

Step by Step Instructions Adding an Individual Description of Work To a Job Hazards Analysis

Revision 1e, August 12, 2009

This document describes the steps to be taken to add an Individual Description of Work to a Job Hazards Analysis (JHA).

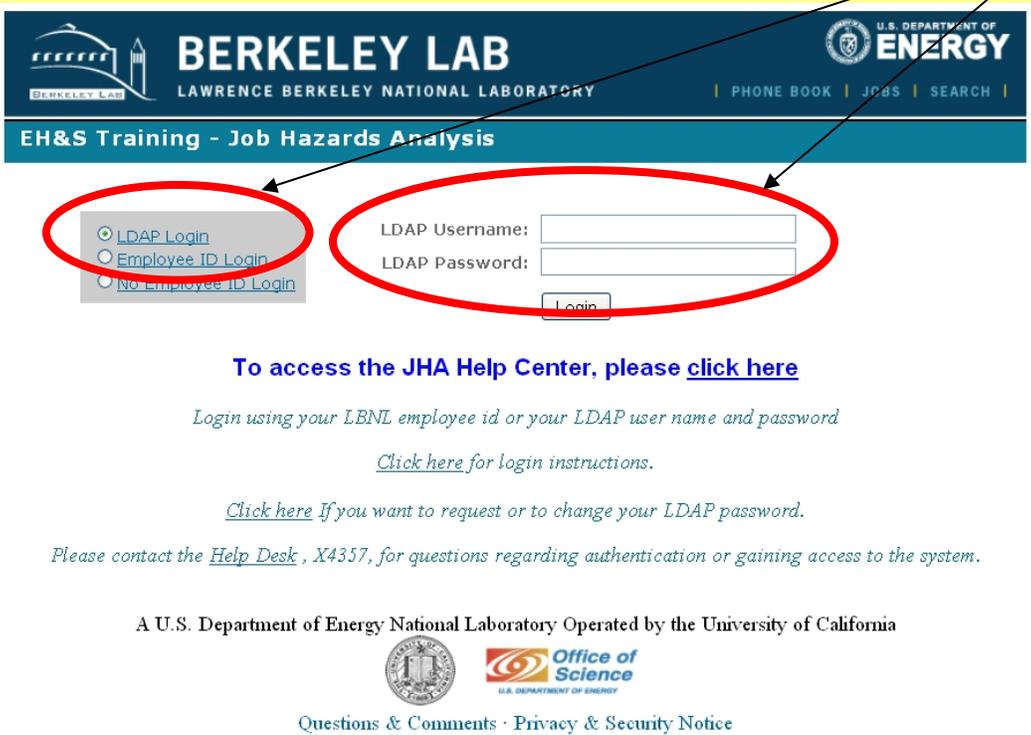
[Step 1: Log In](#)

[Step 2: Create a Draft JHA](#)

[Step 3: Update Description of Work](#)

[Step 4: Create Hazards Profile](#)

[Step 5: Confirm Creation of JHA](#)

Adding Description of Work to <i>Individual JHAs</i>	Helpful Information
<p>STEP 1. Log In</p>  <p>To access the JHA Help Center, please click here</p> <p><i>Login using your LBNL employee id or your LDAP user name and password</i></p> <p><i>Click here for login instructions.</i></p> <p><i>Click here If you want to request or to change your LDAP password.</i></p> <p><i>Please contact the Help Desk , X4357, for questions regarding authentication or gaining access to the system.</i></p> <p>A U.S. Department of Energy National Laboratory Operated by the University of California</p>  <p>Questions & Comments · Privacy & Security Notice</p>	<ul style="list-style-type: none"><input type="checkbox"/> Log in to the EH&S Job Hazards Analysis (JHA) system at https://ehswprod.lbl.gov/ehstraini ng/jha/login.aspx<input type="checkbox"/> Use your LDAP username and password to log in to the system

Adding an *Individual* Description of Work to a JHA (continued)

Helpful Information

STEP 2. Create a Draft JHA

Job Hazards Analysis
LAWRENCE BERKELEY NATIONAL LABORATORY

This site is best viewed at 1024x768 or higher and is optimized for Mozilla, Firefox and Internet Explorer running on Windows XP

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
Add Work Group
Work Groups
Search Work Groups
Alternate Groups
Administration
Credit
Assign Work Leads
Feedback
Frequently Asked Questions
Logout

Logged in as JAMES D BASORE (020982) ADMIN

Create New JHA
Modify Existing JHA
View My Questions

The JHA asks you questions about your working environment and activities for the purpose of determining the course of your work at the Laboratory. Please click Take JHA of the navigation menu on the left to complete or modify a JHA, obtain reports for credit, and establish training groups based on your needs.

The JHA asks you questions about your working environment and activities for the purpose of determining the course of your work at the Laboratory. Please click Take JHA of the navigation menu on the left to complete or modify a JHA, obtain reports for credit, and establish training groups based on your needs.

