

Step by Step Instructions Adding a Description of Work Work Group

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In order to add a Description of Work to a Work Group Profile, you must be an Owner of that Work Group.

[Step 1: Log In](#)

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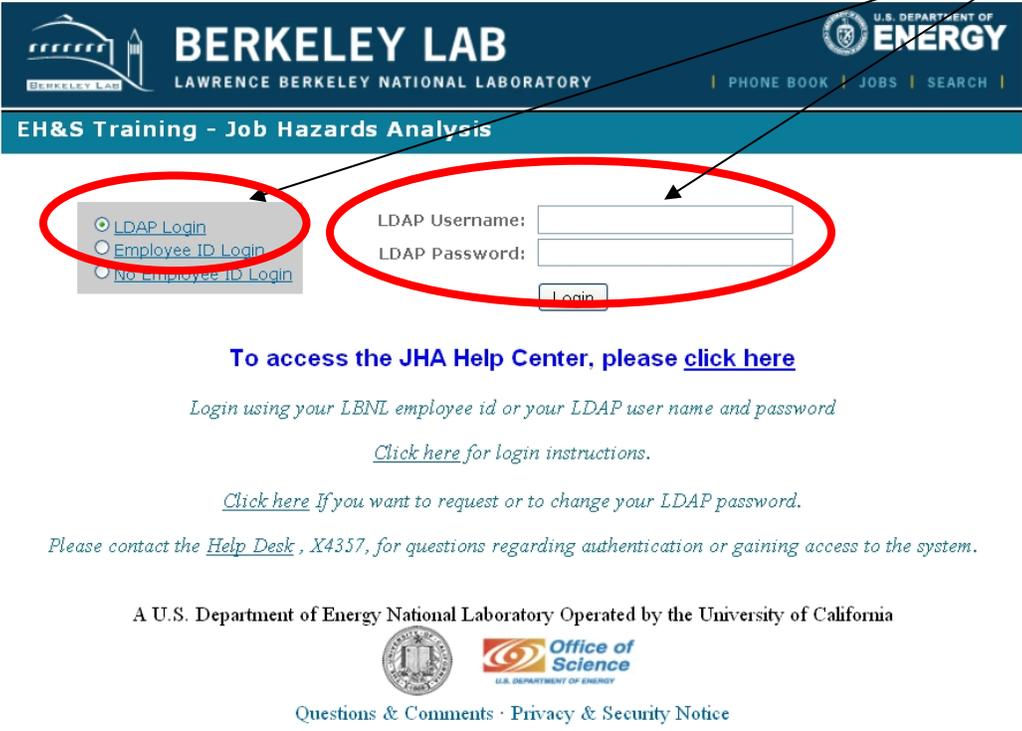
[Step 5: Go to Edit View](#)

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Adding Description of Work to <i>Work Group Profiles</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/ehstraining/jha/login.aspx<input type="checkbox"/> Use your LDAP username and password to log in to the system

Adding Description of Work to *Work Group Profiles* (continued)

Helpful Information

STEP 2. Go To "My Work Groups"

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

The Job Hazards Analysis Web Site allows you to complete or modify a JHA, obtain reports for you and establish training groups based on your needs.

The JHA asks you questions about your working environment and activities for the purpose of noting the safety of your work at the Laboratory. Please click Take JHA of the navigation menu on the left to begin the questionnaire. The training requirements being identified that will allow you to operate more safely here at the Laboratory. Instructions are as follows:

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

You may also:

- Select "My Work Groups" from the Main Menu
- [NOTE: Your Main Menu may look different depending upon your level of access to the JHA system.]**

STEP 3. Open Work Group

Export to Excel Export to PDF

Drag a column header here to group by that column

View	Clone	Group Type	Division	Title	Status	Owner
			Physics			
		Safety	Physics	PH Blank for cloning	Draft	White,Martha L
		Safety	Physics	Physics - Particle Data Group	Active	Barnett,R Michael
		Safety	Physics	Physics:Atlas operations and research	Active	Hinchliffe,Ian
		Safety	Physics	Physics: ATLAS: Computer	Active	Hinchliffe,Ian
		Safety	Physics	Physics: CCD test laboratory activities for astro physics	Active	Roe,Natalie A
		Safety	Physics	Physics: office activities for astro physics	Active	Levi,Michael E
		Safety	Physics	BaBar Group	Active	Brown,David N
		Safety	Physics	Pixel detector R&D	Active	Battaglia,Marco
		Safety	Physics	Physics Theory	Active	Chanowitz,Michael S

- Clicking on either the link at the name or the "Edit" icon will bring up the Work Group

Adding Description of Work to *Work Group Profiles* (continued)

STEP 4. Update Description Of Work

The screenshot shows the 'Create Work Group' interface from Lawrence Berkeley National Laboratory. The 'Define Work Group' tab is active. The 'Description of Work' field is highlighted with a red circle and contains a red oval around the placeholder text. A red circle also highlights the 'Save' button at the bottom. Arrows point from the 'Helpful Information' section to these elements.

