

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 provide control of hazards which are a part of most workplace activities. The JHA process, when completed by you and your Supervisor/Work Lead, provides you the authorization to conduct your work at LBNL. You cannot conduct unsupervised work without a work authorization (typically provided by the completed JHA) that describes the work activities.

There are several applicable JHA options dependent upon where you will be principally working at either the **LBNL** site or at 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. In most cases, CSD employees and affiliates working solely on the UCB campus are covered by the UCB campus EH&S (Office of **Environment, Health and Safety**) requirements and program. Therefore, an exclusively UCB based worker can opt-out of the hazards analysis process that is normally done by the LBNL JHA system.

Taking the JHA

1) Review Table 1 to determine if the Research Director (PI) you will be working with is included in the list. If listed, your workplace is located on the UCB campus. Go to Section A – (A - pages 1-7) in this document for instructions on how to prepare an "Opt-Out" JHA. This opt-out process means 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. See Section B (B – pages 1-4).

3) If you are uncertain about which Research Director you will be working with, **please wait until you arrive at LBNL for detailed instructions.**

4) If you have any questions or need assistance please contact a) your Supervisor/Work Lead, or b) Jerry Bucher, Chemical Sciences Safety Coordinator, jjbucher@lbl.gov, 510-486-7167, or c) JHA@lbl.gov, 510-486-5216.

Directory

Introduction and Taking the JHA

Section A – Instructions and guide for Chemical Sciences personnel preparing an "Opt-Out" of LBNL JHA document.

Section B – Instructions for Chemical Sciences personnel concerning preparation of LBNL JHA.

Section C – Instructions and guide for Collaborators associated with Chemical Sciences research programs that need completed JHA mandated preparation before arrival at the LBNL work place.

Example given is for COLTRIMS project. Details covered are similar for any CSD collaborative research program.

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)
Michelle C. Chang	013439	038 – 0125 (Lewis Hall)
Tanja Cuk	006524	011 - D046 (Hildebrand)
Phillip L. Geissler	009682	018 - 0207 (Gilman)
Charles B. Harris	364575	011 - D087 (Hildebrand)
John Hartwig	029688	022 - 0602 (Latimer)
Teresa L. Head-Gordon	328351	922 - 0274C (Stanley Hall)
Martin Head-Gordon	822001	018 - 0217 (Gilman)
Enrique Iglesia	512501	018 - 0103 (Gilman)
Stephen R. 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)

Please remember, if your Supervisor/Work Lead is not in the above list go to Section B, unless you are a short-term collaborator with an LBNL located research group. In this case go to Section C.

Continue on to either Sections A, B or C

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 navigation menu with a light gray background. The menu items are: Home (house icon), Take JHA (folder icon), Retrieve JHA/Training Profiles (folder icon), JHA Compliance (globe icon), Required Training (globe icon), Search Completion (magnifying glass icon), Expired Training (globe icon), GERT Completion (globe icon), GERT Completion (non-LDAP) (globe icon), Terminated Employee (globe icon), Campus/Off-site Locations (calendar icon), Work Groups (group of people icon), My Work Groups (group of people icon), Search Work Groups (magnifying glass icon), Feedback (speech bubble icon), Get Help (question mark icon), and Logout (key icon). The 'Take JHA' item is expanded, showing a sub-menu with three items: 'Create New JHA' (green plus icon), 'Modify Existing JHA' (pencil icon), and 'View My Questions' (question mark icon). A red arrow points to the 'Create New JHA' option.

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."

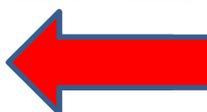
- LBNL main site (Hill), and local sites noted immediately below.
- Berkeley West Biocenter (717 Potter Street)
- Joint BioEnergy Institute (JBEI)
- Joint Center for Artificial Photosynthesis (JCAP)
- Advanced Biofuels Process Demonstration Unit (ABPDU)
- Advanced Light Source (click here if your work 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: 

