

# Step by Step Instructions

## “Opting Out” of the Job Hazards Analysis

Revision 1c, August 13, 2009

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](#)

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[Step 5: Confirm “Opt Out” Selection](#)

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

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:

- Performed entirely in space overseen by UC Berkeley (i.e., NOT Donner, Potter Street, JBEI, etc.); or
- Performed entirely at another institution with its own Health and Safety Program (e.g., another DOE site, another teaching campus, CERN, etc.)

***OR***

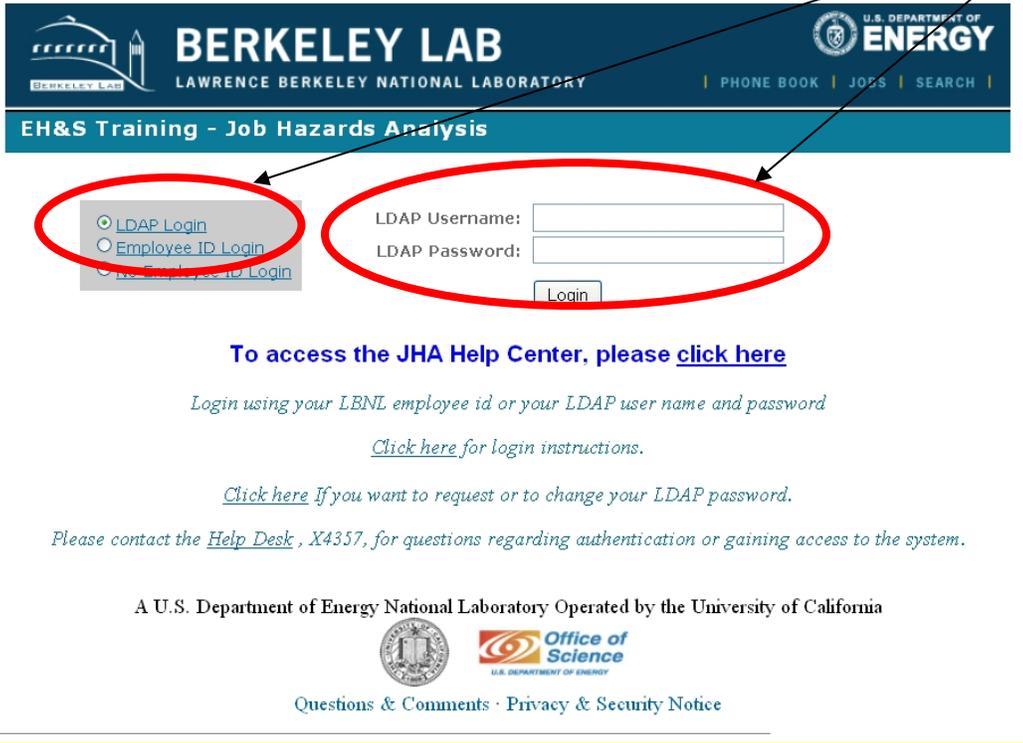
b) The individual does not perform “Work” for LBNL. “Work” includes hands-on activities such as but not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. that are an active and essential part of what the individual produces. Periodically 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	Helpful Information
<p><b>STEP 1. Log In</b></p>  <p><b>STEP 1. Log In</b></p> <p>LDAP Login Employee ID Login New Employee ID Login</p> <p>LDAP Username: <input type="text"/> LDAP Password: <input type="password"/></p> <p>Login</p> <p>To access the JHA Help Center, please <a href="#">click here</a></p> <p><i>Login using your LBNL employee id or your LDAP user name and password</i></p> <p><i><a href="#">Click here</a> for login instructions.</i></p> <p><i><a href="#">Click here</a> If you want to request or to change your LDAP password.</i></p> <p><i>Please contact the <a href="#">Help Desk</a>, 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>Office of Science U.S. DEPARTMENT OF ENERGY</p> <p>Questions &amp; Comments · Privacy &amp; Security Notice</p>	<p><input type="checkbox"/> Log in to the EH&amp;S Job Hazards Analysis (JHA) system at <a href="https://ehswprod.lbl.gov/ehstraini ng/jha/login.aspx">https://ehswprod.lbl.gov/ehstraini ng/jha/login.aspx</a></p> <p><input type="checkbox"/> Use your LDAP username and password to log in to the system</p>

## “Opting Out” of the JHA Process (*continued*)

## Helpful Information

### STEP 2. Begin the “Opt Out” designation

**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

BERKELEY LAB

- Home
- Take JHA
- Retrieve JHA/Training Profile
- 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

The JHA asks you questions about your working environment and activities for the purpose of the course of your work at the Laboratory. Please click Take JHA of the navigation menu on the result in appropriate training requirements being identified that will allow you to operate more safely at the site, please consider the following:

