

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).

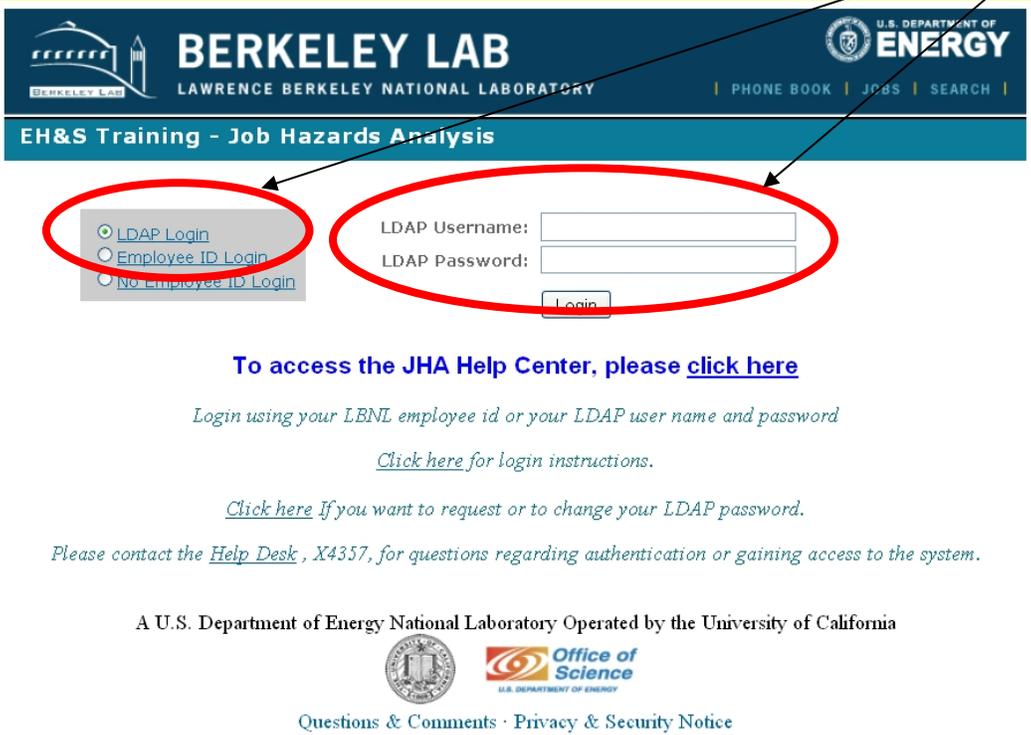
[Step 1: Log In](#)

[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 <i>Work Group</i> Description of Work into a JHA	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

Importing a *Work Group* Description of Work into a JHA (continued)

Helpful Information

STEP 2. Retrieve JHAs of Direct Reports

- 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.]

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

Version 4.0.0

- Home
- Take JHA
- Retrieve JHA/Training Profiles**
 - Me
 - My Direct Reports**
 - Others
- JHA Compliance
- Required Training
- Search Completion
- Expired Training
- GERT Completion
- GERT Completion (non-LDAP)
- Terminated Employee
- Campus/Off-site Locations
- Work Groups
- My Work Groups
- Search Work Groups
- Feedback

The JHA asks you questions about your working environment and activities for the purpose of no 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 safe the site, please consider the following:

- Ensure that each question presented is answered; click on the appropriate "Yes or No" resp
- If you are unsure as to the proper response for a question, please consult with your supervi
- If you are performing LBNL-related work at UC Berkeley, please consult the individual wh
- Please be sure you are using a browser with "Cookies Enabled". If you are not sure what th "OFF" then there is no need to be concerned. If cookies have been turned off, you can clai 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

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

STEP 3. Select the JHA

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

Refresh Export to Excel Export to PDF Send Email

Drag a column header here to group by that column. To sort data against multiple columns, click column headers with the SHIFT key pressed down.