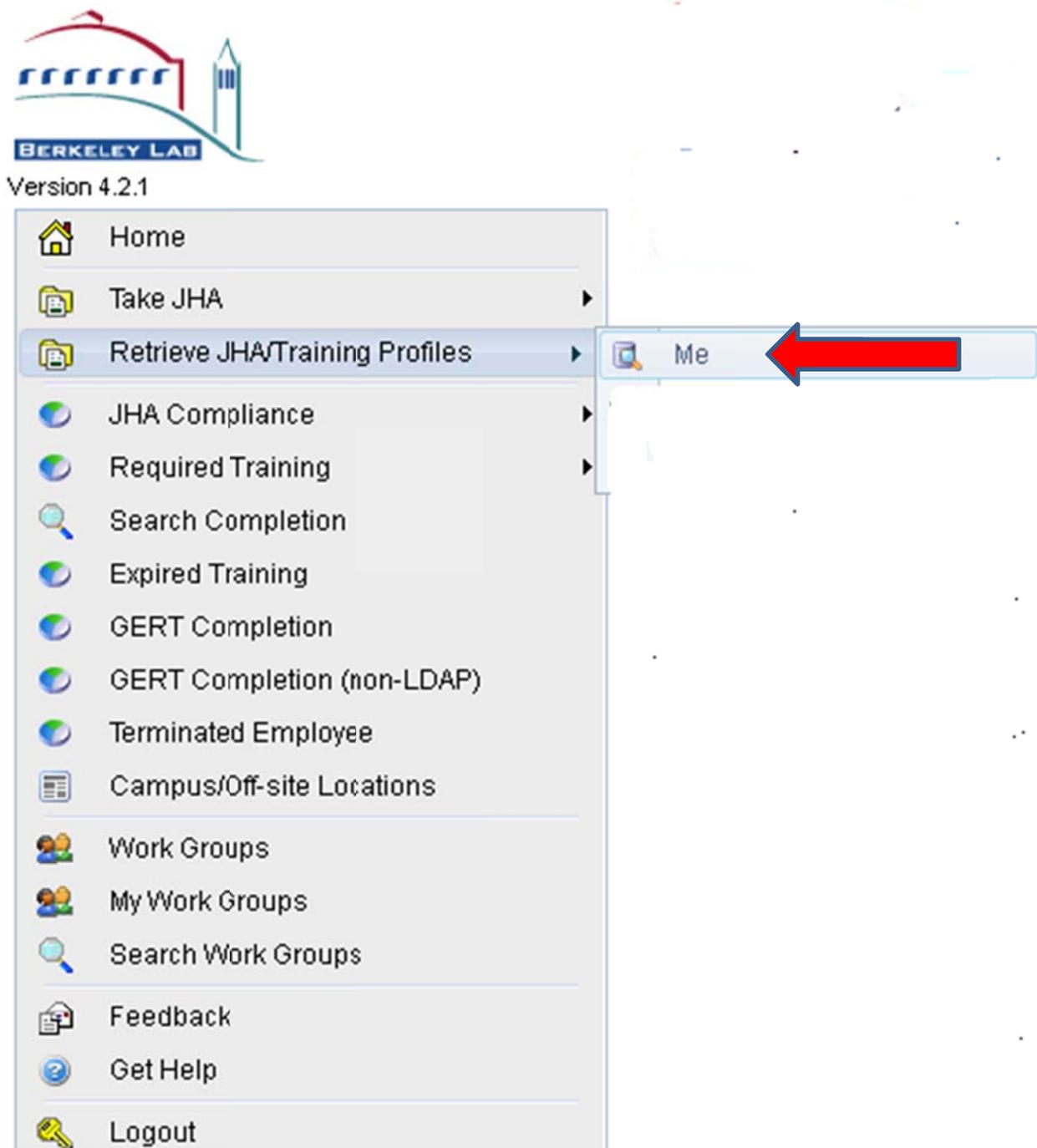
Tan Hall Room: 0691
 Hildebrand Room: 0239

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



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

Version 4.21

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

Search JHA Profiles
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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"	DH	CHCP	"D"		Active	Final				

Filter

Logged in as

“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

Worker:		Work Lead:		Status:	DRAFT
Your Name (LBNL Badge #) (Date)		Your Research Director (LBNL Badge #)		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 SUPERVISOR/WORK LEAD will approve your “Opt-Out” JHA. This completes the process. The “JHA – Opt-Out” screen graphic will then appear as shown below.

Worker:		Work Lead:		Status:	Active
Your Name (LBNL Badge #) (Date)		Your Research Director (LBNL Badge #)		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				

Section B

As stated in the **Introduction**, you are requested to please wait until you arrive at LBNL for detailed instructions on preparing the JHA. You and your Research Director, Supervisor or Work Lead 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.

