

Introduction

Welcome to the Chemical Sciences Division (CSD) at Lawrence Berkeley National Laboratory (LBNL). In the next few pages, you will be guided through a safety process required of all CSD employees and affiliates. The goal of this process, Job Hazards Analysis (JHA), is to identify and to provide control of hazards which are a part of most workplace activities.

There are several applicable Job Hazard Analysis (JHA) options dependent upon where you will be principally working at either the **LBNL** site or on the University of California, Berkeley (**UCB**) site.

Table 1 shows CSD Research Directors whose group members do all, or nearly all, of their research work at the **UCB** campus site. You will use information from this table to complete the JHA “Opt Out” option.

Taking the JHA

- 1) Review Table 1 to determine if the Research Director you will be working with is listed. If listed, your workplace is located on the UCB campus. Go to Section A for instructions on how to prepare an “Opt-Out” JHA. This process will mean you will be required to take a limited set of safety training courses.
- 2) If the PI you will be working with is **not** listed in Table 1, **you are requested to please wait until you arrive at LBNL for detailed instructions on preparing the JHA.** You and your Research Director or supervisor will jointly prepare the JHA suitable for you to establish and implement safe work practices and to generate a list of training courses suitable for your specific work.
- 3) If you are uncertain about which Research Director you will be working with, **please wait until you arrive at LBNL for detailed instructions.**

Table 1. CSD Research Directors Located on UCB Campus Sites

Research Director (RD)	RD LBNL ID Number	Location Bldg. - Room
John Arnold	289551	022 – 0530 (Latimer)
Alexis T. Bell	060462	018 – 0107 (Gilman)
Robert G. Bergman	066858	850 - 0691 (Tan Hall)
David Chandler	372403	018 - 0208 (Gilman)
Christopher Chang	012512	022 - 532A (Latimer)
Tanja Cuk	006524	011 - D046 (Hildebrand)
Phillip Lewis Geissler	009682	018 - 0207 (Gilman)
Charles B. Harris	364575	011 - D087 (Hildebrand)
John Hartwig	029688	022 - 0602 (Latimer)
Martin Head-Gordon	822001	018 - 0217 (Gilman)
Enrique Iglesia	512501	018 - 0103 (Gilman)
Stephen Leone	007433	018 - 0209 (Gilman)
William A Lester Jr.	527150	018 - 0212 (Gilman)
William H Miller	611025	018 - 0211 (Gilman)
Daniel M Neumark	647718	011 - B64A (Hildebrand)
Kenneth N Raymond	734291	022 - 0531 (Latimer)
Richard J Saykally	785467	011 - D033 (Hildebrand)
Gabor A Somorjai	841175	011 - D058 (Hildebrand)
T. Don Tilley	894388	850 - 0591 (Tan Hall)
F. Dean Toste	019249	022 - 0627 (Latimer)
K. Peter C. Volhardt	923917	022 - 0635 (Latimer)
K. Birgitta Whaley	015698	018 - 0219 (Gilman)

Section A –Take the JHA – “Opt-Out”

Screen #A1 – Take the JHA – Login

<https://ehswprod.lbl.gov/ehstraining/jha/login.aspx>



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EH&S Training - Job Hazards Analysis

LDAP Login
 Employee ID Login
 No Employee ID Login

LDAP Username: = LDAP Login

LDAP Password:

To access the JHA Help Center, please [click here](#)

*Login using your LBNL employee id or your LDAP user name and password
[Click here](#) If you want to request or to change your LDAP password.*

Please contact the [Help Desk](#), X4357, for questions regarding authentication or gaining access to the system.

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Screen #A2 – Take A JHA – Create New JHA First Step



Version 4.2.1

A screenshot of a web application menu. The menu is a vertical list of items, each with an icon and a right-pointing arrow. The 'Take JHA' item is highlighted in blue. A sub-menu is open to the right of 'Take JHA', containing three items: 'Create New JHA' (with a green plus icon), 'Modify Existing JHA' (with a document icon), and 'View My Questions' (with a question mark icon). A red arrow points to the 'Create New JHA' option. Below the menu, the text 'Logged in as' is visible, followed by a partially obscured user name.

- Home
- Take JHA
 - Create New JHA
 - Modify Existing JHA
 - View My Questions
- Retrieve JHA/Training Profiles
- JHA Compliance
- Required Training
- Search Completion
- Expired Training
- GERT Completion
- GERT Completion (non-LDAP)
- Terminated Employee
- Campus/Off-site Locations
- Work Groups
- My Work Groups
- Search Work Groups
- Feedback
- Get Help
- Logout

Logged in as

Screen #A3 – Take the JHA – Establish Workplace Location

Preparing the JHA

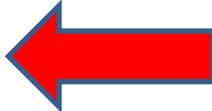
Please indicate below all locations where you perform LBNL-related work

"Work" in this case includes hands-on activities that are an active and essential part of what you produce. This includes but is not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. For purposes of the JHA work authorization, periodically attending classes, seminars or meetings is NOT considered "work."