Create Work Group
LAWRENCE BERKELEY NATIONAL LABORATORY

Click on any of the tabs below to make changes to the corresponding section of this JHA group.

Define Work Group | Assign Members | Answer Questions | View Responses | View/Edit Authorization

Group Type : Safety Qualification
* Owner : Roe,Natalie A
Co-Owner : Yamato,Masaaki
Co-Owner : White,Martha L
* Division : Physics
* Title : Physics, CCD test laboratory activities for astro physics
Work Group Details : CCD test laboratory activities requiring special training.

* Description of Work
Replace this text with a description of the Work that this Work Group performs 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

Additional Divisions Allowed to Subscribe to Work Group:
Available Divisions: AF - Accelerator & Fusion Research, AL - Advanced Light Source, CF - Office of Chief Finance Officer, CH - Chemical Sciences, CR - Computational Research Div
Selected Divisions: EG - Engineering

* Membership Type : Rule Standard
Status : Draft Active Inactive

Save

Helpful Information

On the "Define Work Group" tab, replace the red system default text with the Description of Work that is analyzed for that Work Group.

Descriptions of Work must contain five elements:

- o Work Summary
- o Work Locations
- o Materials Used
- o Processes Employed
- o 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, then paste it into the JHA system.

You MUST save the updated Description of Work information or it will be lost when you leave this tab!

Adding Description of Work to *Work Group Profiles* (continued)

STEP 5. Go to Edit View

Define Work Group
Assign Members
Answer Questions
View Responses
View/Edit Authorization

Title: Physics, CCD test laboratory activities for astro physics
Status: Active

Mode: Preview Edit Confirm Hazard Profile Printable Version

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) 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	Working with or around hazardous commercial chemicals with known and defined hazards	Exposure or other hazards due to any use of or proximity to hazardous chemicals Skin, eye or inhalation exposure to, or fire from, flammable materials Skin, eye or inhalation exposure to, or property damage caused by, corrosive materials	Know the hazards of materials that you work with: Consult MSDS or other sources for hazardous properties of materials including incompatibilities Store and use all materials to avoid incompatibility reactions Assure that emergency eyewash and/or safety shower are available for any use that poses an eye, face or body exposure hazard Wear lab coat, closed toed shoes, safety eyewear (e.g., safety glasses with side shields, goggles, and face shield) as appropriate Wear gloves appropriate for the material being handled (consult glove selection guide) Assure that proper fire extinguisher is available Bond/ground when transferring flammable liquids Assure that ignition sources are not present in flammable atmospheres Wear eye protection when transferring or handling flammables Wear gloves appropriate for the hazard Wear gloves appropriate for the hazard Wear tight-fitting goggles or face shield when handling concentrated corrosives

Helpful Information

- You should also take this opportunity to review the Tasks, Hazards and Controls associated with this Work Group to be sure that they are current, complete and consistent with the Description of Work.
- Open up the Hazards Profile by clicking on the "View/Edit Authorization" tab.
- Switch to the "Edit" mode to make changes in the Tasks, Hazards and Controls.

Adding Description of Work to *Work Group Profiles* (continued)

STEP 6. Edit the Tasks, Hazards, & Controls

Define Work Group | Assign Members | Answer Questions | View Responses | View/Edit Authorization

Title: Physics, CCD test laboratory activities for astro physics
Status: Active

Mode: Preview Edit

Add Refresh Expand All Collapse All

Edit Task	Add Task	Delete Task	Task #	Task Description
			1	Intensive use of desktop and/or laptop computers or terminals

Edit Hazard	Add Hazard	Delete Hazard	Hazard #	Hazard Description
			1	Musculoskeletal discomfort or injury

Edit Control	Delete Control	Waive Control	Control #	Control Description	Course ID	Waived?	Reason
			1	EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online)	EHS0059		
			2	Take periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt).			
			3	Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders.			
			4	Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition.			
			5	Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach.			