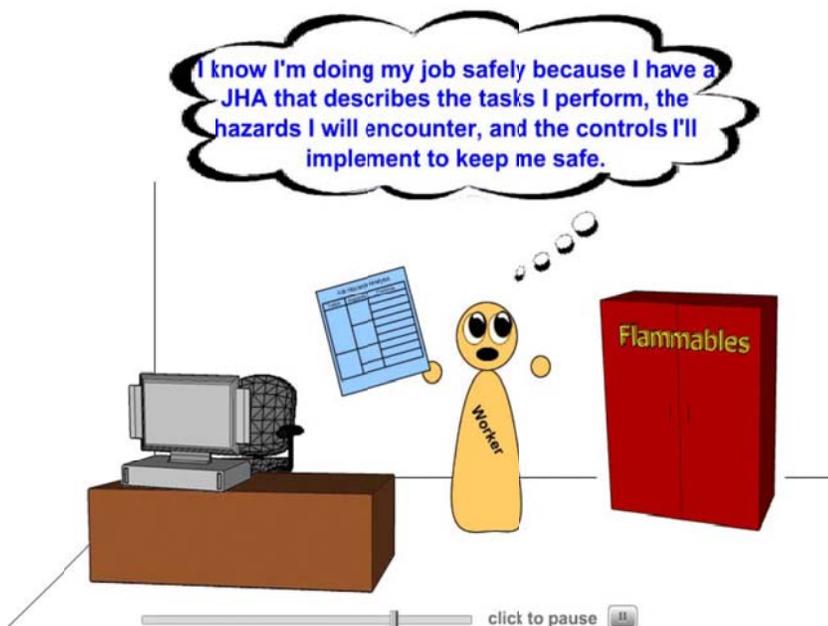
The JHA questionnaire is geared to embrace a wide spectrum of personnel who frequently have varied skills and jobs. At first glance, the JHA questionnaire includes hazard identification questions which might be considered applicable to a new person's skills. However, answering YES to any of these types of questions, which are intended for a different group of LBNL personnel distinct from groups in Chemical Sciences Division, will generate an inappropriate hazard training profile. You would be identified as needing EH&S safety courses which are not applicable and are intended for another subset of LBNL workers. Even if you were to complete the prescribed EH&S training courses you would still not be judged ready or be authorized to perform the types of work that you identified in your JHA questionnaire. Frequently extensive additional On-The-Job training (OJT) would be needed to qualify for tasks that probably were never intended for your research or administrative duties. **Consequently, it is essential and also most efficient to jointly complete a JHA questionnaire with the direct participation of an experienced and knowledgeable Supervisor/PI/Work Lead.**

The instructions for taking a JHA as noted in the Job Hazards Analysis (JHA Help Center) listing in the A-Z index are noted below.

Let's review the JHA Process for individuals:

- 1) First, the Worker selects work groups and answered questions about his or her work.
- 2) Next, the JHA system produced a draft hazards profile.
- 3) The Worker then discussed the draft Hazards Profile with his or her Supervisor or Work Lead and tailored it to fit his/her individual work.
- 4) Once the Worker and Supervisor or Work Lead agreed on the tasks, hazards and controls, they signed off, creating the Active Work Authorization. The Worker is now authorized to perform work on the LBNL site.
- 5) The Work Authorization allows work to proceed subject to the specified controls.
- 6) Controls to be implemented may include engineered equipment, procedures, training and specific PPE as the last line of defense.

It is the policy of the Chemical Sciences Division to streamline this process by requiring a one-on-one meeting between the new person and their Work Lead/Supervisor/PI to create a draft hazards profile. No reliance is placed on solely using the work group concept. (See below for an explanation of "work groups," "Work Lead" and other concepts encountered in the JHA process). This action will ensure that no tedious editing of a new person's JHA must be done to correct any misunderstandings reflected in the new person's draft JHA concerning tasks, hazards and controls needed to create the Active Work Authorization.



Carefully constructed Work Groups are useful for the situation encountered in Section C – where a direct one-on-one completion of a guest collaborator JHA is not usually possible due to the physical separation of the parties. In this case, the work group prescribed YES and NO answers are rigidly followed. No modifications of the predetermined answers are allowed if the goal is to prepare and execute a hazards profile and EH&S safety training for the collaborator prior to their arrival at LBNL.

Definitions of some JHA terms and concepts

Q: Why do I have to write a description of my work? Isn't it enough to answer the JHA Questions?

A: The JHA questions result in a listing of the hazardous tasks that you perform, but they do not provide an overall description of the Work that comprises the sum of the tasks. The Work Description is intended to provide context in which to view the hazardous tasks. This work description is usually referred to as Scope of Work.