View JHA	View Training	View Questions	Employee Name	Work Lead	Supervisor	Division	Org Code	Opt-Out	Opt-Out Reason	Status	Approval Status	Alternate Group
			Basore,James D	Lucas,Donald	Lucas,Donald	EH	EHTR	No		Draft	Awaiting Work Lead Approval	
			Basore,James D	Lucas,Donald	Lucas,Donald	EH	EHTR	No		Active	Final	
			Donahue,Richard J	Lucas,Donald	Kestell,David J	EH	EHRP	No		Active	Final	
			Jain,Lara	Lucas,Donald	Lucas,Donald	EH	EHTR	No		Draft	Pending Worker Signature	
			Jain,Lara	Lucas,Donald	Lucas,Donald	EH	EHTR	No		Active	Final	
			James,Jay Z	Lucas,Donald	Lucas,Donald	EE	EEAE	No		Active	Final	
			Vaughn,Brooke E	Lucas,Donald	Lucas,Donald	EH	EHTR	No		Active	Final	

▼ Create Filter

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)

Helpful Information

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.



Search JHA Profiles

LAWRENCE BERKELEY NATIONAL LABORATORY

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

Refresh Export to Excel Export to PDF Send Email

Drag a column header here to group by that column. To sort data against multiple columns, click column headers with the SHIFT key pressed down.

View JHA	View Training	View Questions	Employee Name	Work Lead	Supervisor	Division	Org Code	Opt-Out	Opt-Out Reason	Status	Approval Status	Alternate Group
			Basore, James D	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Draft	Awaiting Work Lead Approval	
			Basore, James D	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	
			Donahue, Richard J	Lucas, Donald	Kestell, David J	EH	EHRP	No		Active	Final	
			Jain, Lara	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Draft	Pending Worker Signature	
			Jain, Lara	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	
			James, Jay Z	Lucas, Donald	Lucas, Donald	EE	EEAE	No		Active	Final	
			Vaughn, Brooke E	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	



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JOB HAZARDS ANALYSIS



Worker: Vaughn, Brooke E (018050) 09/11/2008	Work Lead: Lucas, Donald (546850) 09/11/2008	Status: Active	Approval Status: Final
Division: Environment, Health & Safety	Supervisor: Lucas, Donald (546850)	Active Date: 09/11/2008	Expiration Date: 09/11/2009
Office: 026-0109	Employment Date: 04/09/2007	JHA Number: 5614	
Phone: 510/486-7603	Job Title: Training Specialist 1		
Email: BEVaughn@lbl.gov			

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

Group 1: [Workers on LBNL Site](#) (Click title for Work Group details)
 (Owner JOHN J SEABURY 801632)
 Last Updated 02/12/2009 by JOHN J SEABURY

Description of Work: All employees and guests performing Work at LBNL have the potential to enter an area where radioactive materials are used or fields are present due to the generally unrestricted access to locations across LBNL. 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.

Task #	Description	Hazard(s)	Control(s)
1	Work across the LBNL site	Inadvertent exposure to radioactive materials	EHS 0405 General Employee Radiation Training

Group 2: [EH&S Training Group](#) (Click title for Work Group details)
 (Owner DONALD LUCAS 546850)
 Last Updated 06/22/2009 by DONALD LUCAS

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

Helpful Information

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

- 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

LAWRENCE BERKELEY NATIONAL LABORATORY

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

Refresh Export to Excel Export to PDF Send Email

Drag a column header here to group by that column. To sort data against multiple columns, click column headers with the SHIFT key pressed down.

