hazard Analysis (JHA) & Control	Review Date: June 19, 2025	CRITICAL TASK NUMBER: JHA 021
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	Grinding	OWNER: Paragon Ventilation Ltd.	

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