Q: What is a Work Group?

A: A Work Group is a set of Workers who have exposure to a similar set of hazards. They may, or may not work together. For LBNL's implementation of the JHA process, they are usually the members of a particular research team, a facilities craft shop, or an administrative support group. The Work Group is a JHA process invention to make implementation easier. Everyone in a Work Group is initially given the same Work Group Hazards Profile, which is then tailored to the individual Workers' needs by adding or deleting tasks, hazards and controls to reflect their individual responsibilities.

Q: What is a Work Lead?

A: A Work Lead is anyone who directs, trains, and/or oversees the Work and activities of one or more Workers. Work Leads provide instruction on working safely and the precautions necessary to use equipment and facilities safely and effectively. Work Leads may authorize Work with the concurrence of the Worker's Supervisor.

Q: How is a Work Lead different than a Supervisor?

A: Supervisory Employees are defined by the Higher Education Employer-Employee Relations Act (HEERA) as "any individual, regardless of the job description or title, having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances, or to effectively recommend such action, if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment. Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees."

Work Leads direct, train and/or oversee the Work and activities of the Worker. He/she is not necessarily that individual's Supervisor (i.e., he/she may not have the additional authority to hire, transfer, suspend, or take other personnel actions). Put another way, a Supervisor always has the authority to act as the Work Lead, but a Work Lead does not necessarily have the authority to act as Supervisor.

Q: How is a Work Lead different than a Principal Investigator (PI)?

A: Most U.S. Federal and State agencies that support scientific and technical research use the interchangeable titles "Principal Investigator" or "project director" for the scientist or researcher responsible for the technical leadership and administrative accountability of a project. A PI is ultimately responsible for the administration, direction, and management of the project and for its results. Often, funding for the project is also the PI's responsibility. The designation is specific to a single contract, and terminates with the closing of that project. The designation is thus of a different character than for such ongoing leadership positions as division director, department head, and group leader.

A PI is always part of Line Management, and from a Safety Line Management perspective, the PI is no different from any other Staff. The PI role pertains to the management of the project. The Supervisor or Work Lead role pertains to the management of people. The same individual may in fact fill both roles (PI and Supervisor), but this is not necessarily so.

Q: What are the responsibilities of a Work Lead?

A: Work Leads

- Utilize the JHA process as a mechanism to authorize Work under their control when the tasks, locations, hazards, and controls have been properly analyzed. (Additional On-the-Job training may be necessary to allow a worker to safely conduct a Work Authorization).
- Consult with new Workers, or Workers whose tasks have changed, to assure that their Work Authorizations accurately describe the tasks, hazards, and controls inherent in the Work.
- Ensure that JHAs are updated annually or more frequently if required.

- Stop authorized Work when hazards and controls change, and do not reinitiate Work until the Work Authorizations for all Workers performing that Work have been updated, and the required controls are in place.

Section C – Complete A COLTRIMS GUEST JHA

This section presents information which is of interest to affiliates who are coming to the LBNL site to do collaborative work with an existing CSD research group. By completing a JHA prior to arriving at LBNL, the person will have identified and completed any online safety training associated with the collaborative project, without needing to consume valuable and limited time available in fulfilling LBNL safety training requirements instead of performing collaborative research. This special case procedure allows better utilization of the limited time the person has when collaborating with an LBNL sited research group.

In this COLTRIMS example note that it is essential to construct “work-group(s)” which will generate the appropriate responses for a JHA questionnaire. In turn, these responses generate a suitable safety training profile. The person taking the JHA frequently does not have the benefit of a direct and timely consultation with the CSD host of the collaborative research project. By following the predetermined answers for a JHA, as determined by selecting “work-group(s),” a workable substitute is realized instead of having a much more desirable direct host-collaborator dialogue.

For the COLTRIMS project, a very completed set of safety instructions, useful information concerning making visitor arrangements and a duplicate of taking a COLTRIMS JHA (Appendix A) is available at this link.

<http://amo-csd.lbl.gov/downloads/AttendingALSBeamtime.pdf>

Set out below is a detailed guide for completing the COLTRIMS JHA. The information shown only applies to personnel intending to collaborate in the COLTRIMS GUEST Research project. However, with some judicious changes the materials presented will be very similar to the JHA product that would be created by personnel that are following Section B instructions.

Screen #C1 – Take A JHA – Login

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



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[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](#), X4:57, for questions regarding authentication or gaining access to the system.