Helpful Information

- While in the "Edit" view, changes can be made by clicking on the "Edit" icon associated with whatever it is that you want to change. The "Edit" icon looks like a piece of paper with a pencil on it. Each Task, Hazard or Control must be edited separately.
- Be sure to Save the changes when you're done editing.
- NOTE: Removing a Task will remove all Hazards and Controls below it. Removing a Hazard will remove all the Controls below it.

Adding Description of Work to *Work Group Profiles* (continued)

Helpful Information

STEP 7. Go to Preview

Define Work Group | Assign Members | Answer Questions | View Responses | View/Edit Authorization

Title: Physics, CCD test laboratory activities for astro physics
Status: Active

Mode: Preview Edit

Add Refresh Expand All Collapse All

Edit Task	Add Hazard	Delete Task	Task #	Task Description
			1	Intensive use of desktop and/or laptop computers or terminals

Edit Hazard	Add Control	Delete Hazard	Hazard #	Hazard Description
			1	Musculoskeletal discomfort or injury

Edit Control	Delete Control	Waive Control	Control #	Control Description	Course ID	Waived?	Reason
			1	EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online)	EHS0059		
			2	Take periodic breaks to stretch or walk (e.g., 5 minute breaks each hour, or more often if fatigue is felt).			
			3	Use neutral postures: straight wrist, arms/elbows at sides, and head/neck balanced over shoulders.			
			4	Use keyboard shortcuts, alternate hands, and/or use alternate pointing devices to minimize mouse repetition.			
			5	Adjust chair, keyboard/mouse and monitor settings to avoid awkward postures. Arrange tools for easy reach.			

When you are done editing the Tasks, Hazards and Controls, return to the Preview Screen. Do this by clicking on the "Preview" button.

STEP 8. Confirm Hazards Profile

Define Work Group | Assign Members | Answer Questions | View Responses | View/Edit Authorization

Title: Physics, CCD test laboratory activities for astro physics
Status: Active

Mode: Preview Edit

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) 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	Working with or around hazardous commercial chemicals with known and defined hazards	Exposure to other hazards due to any use of or proximity to hazardous chemicals	Know the hazards of materials that you work with: Consult MSDS or other sources for hazardous properties of materials including incompatibilities Store and use all materials to avoid incompatibility reactions Assure that emergency eyewash and/or safety shower are available for any use that poses an eye, face or body exposure hazard Wear lab coat, closed toed shoes, safety eyewear (e.g., safety glasses with side shields, goggles, and face shield) as appropriate Wear gloves appropriate for the material being handled (consult glove selection guide)
		Skin, eye or inhalation exposure to, or fire from, flammable materials	Assure that proper fire extinguisher is available Bond/ground when transferring flammable liquids Assure that ignition sources are not present in flammable atmospheres Wear eye protection when transferring or handling flammables Wear gloves appropriate for the hazard
		Skin, eye or inhalation exposure to, or property damage caused by, corrosive materials	Wear gloves appropriate for the hazard Wear tight-fitting goggles or face shield when handling concentrated corrosives

Save your changes by clicking on the "Confirm Hazard Profile" button.

Adding Description of Work to *Work Group Profiles* (continued)

STEP 9. Notify Work Group Members

The screenshot displays a web application interface for sending emails to work group members. At the top, there are navigation tabs: 'Define Work Group', 'Assign Members', 'Answer Questions', 'View Responses', and 'View/Edit Authorization'. Below the tabs, the current work group is identified as 'Physics, CCD test laboratory activities for astro physics' with a status of 'Active'. A table lists 14 members with their Employee IDs and Names. A red circle highlights the 'Send Email to All Group Members' button. An inset window shows the email composition form with a subject line, a message text area, and 'Send Email' and 'Close' buttons. The message text area contains the suggested email content.

Helpful Information

- Let the members of your Work Group know that you have updated the Description of Work and the Tasks, Hazards and Controls so that they can incorporate the changes into their Individual JHA. *See some suggested text for the email at the bottom of the cell to the left.*
- On the "Assign Members" tab, clicking on the "Send Email" button will generate a form to send an email to all Work Group members. Remember to sign the email with your name.
- Updates to Work Groups are NOT automatically reflected in each Individual's JHA, he/she must import the updates.

Suggested Email Content (use content as appropriate for the situation):

Subject: Changed Work Group Description
Message: Today I changed the Description of Work [and the Tasks, Hazards and Controls] in the [XXX] JHA Work Group. The next time you update your JHA please remind your Work Lead to click on the "Update Description of Work" button [and the Update Tasks, Hazards and Controls" button] to bring this new content into your JHA. Thanks. [Work Group Owner name]

***Repeat Steps 1-9 for each Work Group that you own.
Then ...
You're done!***