View JHA	View Training	View Questions	Employee Name	Work Lead	Supervisor	Division	Org Code	Opt-Out	Opt-Out Reason	Status	Approval Status	Alternate Group
			Basore, James D	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Draft	Awaiting Work Lead Approval	
			Basore, James D	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	
			Donahue, Richard J	Lucas, Donald	Kestell, David J	EH	EHRP	No		Active	Final	
			Jain, Lara	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Draft	Pending Worker Signature	
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			James, Jay Z	Lucas, Donald	Lucas, Donald	EE	EEAE	No		Active	Final	
			Vaughn, Brooke E	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	

Create Filter

Remove Work Lead Approval, return to editable JHA Printable Version



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JOB HAZARDS ANALYSIS



Worker:	<input type="text" value="Approve by Employee"/>	Work Lead:	Lucas, Donald (546850) 08/13/2009	Status:	Draft
Division:		Supervisor:		Approval Status:	Pending Worker Signature
Office:		Employment Date:		Active Date:	
Phone:		Job Title:		Expiration Date:	16431
Email:					

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

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

Description of Work: I develop on line training and conduct instructor led training. Work is done mainly on a computer in 26-109. 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)

Helpful Information

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

Click on the “View JHA” icon to open the draft JHA.

Search JHA Profiles
LAWRENCE BERKELEY NATIONAL LABORATORY

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

Refresh Export to Excel Export to PDF Send Email

Drag a column header here to group by that column. To sort data against multiple columns, click column headers with the SHIFT key pressed down.

JHA	View	Employee Name	Work Lead	Supervisor	Division	Org Code	Opt-Out	Opt-Out Reason	Status	Approval Status	Alternate Group
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		Basore, James D	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active		
		Donahue, Richard J	Lucas, Donald	Kestell, David J	EH	EHTR	No		Active	Final	
		Jain, Lara	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Draft	Pending Worker Signature	
		Jain, Lara	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	
		James, Jay Z	Lucas, Donald	Lucas, Donald	EE	EEAE	No		Active	Final	
		Vaughn, Brooke E	Lucas, Donald	Lucas, Donald	EH	EHTR	No		Active	Final	

Create Filter

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

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

[Printable Version](#)

LAWRENCE BERKELEY NATIONAL LABORATORY
JOB HAZARDS ANALYSIS

Worker: Basore, James D (020982)	Work Lead: Lucas, Donald (546850) Approve by Work Lead Change	Status: Draft
Division: Environment, Health & Safety	Supervisor: Lucas, Donald (546850)	Approval Status: Awaiting Work Lead Approval
Office: 026-0109	Employment Date: 06/02/2008	Active Date:
Phone: 510/486-7524	Job Title: Training Specialist 3	Expiration Date:
Email: JDBasore@lbl.gov		JHA Number: 16386

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

Group 1: [EH&S Training Group](#) (Click title for Work Group details)
 (Owner: DONALD LUCAS)
 Last Updated 06/22/2009 by DONALD LUCAS
[Make Changes](#) [Update Description of Work](#) [Update Tasks/Hazards/Controls](#)

Description of Work: 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 staff's work location.

Task #	Description	Hazard(s)	Control(s)
1	Intensive use of desktop and/or laptop computers	Musculoskeletal discomfort or injury	<input checked="" type="checkbox"/> EHS 0059 Ergo Self-Assessment for Computer Users (Remedy Interactive - online) <input checked="" type="checkbox"/> EHS0058 Ergo Self Assessment-Refresher 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

Helpful Information

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

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

STEP 5. Approve the JHA

[Printable Version](#)

LAWRENCE BERKELEY NATIONAL LABORATORY
JOB HAZARDS ANALYSIS

Worker: Basore, James D (020982)	Work Lead: Lucas, Donald (546850) Approve by Work Lead Change	Status: Draft
Division: Environment, Health & Safety	Supervisor: Lucas, Donald (546850)	Approval Status: Awaiting Work Lead Approval
Office: 026-0109	Employment Date: 06/02/2008	Active Date:
Phone: 510/486-7524	Job Title: Training Specialist 3	Expiration Date:
Email: JDBasore@lbl.gov		JHA Number: 16386

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

Group 1: [EH&S Training Group](#) (Click title for Work Group details)
 (Owner: DONALD LUCAS)
 Last Updated 06/22/2009 by DONALD LUCAS
[Make Changes](#) [Update Description of Work](#) [Update Tasks/Hazards/Controls](#)

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Helpful Information

- 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.
- 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.