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Screen #C2 – Take A JHA – Create New JHA First Step



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

- Create New JHA
- Modify Existing JHA
- View My Questions



Logged in as [XXXXXXXXXXXXXXXXXXXX](#)

Screen #C3 – Take A JHA – Establish Workplace Location

Preparing the JHA X

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.

1) Select the Advanced Light Source (ALS) option if you will be working some of the time on the ALS Experimental Floor.

2) If you will be working at "The Molecular Foundry," or "Joint Center for Artificial Photosynthesis – (JCAP)" or other sites considered associated with LBNL (not UCB campus), select the appropriate location option.

Screen #C4 – Take JHA – Work Group Selection – JHA

Job Hazards Analysis

LAWRENCE BERKELEY NATIONAL LABORATORY

Laboratory-wide JHA

Employee ID:

Your LBNL Badge Number

Employee Name:

Your LBNL Name (as appears on your badge)

Date Taken:

Work Lead ID:

Your Work Lead (Supervisor) Employee Number

Work Lead Name:

Work Lead (usually your supervisor, initially) Name

Division:

Chemical Sciences

STEP 1: Selecting Work Groups:

Select the Work Groups that you belong to.

A Work Group is a set of Tasks, Hazards and Controls shared by one or more individuals, or that is common to a location. **In most cases the Work Groups will be pre-selected for you, and will appear in the column below titled "Selected JHA Groups."**

- If Work Groups have NOT been pre-selected for you, **STOP**, and ask your Work Lead which group(s) you should belong to.
- If you need to add a Work Group, select the Work Group from the list and click the "Add>>" button.
- If you have your Work Lead or Supervisor immediately available to guide you in completing the JHA Questionnaire, you have an option to not subscribe to a Work Group. Suitable responses in several sections of the JHA Questionnaire are not obviously straight forward.

Select your JHA Work Group(s):

Available JHA Groups

- Chem Sci High Harmonics Laser Lab (Belkacem)
- ALS USERS Machine Shop JHA controls
- ALS User
- Authorization of Working Alone
- Belkacem Theory
- Biological evaluation of iron, lanthanide and actinide decorporation agents
- CSD ALS Chemical Dynamics Beamline 9.0.2 Staff
- CSD ALS-MES 11.0.2 Beamline Staff
- CSD Actinide Chemistry- Laser Laboratory
- CSD Actinide Chemistry- Rad Worker

Add >>

<< Remove

Selected JHA Groups

ALS User

COLTRIMS GUEST

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STEP 2: Review Work Groups:

Review the Description of Work in each of the Work Groups to which you belong (below). The scope of work for each Work Group is provided, and will not need further modification. If you have questions please address them to your Work Lead/supervisor: Thorsten Weber.

Group 1: [ALS User](#) (Click title for Work Group details)

Owner Info: (Owner SUSAN BAILEY 004797, Co-owner JAMES G FLOYD 254901)

Updated 07/06/2011 by JAMES G FLOYD

Description of Work

[View](#) - [Hide](#)

ALS Users work under: ESS, which are an approved alternate work group. The purpose of this work group is to identify on-site staff who might also be users.

Group 2: [COLTRIMS GUEST](#) (Click title for Work Group details)

Owner Info: (Owner THORSTEN WEBER 800360, Co-owner JEROME J BUCHER 115200)

Updated 09/28/2011 by JEROME J BUCHER

Description of Work

[View](#) - [Hide](#)

Preparing and setting up the COLd Target Recoil Ion Momentum Spectroscopy apparatus located in 2-102 in order to conduct experiments at the ALS.

Work locations: building 2, lab 102, and Advanced Light Source

Details: Preparation of gas phase momentum imaging experiments. Setting up as well as maintaining reaction microscopes including the following: soldering electronic components such as voltage dividers and decoupling boxes, cleaning parts and flanges with alcoholic solvents, working with pressurized systems (gas manifold) and cryogens (LN cold traps) as well as electrical equipment (heating tapes, ion gauges etc.), lifting heavy objects (crane work), construction of vacuum chambers and other ultrahigh vacuum equipment (using hand and portable tools such as drill and heat gun), use of scientific instruments such as oscilloscopes and computers as well as NIM electronics.

Expected output: Ready for use and optimized endstation. Incorporation of new components and prototypes. Successfully performed experiment at the ALS and gain of knowledge in the field of AMO sciences.

