This document describes the steps to be taken to “Opt Out” of the Job Hazards Analysis (JHA).

**Who may Opt Out of the JHA Process?**

**Step 1: Log In**

**Step 2: Begin the “Opt Out” designation**

**Step 3: Designate Why “Opt Out” Applies**

**Step 4: Enter Specific Work Location**

**Step 5: Confirm “Opt Out” Selection**

**An Individual may “Opt Out” of the JHA process if**

1) He/she meets either of the following [a) or b)] conditions:

   a) The Work (see definition of “Work” below) that they perform for LBNL is characterized as:
      
      o Performed entirely in space overseen by UC Berkeley (i.e., NOT Donner, Potter Street, JBEI, etc.); or
      
      o Performed entirely at another institution with its own Health and Safety Program (e.g., another DOE site, another teaching campus, CERN, etc.)

   **OR**

   b) The individual does not perform “Work” for LBNL. “Work” 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 the individual produces. Periodically attending classes, seminars or meetings is NOT considered "Work."

   *Individuals to whom this applies typically do not have LBNL research funding. Having LBNL research funding almost always implies that the individual is conducting “Work” for LBNL.*

   **AND**

   2) The individual’s Division does not otherwise require that he/she complete the JHA process (some Divisions, as a matter of internal policy, do not allow “Opt Out”. Consult your Division Safety Coordinator to determine if your Division has such a policy).

It is important to note that what the individual is “Opting Out” of is the analysis process ONLY. He/she must still enter the system in order to formally declare that he/she has “Opted Out”. His/her Work Lead will need to approve the “Opt Out” selection before it becomes final. There will still be institutional training (that results from the individual’s status as an LBNL affiliate) that is required, although that there won’t be any that is a result of the JHA process.
### “Opting Out” of the JHA Process

#### STEP 1. Log In

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</table>
| Log In                                    | Log in to the EH&S Job Hazards Analysis (JHA) system at `https://ehswprod.lbl.gov/ehstraini
|                                           | ng/jha/login.aspx`                                                          |
| Use your LDAP username and password      | Use your LDAP username and password to log in to the system                |

To access the JHA Help Center, please [click here](https://ehswprod.lbl.gov/ehstraini
ng/jha/login.aspx)

Login using your LLNL employee id or your LDAP user name and password

[Click here](https://ehswprod.lbl.gov/ehstraini
ng/jha/login.aspx) for login instructions.

[Click here](https://ehswprod.lbl.gov/ehstraini
ng/jha/login.aspx) 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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Questions & Comments · Privacy & Security Notice
**STEP 2. Begin the “Opt Out” designation**

- Select “Take JHA” “Modify Existing JHA”.

**Helpful Information**

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

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 start page for appropriate training requirements being identified that will allow you to operate more safely.

- Ensure that each question presented is answered, click on the appropriate “Yes” or “No” radio button.
- If you are unsure of 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 who is your supervisor.
- Please be sure you are using a browser with “Cookies Enabled”. If you are not sure what “OFF” then there is no need to be concerned. If cookies have been turned off, you can click 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 basic training.
- Set up groups for individuals who require the same EH&S training courses.

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, 9937, Oakland Scientific Facility (OSF, B.943). Check below if you work on the UCB Campus or at Berkeley West Bioscience (717 Potter Street, B.943), JBEI (B.973), ALS, Molecular Foundry (B.87), NCEM (B.72), or Joint Genome Institute (Walnut Creek).

☐ Berkeley West Bioscience (717 Potter Street, B.973)
☐ Joint BioEnergy Institute (JBEI, B.973)
☐ Advanced Light Source (click here if your work requires unescorted access to ALS)
☐ The Molecular Foundry (B.87)
☐ 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)

Helpful Information

☐ Select whichever choice is appropriate. You will only be given the opportunity to “Opt Out” if your selection is below the horizontal line, AND nothing is selected above the horizontal line. If something above the horizontal line applies then you are not eligible for “Opt Out”.

Continue
STEP 4. Enter Specific Work Location (may not be applicable)

□ If you selected that you work at UCB or another off-site location, you must specify where that is. If you do not enter a location, the system will not allow the “Opt Out” to proceed.

□ After entering the location, click on “I Elect to Opt-Out”. You will be asked to confirm this as a last step.
“Opting Out” of the JHA Process (continued)

HELPFUL INFORMATION

□ After you have gone through the steps an email is sent to your Supervisor to confirm that your “Opt Out” designation is justified.

□ If your situation changes such that the “Opt Out” is no longer valid, then you must take the JHA again.

□ Even if nothing about your status changes, you must confirm your “Opt Out” status at least annually. You and your Supervisor will be sent email reminders.

STEP 5. Confirm “Opt Out” Selection

<table>
<thead>
<tr>
<th>Employee ID:</th>
<th>Employee Name:</th>
<th>Opt-Out Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>801632</td>
<td>Seabury, John J</td>
<td>09/19/2009</td>
</tr>
<tr>
<td>Supervisor ID:</td>
<td>Supervisor Name:</td>
<td>Division:</td>
</tr>
<tr>
<td>303561</td>
<td>Bledgett, Paul M</td>
<td>Environment, Health &amp; Safety</td>
</tr>
</tbody>
</table>

You have opted out of the JHA and an email has been sent to your Supervisor for approval. No countersignature is required after your supervisor’s approval.