- 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 with your supervisor.
- Please be sure you are using a browser with "Cookies Enabled". If you are not sure what to do, click on the "OFF" then there is no need to be concerned. If cookies have been turned off, you can check 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
- 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.]*

## “Opting Out” of the JHA Process *(continued)*

## Helpful Information

### STEP 3. Designate Why “Opt Out” Applies

#### 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)

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- UC Berkeley campus other than Donner Laboratory
- Non-local, off-site location other than UC Berkeley
- Do not perform “Work” (as defined above)

Continue

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”.*

## “Opting Out” of the JHA Process (continued)

## Helpful Information

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

**Job Hazards Analysis**  
LAWRENCE BERKELEY NATIONAL LABORATORY

Laboratory-wide JHA

<b>Employee ID:</b> 801632	<b>Employee Name:</b> Seabury, John J	<b>Date Taken:</b> 08/06/2009
<b>Work Lead ID:</b> 303351	<b>Work Lead Name:</b> Blodgett, Paul M	<b>Division:</b> Environment, Health & Safety

**Enter your non-local off-site location:**

*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.*

**Job Hazards Analysis**  
LAWRENCE BERKELEY NATIONAL LABORATORY

Laboratory-wide JHA

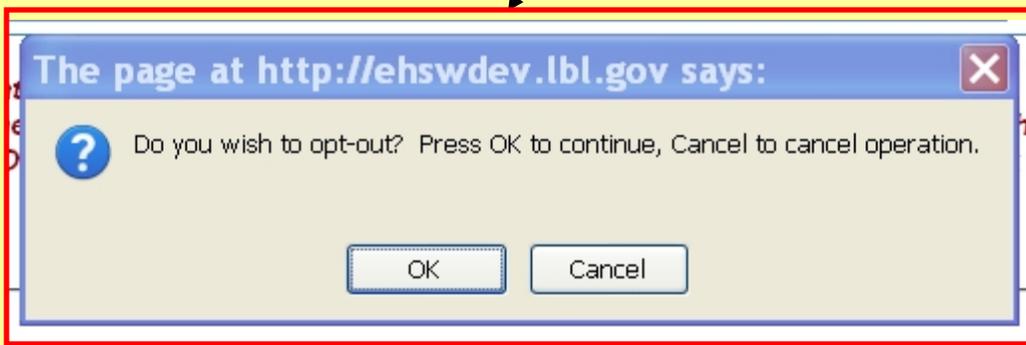
<b>Employee ID:</b> 801632	<b>Employee Name:</b> Seabury, John J	<b>Date Taken:</b> 08/06/2009
<b>Work Lead ID:</b> 303351	<b>Work Lead Name:</b> Blodgett, Paul M	<b>Division:</b> Environment, Health & Safety

**Select your UCB work location(s):**

Building:  Room:

974 Room: 300

*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.*



- 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 ( <i>continued</i> )	Helpful Information						
<p><b>STEP 5. Confirm “Opt Out” Selection</b></p> <div data-bbox="94 401 1104 661" style="border: 1px solid black; padding: 10px; text-align: center;"><p><i>Job Hazards Analysis</i> <small>LAWRENCE BERKELEY NATIONAL LABORATORY</small></p><p>Laboratory-wide JHA</p><table border="1" data-bbox="115 546 1101 661"><tr><td><b>Employee ID:</b> 801632</td><td><b>Employee Name:</b> Seabury, John J</td><td><b>Opt-Out Date:</b> 08/10/2009</td></tr><tr><td><b>Supervisor ID:</b> 303351</td><td><b>Supervisor Name:</b> Blodgett, Paul M</td><td><b>Division:</b> Environment, Health &amp; Safety</td></tr></table></div> <p data-bbox="115 661 1079 814" style="border: 2px solid red; border-radius: 50%; padding: 10px; text-align: center;"><b>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.</b></p>	<b>Employee ID:</b> 801632	<b>Employee Name:</b> Seabury, John J	<b>Opt-Out Date:</b> 08/10/2009	<b>Supervisor ID:</b> 303351	<b>Supervisor Name:</b> Blodgett, Paul M	<b>Division:</b> Environment, Health & Safety	<ul style="list-style-type: none"><li data-bbox="1156 304 1560 426"><input type="checkbox"/> After you have gone through the steps an email is sent to your Supervisor to confirm that your “Opt Out” designation is justified.</li><li data-bbox="1156 457 1560 579"><input type="checkbox"/> If your situation changes such that the “Opt Out” is no longer valid, then you must take the JHA again.</li><li data-bbox="1156 611 1560 762"><input type="checkbox"/> 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.</li></ul>
<b>Employee ID:</b> 801632	<b>Employee Name:</b> Seabury, John J	<b>Opt-Out Date:</b> 08/10/2009					
<b>Supervisor ID:</b> 303351	<b>Supervisor Name:</b> Blodgett, Paul M	<b>Division:</b> Environment, Health & Safety					