STEP 3: Add Individual Description of Work

Since all of the work you perform is described by the Work Group description(s) insert the statement, "All Work is described by the Work Groups above." in the box below. Delete the existing text before inserting your statement.

Individual Description of Work [Work not described by the above Work Group(s)]:

Replace this text with a description of the Work that you perform and to which this analysis applies. Please include:

- Work Summary - a concise narrative summary of what the work entails, why it is being performed, and what you hope to accomplish with it
- Work locations - generally, list the building or rooms, or describe the physical location(s) in which this work is performed
- Materials you use
- The processes you employ
- Equipment you use

This Description must be of sufficient detail that the tasks can be determined by a trained individual. If some of the Work is already described by Work Group description(s) you may include only those portions that are not already described. If all the Work is described by the Work Group description(s), you may delete this text and replace it with "All Work is described by the Work Groups above" or similar.

STEP 4: Answer the Questions Below (Yes or No)

Accept the questions below (Yes or No). Some questions are grayed-out and locked to a "YES" response. You cannot change these answers. They have been pre-answered as part of the requirements for the COLTRIMS GUEST Work Group that you belong to. If you feel that a pre-answered question is wrong, discuss this with your Work Lead: Thorsten Weber, TWeber@lbl.gov

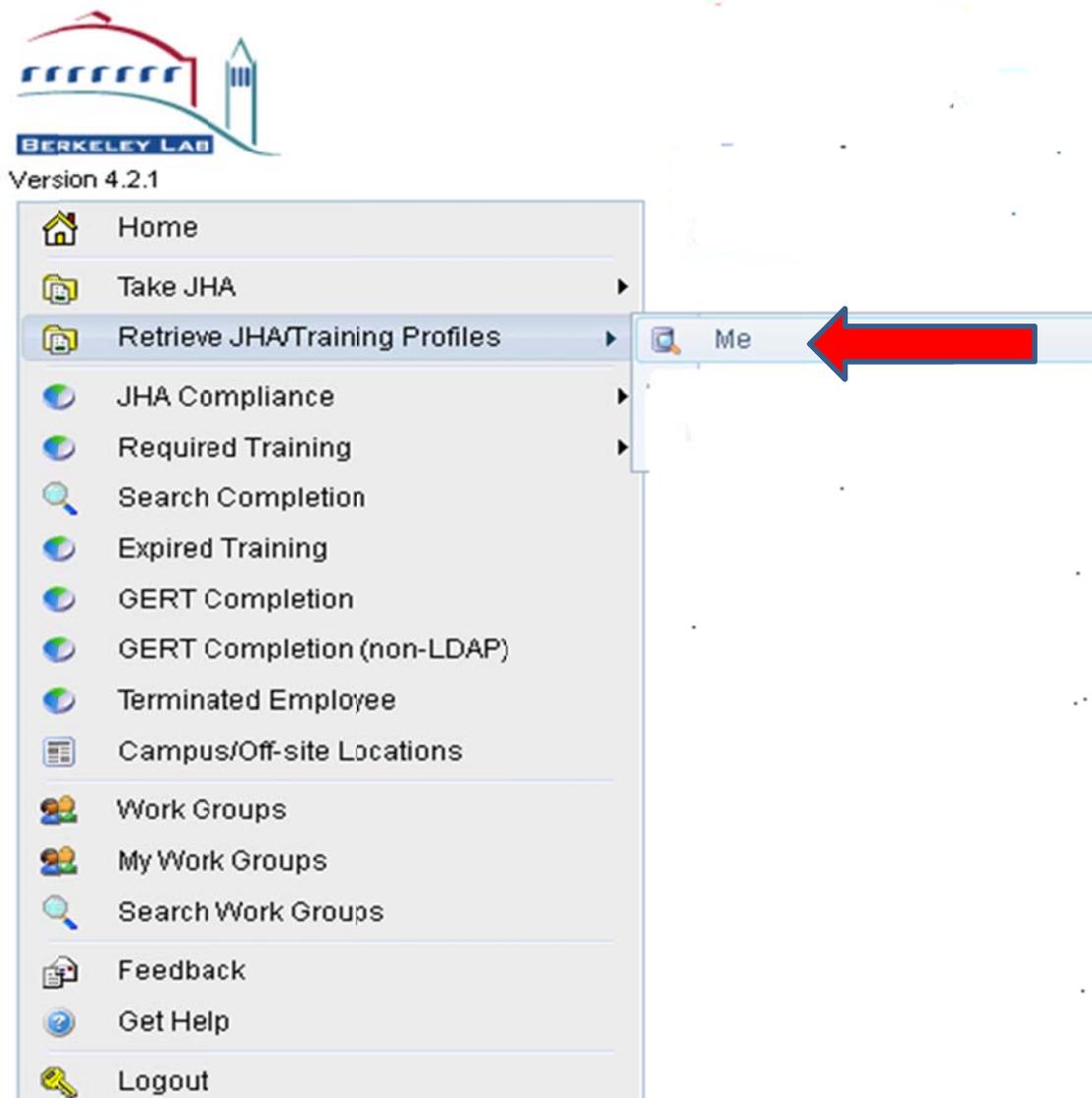
Be sure to click on "Create Hazards Profile" at the end of the JHA Questionnaire. If you don't your responses for the JHA Questionnaire will not be saved.

