

# Developing a Critical Job Inventory & Risk Assessment

To develop a Critical Job Inventory (CJI), you need to review the jobs in your workplace and prioritize them using this 3 step process:

1. Develop a system for identifying critical jobs:
  - Review specific tasks conducted by occupations. If you have a large workplace, start by identifying departments within your workplace. Identify the different occupations within those departments. List the jobs or tasks that each one of the occupational groups do.
  - Review the equipment used at the workplace. There may be multiple jobs or tasks done with one piece of equipment. Remember to look at set up, calibration, changing blades, and operation for examples.
  - Review the statistics you have on file, (accident/injury records, first aid books, etc.). These will help to guide you to jobs or tasks that you may have overlooked. What were the injured workers doing when they were hurt? Did you capture this job or task in the inventory?
  - Review new jobs, unknown jobs, or infrequently performed jobs. When a new job is introduced into your workplace, make sure you evaluate it and add it to your critical job inventory. It is important that this process does not stop – it is ongoing. It is important that jobs or tasks that are infrequently performed or not well known to workers are included and are high on the priority list to develop safe work procedures. It is important that these jobs have a very clear procedure so that when workers are to perform them, they are familiar with the safe way to do it.
2. Evaluate the critical jobs that you have identified to determine the degree of risk. Factors that you will take into account include:
  - Severity – what would the extent of the worker's injuries be if they were hurt while performing this job? Would the injuries be permanent? Would the injuries cause any time off?
  - Probability – what is the likelihood of the worker being injured when doing this job? Would it be probable in time? Remotely possible?
  - Frequency – how often is the job performed? How many workers would be exposed to the hazards associated with the job?
3. Create a CJI. Your CJI must include the job description and priority so that you can develop Job Hazard Analyses and Safe Work Procedures for the most critical tasks. You then have a plan of action for the remainder of the jobs on your CJI. Good things to include in your CJI include:
  - The date that the inventory was done on (this should be reviewed at minimum every three years along with your program)
  - The department the job is conducted in and the manager or supervisor responsible for the area
  - The occupation that conducts this job

- The list of jobs or tasks and the potential loss or injuries that may be encountered when conducting these tasks
- The critical rating, or priority rating that you have assigned to the job after your evaluation or risk assessment.

### Sample Critical Job Inventory

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

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

\*Total of Severity, Frequency and Probability

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

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