- LBNL main site (Hill), and local sites noted immediately below.
- Berkeley West Biocenter (717 Potter Street)
- Joint BioEnergy Institute (JBEI)
- Joint Center for Artificial Photosynthesis (JCAP)
- Advanced Biofuels Process Demonstration Unit (ABPDU)
- Advanced Light Source (click here if your work requires unescorted access to ALS)
- The Molecular Foundry
- National Center for Electron Microscopy (NCEM)
- Joint Genome Institute (Walnut Creek)
- Building 971 (OCFO offices in Emeryville)
- IFRC (Rifle, CO)

Opting out of the JHA

Selection of one or more of the following may allow for opting out of the hazards analysis portion of the JHA process.

- UC Berkeley campus locations (other than Donner Laboratory) 
- Non-local, off-site location other than UC Berkeley
- I do not perform "Work" (as defined above)

If you are performing LBNL-related work at UC Berkeley, please consult your LBNL work lead as well as the individual who directs your work activities on campus.

Continue

Screen #A4 – Take the JHA – Actual “Opt-Out” JHA Page

Job Hazards Analysis

LAWRENCE BERKELEY NATIONAL LABORATORY

Laboratory-wide JHA

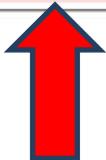
Employee ID: Your LBNL Badge Number	Employee Name:	Date Taken:
Work Lead ID: Your Research Director ID, see list below	Work Lead Name: Research Director	Division: Chemical Sciences

Select your UCB work location(s):

Building: Room: 

Tan Hall Room: 0691
 Hildebrand Room: 0239

You have selected a non-LBNL, offsite work location or indicated that you do not perform "Work" at LBNL. There is no institutional requirement for you to further analyze your work, although there may be some other requirement (e.g., from your Division) that you should. If you wish to "opt-out" of further analysis, click the "I Elect to Opt-Out" button below. If you wish to continue with further analysis, click the "Continue with JHA" button below.