- Ensure that each question presented is answered; click on the appropriate "Yes or No" response.
- If you are unsure as to the proper response for a question, please consult with your supervisor.
- If you are performing LBNL-related work at UC Berkeley, please consult the individual work location information.
- Please be sure you are using a browser with "Cookies Enabled". If you are not sure what to do, then there is no need to be concerned. If cookies have been turned off, you can click on the "Advanced" button in the dialogue box that is brought up, click on Advanced to see the various cookie options.

You may also:

- View your JHA.
- View your questions.
- View your training profile (what courses you've already taken or need to take).

In addition, supervisors can:

- Request course credit for individuals on their staff based on previous training/experience or other relevant information.
- Set up groups for individuals who require the same EH&S training courses.

Select "Take JHA" "Modify Existing JHA".

[NOTE: Your Main Menu may look different depending upon your level of access to the JHA system.]

Click through the "Select Work Location" screen until you see the first page.

Select Work Location

In order to best analyze the requirements for your work, it is necessary to determine where the work is performed. **Please indicate below all locations where you perform LBNL-related work** (NOTE: for purposes of this question, periodically attending classes, seminars or meetings is NOT considered "work." "Work" in this case includes hands-on activities such as but not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. that are an active and essential part of what you produce).

- LBNL local sites including those noted immediately below. Answer 'YES' if you work at the main (Hill) site, Donner Laboratory, Building 904, B.937, Oakland Scientific Facility (OSF, B.943). Check below if you work on the UCB Campus or at Berkeley West Biocenter (717 Potter Street, B.937), JBEI (B.978), ALS, Molecular Foundry (B.67), NCEM (B.72), or Joint Genome Institute (Walnut Creek).
- Berkeley West Biocenter (717 Potter Street, B.977)
- Joint BioEnergy Institute (JBEI, B.978)
- Advanced Light Source (click here if your work requires unescorted access to ALS)
- The Molecular Foundry (B.67)
- National Center for Electron Microscopy (NCEM, B.72)
- Joint Genome Institute (Walnut Creek)
- UC Berkeley campus other than Donner Laboratory
- Non-local, off-site location other than UC Berkeley
- Do not perform "Work" (as defined above)

Continue

Adding an *Individual* Description of Work to a JHA (continued)

STEP 3. Update Description Of Work



LABORATORY-WIDE JHA

Employee ID: 020982	Employee Name: Basore, James D	Date Taken: 08/03/2009
Work Lead ID: 546850	Work Lead Name: Lucas, Donald	Division: Environment, Health & Safety

STEP 1: Selecting Work Groups:

The first step is to 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 groups you should belong to.
- If you need to add a Work Group, select the Work Group from the list and click the "Add>>" button.

Select your JHA Work Group(s):

<p style="text-align: center; font-size: small;">Available JHA Groups</p> <ul style="list-style-type: none"> Administrative/Management EH&S AHERA EH&S Emergency Services EH&S Fire Protection EH&S Industrial Hygienists EH&S Security Administration EHS - HSS Audit Team 2009 EHS Security Entry Gates EHS Security Offsite EHS Security Patrols 	<p>Add >></p> <p><< Remove</p>	<p style="text-align: center; font-size: small;">Selected JHA Groups</p> <ul style="list-style-type: none"> EH&S Training Group
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STEP 2: Review Work Groups:

For this step you need to review the Description of Work in each of the Work Groups to which you belong (below). You need to determine if the Description(s) accurately reflect what you do. If a Work Group description contains functions that you do NOT perform, make note of them and discuss this with your Work Lead in STEP 5. You cannot change these Work Group Descriptions, but your Work Lead can.

Group 1: EH&S Training Group (Click title for Work Group details)
Owner Info: (Owner DONALD LUCAS 546850)
 Updated 06/22/2009 by DONALD LUCAS

Description of Work [View](#) - [Hide](#)

This group develops on line and live training, and conducts instructor led training. Work is done mainly on computers in 26-109, with some work done with commercial video and sound recording equipment. Classroom teaching is done mainly in 26-124, with some teaching done in other conference rooms located throughout LBNL. Members of this group also interview and interact with various lab staff, usually at the staffs work location.

STEP 3: Add Individual Description of Work

For this step you need to add a description of the Work you perform. If all of the Work you perform is (adequately) described by the Work Group description(s), put "All Work is described by the Work Groups above." in the box below.

If the Work Group description(s) DO NOT adequately describe your Work, add what is missing in the box below. The description should include:

- Work Summary - provide 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.

[Click here for Instructions and Examples.](#)

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

Work is described adequately in EH&S Training Group description.

