

Developing a Critical Job Inventory (CJI)

To develop a CJI you need to review the jobs in your workplace and prioritize them using this three step process:

1. Develop a system for identifying critical jobs:
 - review specific tasks according to occupations. If you have a large workplace, start by identifying departments within your workplace. Identify the different occupations within those departments. List the jobs or tasks within each group.
 - review the equipment used in the workplace. Multiple jobs or tasks may be performed with once piece of equipment. Remember to look at set up, changing blades, and equipment for example.
 - Review the stats you have on file (if any) for injuries. This will guide you to jobs or tasks that you may have overlooked.
 - Review new jobs, unknown jobs, or rarely performed. When a new job is introduced into your workplace, ensure that you evaluate it and add it to your inventory.

2. Evaluate the critical jobs that you have identified to determine the degree of risk. Factors that you need to consider are:
 - **Severity** – what would the extent of the workers’ injuries be if they were hurt while performing this job. Would the injuries be permanent? Would it result in time off work?
 - **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 a safe work procedure. Include the following:
 - the date that the inventory was completed.
 - the department the job is conducted in and the manager/supervisor responsible for that area
 - the occupation that conducts this job (e.g. heavy equipment operator)
 - this list of jobs or tasks and the potential loss or injuries that may be encountered when conducting these tasks
 - the critical rating that you have assigned to the job after your evaluation.

CRITICAL JOB INVENTORY (EXAMPLE)

Date: July 20, 2015

Department: Fabrication

Occupation: Bandsaw Operator

Task	Potential Loss	Severity	Probability	Frequency	Total*	Critical Rating
Cutting wood	Amputation	1	2	2	5	2
Carrying stock	Back injury	2	2	2	6	2
Changing blades	Cuts	3	3	4	10	4
Cleaning using compressed air	Air into blood stream; breathing in dust; dust in eyes	1	3	4	8	3
Cleaning using broom	Breathing in dust; dust in eyes	3	3	4	10	4

*Total of Severity + Frequency + Probability = Critical Rating

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

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

CRITICAL JOB INVENTORY (BLANK)

Date:

Department:

Occupation:

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