At this stage in the JHA process your hazard profile has been created and it is possible to preview the training classes you will need to complete. If no training classes changes are made by your Work Lead/supervisor then the courses indicated in your JHA duplicate the courses that will eventually appear in a list labeled: TRAINING PROFILE. Your TRAINING PROFILE is not accurate until both your Work Lead and you have signed JHA approval electronically. **You also need to login again and sign off on the JHA for a second and final time after your work lead has signed to complete the JHA approval and authorization process.**

You should access the online JHA as follows after you have received the email and logged in again via <https://ehswprod.lbl.gov/ehstraining/jha/login.aspx>

Screen #C5 – Take JHA – Signing Off the COLTRIMS JHA Process – Step #1

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



Screen #C6 – Take the JHA – Signing Off the JHA Process – Step #2

Check the column “Approval Status”. It should say “awaiting employee’s signature”. Double click this field and sign off using your LDAP account.

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	WorkLead	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				

Create Filter

Logged in as

Select the box labeled "View JHA" (box indicated by the red arrow) to see your final JHA profile.

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	WorkLead	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				

State Filter

Logged in as

Screen #C7– Take the JHA – Confirmation of Successfully Completing COLTRIMS JHA Process – Step #3

Partial example of Job Hazard Analysis (JHA) profile.

LAWRENCE BERKELEY NATIONAL LABORATORY					
JOB HAZARDS ANALYSIS					
		Printed 1/18/2012 7:12:42 PM			
<i>UNOFFICIAL COPY - The only official copy of this Job Hazards Analysis is the one online at https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</i>					
Worker:	Weber, Thorsten (800360) 11/17/2011	Work Lead:	Belkacem, Ali (222451) 11/16/2011	Status:	Active
				Approval Status:	Final
				Active Date:	11/17/2011
Division:	Chemical Sciences	Supervisor:	Belkacem, Ali (222451)	Expiration Date:	11/17/2012
Office:	002-0118	Employment Date:	10/23/2006	JHA Number:	48134
Phone:	510/486-5588	Job Title:	Chemist Staff Sci/Engr		
Email:	TWeber@lbl.gov				
Work Location(s):	LBNL Main Site; Advanced Light Source				

Formal and Other Authorizations:

This individual is a participant in the following Formal Authorizations which are incorporated into this Job Hazards Analysis by reference:

Type	Authorization No.	Title	Role	Status
AHD	3273	Experimental Endstation in High Harmonic Generation Laser Laboratory	Authorized User	Active
SSA	214	Sealed Sources for Multi Channel Plate Detector Testing	Radiation Worker I	Renewal

✓ Indicates course requirement fulfilled

✗ Indicates course requirement not fulfilled - Additional training required

Group 1: Chem Sci2-102 Lab (Belkacem)
 (Owner THORSTEN WEBER 800360, Co-owner JEROME J BUCHER 115200)
 Last Updated 08/31/2011 by JEROME J BUCHER

Description of Work: Atomic and Molecular Sciences Physics

Work locations: building 2, lab 102, and Advanced Light Source

Details: Preparation of gas phase momentum imaging experiments. Setting up as well as maintaining reaction microscopes including the following: soldering electronic components such as voltage dividers and decoupling boxes, cleaning parts and flanges with alcoholic solvents, working with pressurized systems (gas manifold) and cryogenics (LN cold traps) as well as electrical equipment (heating tapes, ion gauges etc.), lifting heavy objects (crane work), construction of vacuum chambers and other ultrahigh vacuum equipment (using hand and portable tools such as drill and heat gun), use of scientific instruments such as oscilloscopes and computers as well as NIM electronics.

Performing detector tests with sealed alpha sources.

