

JHA Concept Communication 05/23/08

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In the past Workers were:

1. Required to take the Job Hazard Questionnaire
2. Were assigned training
3. Were expected to take the training in order to work safely



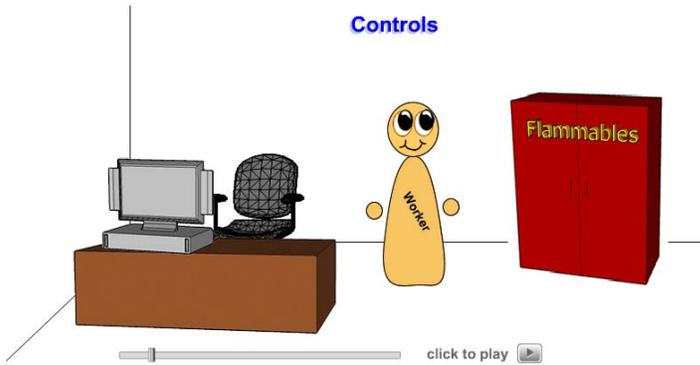
In the past Workers were required to take the Job Hazard Questionnaire, were assigned training and were expected to take the training in order to work safely. A new process called the Job Hazards Analysis has replaced the JHQ.

Job Hazards Analysis, also known as the JHA identifies:

Tasks

Hazards

Controls



The Job Hazards Analysis, or JHA, identifies the tasks that a Worker routinely performs, the hazards associated with those tasks, and the controls that minimize the hazards.



When Workers have completed the JHA process they will know the hazards present in their work and the controls that they will use to protect themselves and others.

To perform a Job Hazards Analysis (JHA) Workers will:

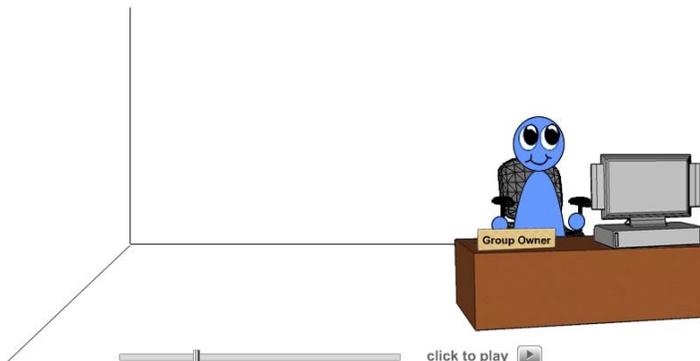
1. Assign themselves to Work Group(s) & answer questions
2. Review the suggested hazard profile
3. Tailor the hazard profile to fit their individual work



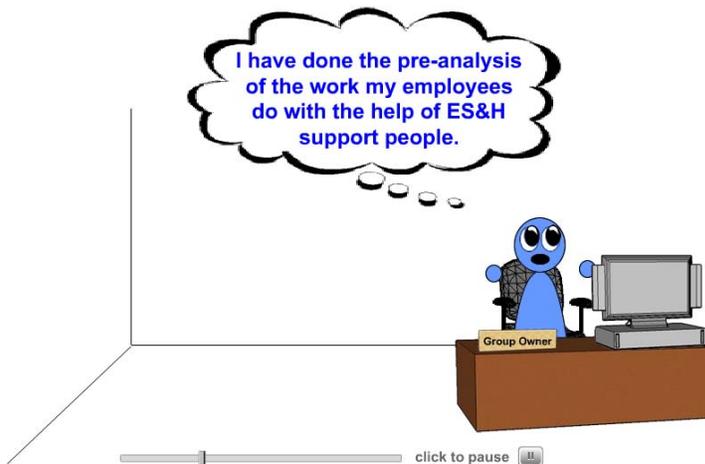
To perform a Job Hazards Analysis, Workers will assign themselves to Work Groups, answer questions, review the suggested hazard profile with their Supervisor or Work Lead, and then tailor the hazard profile to fit their individual work. When the Worker and Supervisor or Work Lead agree on the hazard profile, both will sign. This authorizes the work to proceed.

Work Groups are prepared before Workers take their individual JHA.

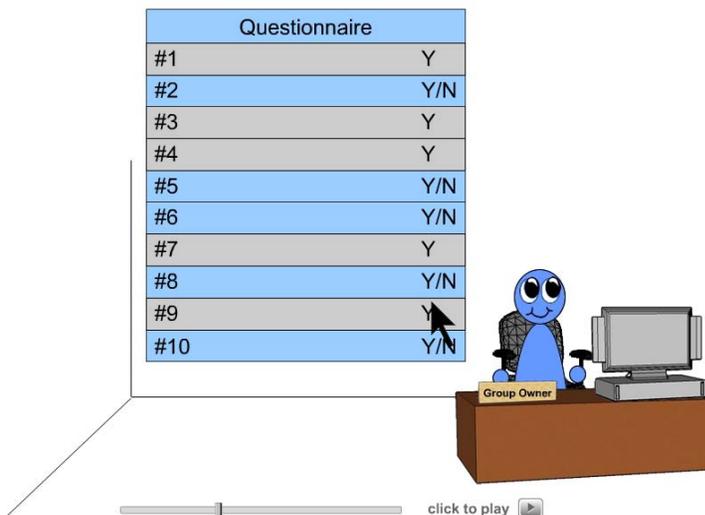
These Work Groups pre-analyze work and provide a baseline hazard analysis.