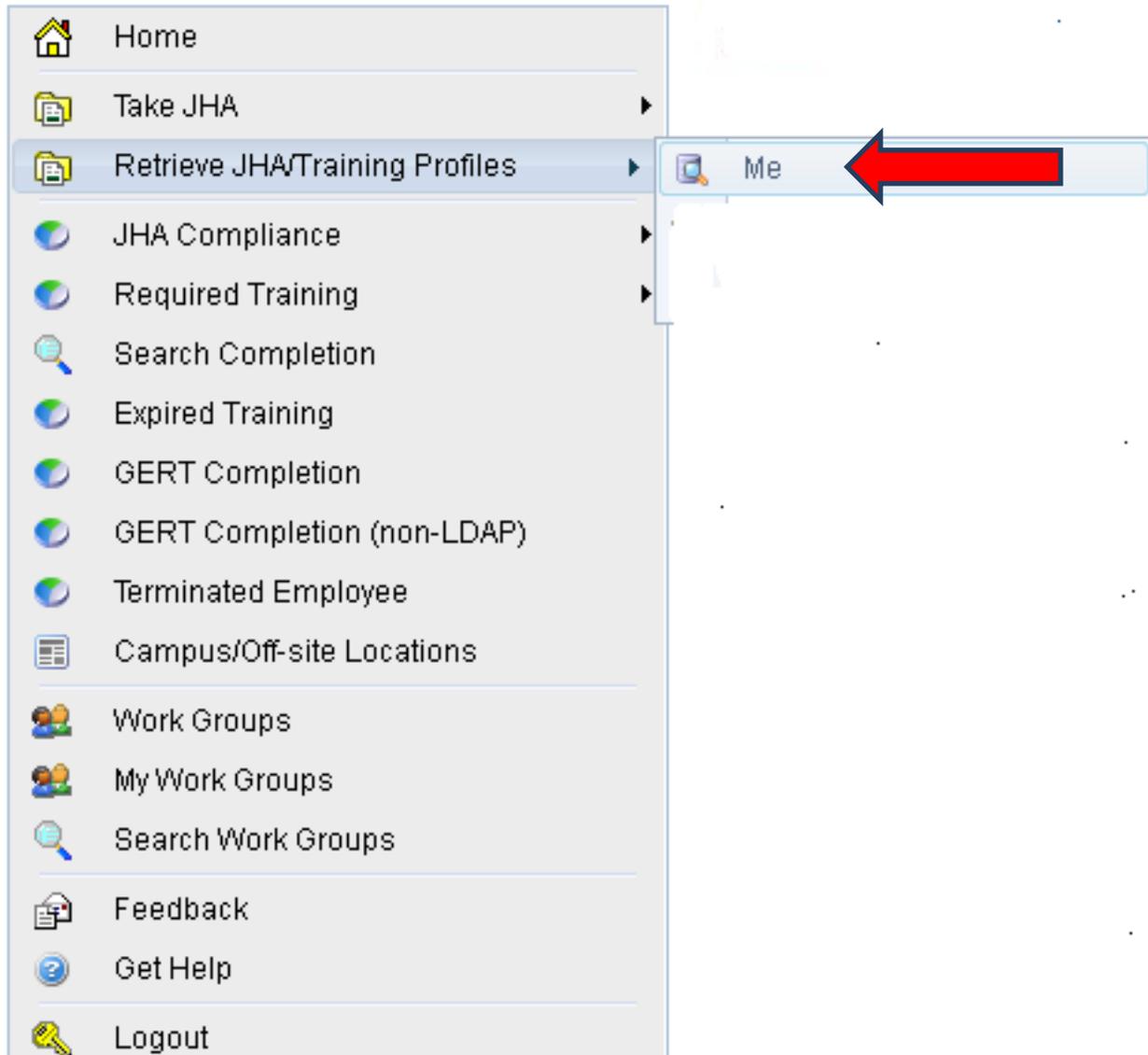


Screen #A5 – Take JHA – Confirmation of Successfully Completing JHA “Opt-Out” Process – Step #1

Return to JHA home page. Click next button down from “Take JHA”: Retrieve JHA/Training Profiles



Version 4.2.1



Screen #A6 – Take the JHA – Confirmation of Successfully Completing JHA “Opt-Out” Process – Step #2

Version 4.2.1

Home
Take JHA
Retrieve JHA/Training Profiles
JHA Compliance
Required Training
Search Completion
Expired Training
GERT Completion
GERT Completion (non-LDAP)
Terminated Employee
Campus/Off-site Locations
Work Groups
My Work Groups
Search Work Groups
Feedback
Get Help
Logout

Logged in as

Search JHA Profiles
LAWRENCE BERKELEY NATIONAL LABORATORY

Your JHA profiles are listed below. You may click on the view button to view a particular JHA profile.

Refresh Export to Excel Export to PDF Send Email

Drag a column header here to group by that column. To sort data against multiple columns, click column headers with the SHIFT key pressed down.

View JHA	View Training	View Questions	Change WL	Employee Name	Work Lead	Supervisor	Division	Org Code	Opt-Out	Opt-Out Reason	Status	Approval Status	Alternate Group(s)	Created Date	Active Date	Expiration Date
				"A"	"B"	"C"	CH	CHCP	"D"		Active	Final				

View Filter

“A” – Your Employee Name

“B” – Your Work Lead (Usually your Research Director)

“C” – Your Supervisor/Research Director

“D” – Opt-Out – should be YES, indicating successful completion of “opt-Out” JHA.

In box to the right the reason for “Opting-Out” will be: UCB Work Location.

Select the box labeled View JHA to exhibit the screen below.

Screen #A7– Take the JHA – Confirmation of Successfully Completing JHA “Opt-Out” Process – Step #3

		LAWRENCE BERKELEY NATIONAL LABORATORY JOB HAZARDS ANALYSIS (OPT-OUT)			
Worker:	Your Name (LBNL Badge #) (Date)	Work Lead:	Your Research Director (LBNL Badge #)	Status:	DRAFT
				Approval Status:	Awaiting Work Lead Approval
				Active Date:	
Division:	Chemical Sciences	Supervisor:	Your Research Director	Expiration Date:	
Office:		Employment Date:		Opt-Out Reason:	UCB Work Location
Phone:		Job Title:			
Email:	xxx@lbl.gov				
Work Location(s):	UC Berkeley campus				

Congratulations you have successfully completed your part of the “Opt-Out” JHA process! Next, your WORK LEAD will approve your “Opt-Out” JHA. This completes the process. The “JHA – Opt-Out” screen graphic will then appear as shown below.

		LAWRENCE BERKELEY NATIONAL LABORATORY JOB HAZARDS ANALYSIS (OPT-OUT)			
Worker:	Your Name (LBNL Badge #) (Date)	Work Lead:	Your Research Director (LBNL Badge #)	Status:	Active
				Approval Status:	Final
				Active Date:	
Division:	Chemical Sciences	Supervisor:	Your Research Director	Expiration Date:	
Office:		Employment Date:		Opt-Out Reason:	UCB Work Location
Phone:		Job Title:			
Email:	xxx@lbl.gov				
Work Location(s):	UC Berkeley campus				