Helpful Information

- In this step you will update your Individual Description of Work. The first thing to do is to locate the Work Group Description(s) of Work to see what is already there.
 - Next, scroll down on the JHA screen and find the box for the Individual Description of Work.
 - If some of your work is already described by Work Group(s), you should only include a description of that portion that is NOT included in the Work Groups.
 - If all of your work is already described by Work Group(s), enter "All work described by the Work Groups above" or similar here.
 - Descriptions of Work must contain five elements:
 - Work Summary
 - Work Locations
 - Materials Used
 - Processes Employed
 - Equipment Used
- While the actual level of detail for each of these elements will vary depending upon the specific work described, all of the elements must be present and complete. There must be sufficient detail that the hazardous tasks can be determined by a trained individual. Contact your Division Safety Coordinator for assistance in developing this Description of Work.
- It may be easier to create this Description in a word processing document, discuss it with your Work Lead and get his/her input, and then paste it into the JHA system.

Adding an <i>Individual</i> Description of Work to a JHA (continued)	Helpful Information
<p>STEP 4. Create Hazards Profile</p> <p>C2 <input type="radio"/> Yes <input checked="" type="radio"/> No Do you perform repetitive tasks with or without tools (e.g.: frequent wrenching, nut driving, manipulation of controls, pipetting, plate labeling, sealing and unsealing, bar code scanning, plate handling, etc.)? NOTE: this question does NOT include keyboarding or mousing, see the previous question.</p> <p>C3 <input checked="" type="radio"/> Yes <input type="radio"/> No As part of your work, do you lift objects that weigh more than 20 pounds?</p> <p>C4 <input checked="" type="radio"/> Yes <input type="radio"/> No Do you work in or are you routinely exposed to the hazards of a non-office workspace (e.g., laboratory, shop area, machinery space, outdoor field work, construction site)? <i>If you occasionally enter but do not perform work in the space, answer "NO" to this question.</i> NOTE: Please consider your answer carefully. If you answer "NO", it will be assumed that you work in an office or similar administrative setting, and that any other hazards to which you may be exposed are similar in nature and magnitude as those of the general public. You will not be given the opportunity to answer any additional questions. Only a "YES" answer will allow you to view other sections of the JHA addressing specific hazards.</p> <hr/> <p style="text-align: center;"><input type="button" value="Continue Questionnaire"/></p> <p>W3 N Do you perform electronic maintenance (EM), electronic installation (EI), or electrician duties at the Cyclotron?</p> <p>W4 N Do you operate a crane at the Cyclotron?</p> <p>W5 N Do you perform Mechanical Technician duties at the Cyclotron?</p> <p>W6 N Do you run experiments using the Cyclotron beam?</p> <p>W7 N Do you use the 88" Machine Shop on an occasional basis?</p> <p>W8 N Do you work operate or work around the ECR ion sources?</p> <p>W9 N Do you perform cave entry radiation surveys?</p> <hr/> <p style="text-align: center;"><input type="button" value="Create Hazards Profile"/></p> <p>If you have answered incorrectly, use your browser's BACK button to correct any mistakes.</p>	<p><input checked="" type="checkbox"/> Continue through the questions by clicking "Continue Questionnaire" at the bottom of each page.</p> <p><input checked="" type="checkbox"/> After reviewing the responses to the questions, create the Hazards Profile (draft JHA) by clicking on "Create Hazards Profile".</p>

Adding an <i>Individual</i> Description of Work to a JHA (continued)	Helpful Information
<p>STEP 5. Confirm Creation of JHA</p> <div data-bbox="94 415 1133 1318" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;"><i>Job Hazards Analysis</i> <small>LAWRENCE BERKELEY NATIONAL LABORATORY</small></p><p style="text-align: center;">Laboratory-wide JHA</p><p style="text-align: center;">A JHA Draft Hazards Profile has been created successfully for JAMES D BASORE</p><p><i>NOTE: If you need to make changes to your Individual Description of Work, or to questions that you answered, return to the JHA system, go to "Take JHA" and click on "Modify Existing JHA". This will create a new Draft JHA.</i></p><p><u>STEP 5: How a Draft JHA becomes an Active JHA</u></p><p>You have created a draft JHA. It must be finalized before it becomes Active. From this point forward only your Work Lead (DONALD LUCAS) can make changes.</p><ul style="list-style-type: none">• Discuss your Draft JHA with your Work Lead (DONALD LUCAS).• After you and your Work Lead agree that the Draft JHA is accurate, have your Work Lead sign it electronically.• After your Work Lead signs your Draft JHA, you countersign electronically.<ul style="list-style-type: none">◦ Do this by logging in to the JHA and selecting "Retrieve JHA/Training Profiles" "Me" If your Work Lead has signed your JHA, a button will appear under the heading approval status.• After you countersign, the Draft JHA becomes an active JHA.<p>IMPORTANT: Your Training Profile will not be updated until both you and your Work Lead have signed and the JHA is Active.</p></div>	<ul style="list-style-type: none"><input checked="" type="checkbox"/> The next step is to discuss the JHA with your Work Lead. You cannot make changes to the JHA, but your Work Lead can.<input type="checkbox"/> An email will be automatically sent to your Work Lead asking him/her to review your JHA. If you have not heard from your Work Lead within a short period of time you should contact him/her to review your JHA.