Step by Step Instructions
Work Leads
Importing the Work Group Description of Work
Into a Job Hazards Analysis
Revision 1b, August 13, 2009

This document describes the steps to be taken to import the Description of Work from a Work Group into a Job Hazards Analysis (JHA).

Step 1: Log In
Step 2: Retrieve JHAs of Direct Reports
Step 3: Select the JHA
Step 4: Import the Work Group Description of Work into the JHA
Step 5: Approve the JHA

Importing a **Work Group** Description of Work into a JHA

<table>
<thead>
<tr>
<th>STEP 1. Log In</th>
<th>Helpful Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Login Image" /></td>
<td>□ Log in to the EH&amp;S Job Hazards Analysis (JHA) system at <a href="https://ehswprod.lbl.gov/ehstraining/jha/login.aspx">https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</a></td>
</tr>
<tr>
<td><img src="image" alt="Username and Password" /></td>
<td>□ Use your LDAP username and password to log in to the system</td>
</tr>
</tbody>
</table>

To access the JHA Help Center, please click here
Login using your LBNL employee id or your LDAP user name and password

Click here for login instructions.

Click here if you want to request or to change your LDAP password.

Please contact the Help Desk, X4337, for questions regarding authentication or gaining access to the system.

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Questions & Comments · Privacy & Security Notice
Importing a Work Group Description of Work into a JHA (continued)

STEP 2. Retrieve JHAs of Direct Reports

Helpful Information

Select “Retrieve JHA/Training Profiles” “My Direct Reports”.

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

The JHA System allows you to complete or modify a JHA, obtain reports for training groups based on your needs.

The JHA asks you questions about your working environment and activities so 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.

- 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 who is the first contact.
- Please be sure you are using a browser with "Cookies Enabled". If you are not sure what the "OFF" button is, then there is no need to be concerned. If cookies have been turned off, you can click on the dialogue box that is brought up, click on Advanced to see the various cookie options.

Search JHA/Training for My Direct Reports

JHA Status:  ✓ Active  ✓ Draft  □ Expired  □ Archived  ✓ Not Taken  ✓ Alternate Group

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

STEP 3. Select the JHA

Helpful Information

☐ You want to import the Work Group description into the individual’s most recent JHA. In order to do this, you have to have a draft, editable JHA. How you obtain the draft, editable JHA depends upon the JHA’s “Approval Status”.

☐ If the Approval Status is “Final”, go to Step 3a.

☐ If the Approval Status is “Pending Worker Signature”, go to Step 3b.

☐ If the Approval Status is “Awaiting Work Lead Approval”, go to Step 3c.
Adding an **Individual** Description of Work to a JHA

(continued)

**STEP 3a. Create a draft JHA for modifying (JHA Approval Status “Final”)**

- Click on the “View JHA” icon.
- Click on the “Create Draft JHA for Review/Approval” button to create the draft JHA.

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**Lawrence Berkeley National Laboratory**

**Job Hazards Analysis**

**Worker:** Vaughn Brown E (568000) 03/11/2000

**Worker Level:** Lucas Donald (568000) 03/11/2000

**Status:** Active

**Approval Status:** Final

**Effective Date:** 03/11/2000

**Group:** Work on an LNL Site

**Description:** All employees and guests performing work at LNL have the potential to enter areas where radioactive materials are used or fields are present due to the generally unrestricted access to locations across LNL. Standardized training provided in General Employee Radiation Training (GERT) informs these individuals of the hazards of radioactivity, and how they can keep themselves from being exposed.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Hazard</th>
<th>Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Work across the LNL site</td>
<td>Ingestion exposure to radioactive materials</td>
<td>Yes EHS 4405 General Employee Radiation Training</td>
</tr>
</tbody>
</table>

**Last Updated:** 02/03/2009 by DONALD LUCAS
Adding an Individual Description of Work to a JHA (continued)

STEP 3b. Create a draft JHA for modifying (JHA Approval Status “Pending Worker Signature”)

Helpful Information

- Click on the “View JHA” icon.
- Click on the “Remove Work Lead Approval, Return to editable JHA” button to create the draft JHA.

![Search JHA Profiles](image)

Your JHA profiles are listed below. You may click on the view button to view a particular JHA profile.

![Lawrence Berkeley National Laboratory Job Hazards Analysis](image)

<table>
<thead>
<tr>
<th>Workgroup</th>
<th>Approve by Employee</th>
<th>Work Lead</th>
<th>Change Request Date</th>
<th>Status</th>
<th>Draft Approval Status</th>
<th>Pending Worker Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lucien Donald</td>
<td>08/13/2009</td>
<td>Active</td>
<td>Pending Worker Signature</td>
<td></td>
</tr>
</tbody>
</table>

- Indicates course requirement fulfilled
- Indicates course requirement not fulfilled - Additional training required

Group: [RHEE Training Group](#) (Click title for Work Group details)
Owner: [DONALD, LUCAS] (LDL98)
Last Updated: 08/05/2009 by DONALD, LUCAS

Description of Work: I develop on-line training and conduct instructor-led training. Work is done mainly on a computer in 26-108. Classroom teaching is done mainly in 26-124, with some teaching done in other conference rooms located throughout LBNL. I also interview and interact with various lab staff, usually at their work location.
Adding an *Individual* Description of Work to a JHA (continued)

### STEP 3c. Open the draft JHA (JHA Approval Status “Awaiting Work Lead Approval”)

<table>
<thead>
<tr>
<th>Department</th>
<th>Facility</th>
<th>Plant</th>
<th>Work Lead</th>
<th>Supervision</th>
<th>Org Code</th>
<th>JD Code</th>
<th>Date</th>
<th>Status</th>
<th>Other Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucus, Donald</td>
<td>EMT</td>
<td>101</td>
<td>Lucus, Donald</td>
<td>EMT</td>
<td>101</td>
<td></td>
<td></td>
<td>Awaiting Work Lead Approval</td>
<td></td>
</tr>
<tr>
<td>Lucus, Donald</td>
<td>EMT</td>
<td>101</td>
<td>Lucus, Donald</td>
<td>EMT</td>
<td>101</td>
<td></td>
<td></td>
<td>Awaiting Work Lead Approval</td>
<td></td>
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<td>Lucus, Donald</td>
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<td>EMT</td>
<td>101</td>
<td></td>
<td></td>
<td>Awaiting Work Lead Approval</td>
<td></td>
</tr>
</tbody>
</table>

Helpful Information

- Click on the “View JHA” icon to open the draft JHA.
Adding an **Individual** Description of Work to a JHA

(continued)

**STEP 4. Import the Work Group Description of Work into the JHA**

1. Scroll down the page until you find the name of the Work Group whose Description you wish to import.
2. Click on the “Update Description of Work” button to bring the current Description into the JHA.
3. Repeat the steps above for each Work Group whose Description you wish to import.

**Helpful Information**

**STEP 5. Approve the JHA**

1. After you have imported all the changes, discuss the changes with your Direct Report. Click on the “Approve by Work Lead” button to approve it.
2. An email will be automatically sent to the Direct Report asking him/her to review the JHA and confirm his/her understanding by signing it electronically.