Related responsibilities: Hazardous waste management, maintenance of fume hood, exhaust system, eyewash, emergency shower, gas cabinet (for toxic gases) crane

Expected output: Ready for use and optimized endstation. Incorporation of new components and prototypes. Successfully performed experiment at the ALS and gain of knowledge in the field of AMO sciences.

Task #	Description	Hazard(s)	Control(s)
1	Intensive use of desktop and/or laptop computers or terminals	Musculoskeletal discomfort or injury	✓ EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online) ✓ EHS0058 Ergo Self Assessment-Refresher Take periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt). Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders. Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition. Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach.
2	Work with or around hazardous chemicals, including generating	Exposure (inhalation, skin or eye contact) or other hazards due to use	✓ EHS 0348 Chemical Hygiene and Safety ✓ EHS0353 Chem Hygiene & Safety Refresher

The above partial JHA example shows the types of work you will perform, the hazards you will face, and the training classes required prior to starting work. The green and red checkmarks indicate the course training completion status.

- ✓ Indicates course requirement fulfilled
- ✗ Indicates course requirement not fulfilled - training required

You can view your personal Training Profile by returning to the screen in Step 2 (above) and clicking the “View Training” button to the right of the “View JHA” button. Caution: your TRAINING PROFILE is not accurate until all the approval signature steps are completed. Most, if not all, training courses can be taken online prior to your arrival at LBNL. You can find the courses on the following webpage: <http://www.lbl.gov/ehs/training/courses.shtml>

You may also begin the online training process by clicking the blue button in the “LINK” column of your authorized TRAINING PROFILE for any particular course that you need to take online. This button will provide a suitable link to the online course. Follow the instructions to login.

On the next page is an example of a TRAINING PROFILE. Required but not yet completed training courses will appear in yellow-orange type. Completed courses will be blue colored text, as shown in this example. For example, the arrow in the figure below indicates the button to push to activate the link to take EH&S0260 – Basic Electrical Hazards and Mitigations training course.

		LAWRENCE BERKELEY NATIONAL LABORATORY TRAINING PROFILE			
Employee:	Weber,Thorsten (800360)	Status: Active	Work Lead:	Belkacem,Ali (222451)	
Division:	Chemical Sciences		Job Title:	Chemist Staff Sci/Engr	
JHA Date:	11/17/2011	Hire Date:	10/23/2006		
Work Location(s):	LBNL Main Site; Advanced Light Source				

■ Training Requirements that have NOT been fulfilled.
 ■ Training Requirements that have been fulfilled.

Req. Type	Course ID	Course Title	Link	Source	Method	Credit	Date Taken	Date Expires	Enrolled (Class Date)
Required:	ALS1001	Safety at the ALS		Qual	Web Based Course	Y	05/02/11	05/01/13	
	BLI0919	Trafficking Persons Protection		Qual	Web Based Course	Y	06/19/08		
	EHS0010	Overview of EH&S at LBNL		Qual	Class	Y	10/24/06		
	EHS0042	Safety Impl Wklds/Spvrs		Qual	Web Based Course	Y	02/03/10		
	EHS0058	Ergo Self Assessment-Refresher		JHA	Web Based Course	Y	01/03/12	01/02/13	
	EHS0059	Ergo Self Assessment-Comp User		JHA	Web Based Course	Y	04/30/08	04/30/09	
	EHS0062	WorkSmart Ergonomics		JHA	Class	Y	11/30/06		
	EHS0116	First Aid Safety		Qual	Class	Y	08/23/11	08/22/14	
	EHS0154	Emergency Team Training		Qual	Class	Y	09/09/08		
	EHS0170	Cryogen Safety		JHA	Equivalence from EHS0231 (Inactive)	Y	01/09/07		
	EHS0171	Pressure Safety		JHA	Equivalence from EHS0231 (Inactive)	Y	01/09/07		
	EHS0210	Crane/Hoist Oper-2tons or less		JHA	Class	Y	11/01/06		
	EHS0225	Powered Ind Truck Operator		JHA	Class	Y	11/15/11	11/14/14	
	EHS0243	Soldering Awareness Training		JHA	Class	Y	07/20/07		
	EHS0260	Basic Elec Hazards&Mitigations		JHA	Class	Y	11/06/06		
	EHS0278	Ladder Safety Training		JHA	Class	Y	11/10/08		
	EHS0281	Laser Safety Retraining		JHA	Web Based Course	Y	04/01/10	03/31/13	