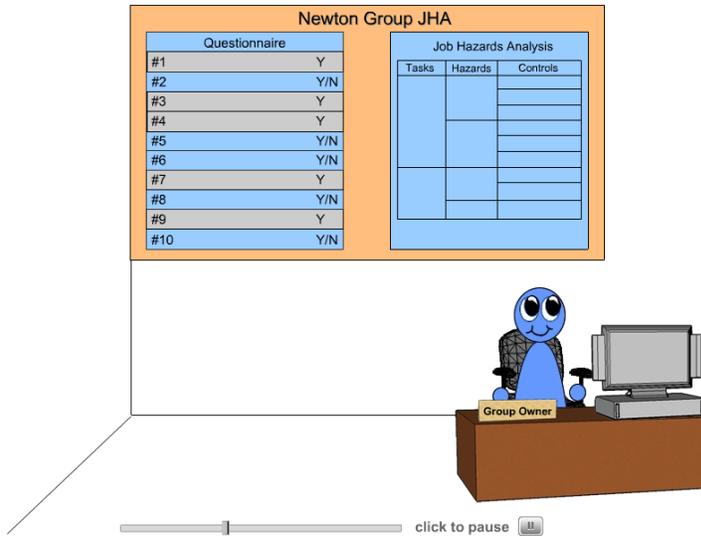
Work Groups are prepared before Workers take their individual JHA. These Work Groups pre-analyze work and provide a baseline hazard analysis.



A Work Group Owner manages and maintains a Work Group.



To create a Work Group, the Work Group Owner answers questions for his or her work group. The Work Group owner answers yes to the questions that are common to all members of that Work Group. Members of that Work Group will no longer have to answer these questions since the Work Group owner has answered for them.

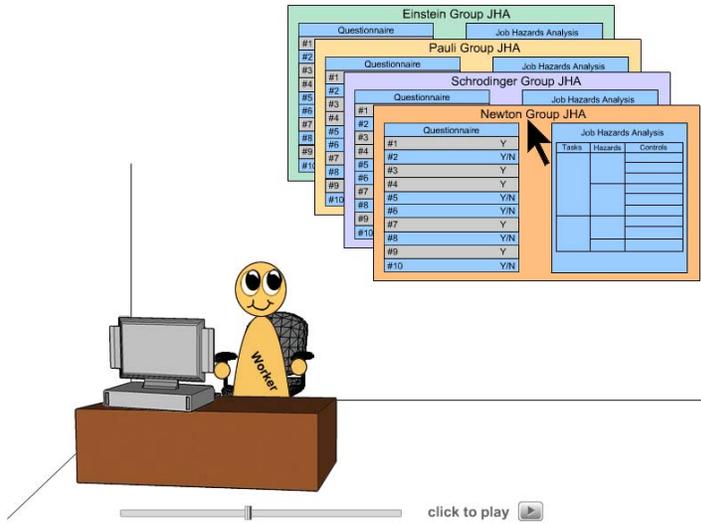


This Work Group hazard profile is named and published so that members of the Work Group can subscribe to the group and use the prefilled questions. Individuals can subscribe to more than one Work Group if necessary.

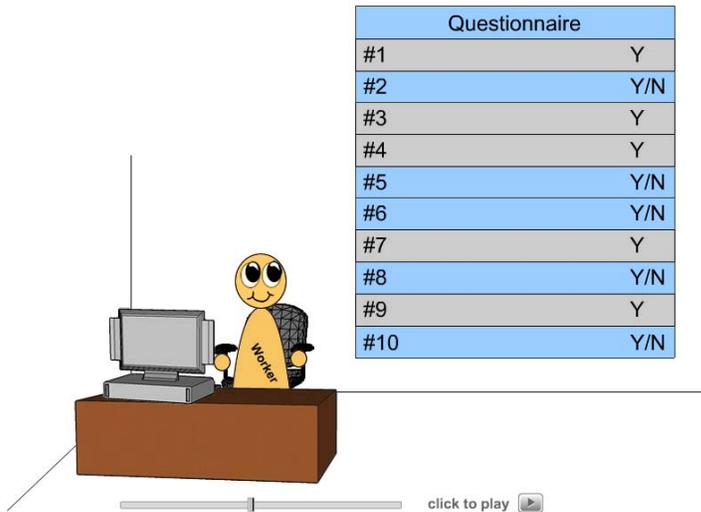
Prior to logging into the JHA system, Workers should ask their Supervisors or Work Leads which Work Group(s) they belong to.



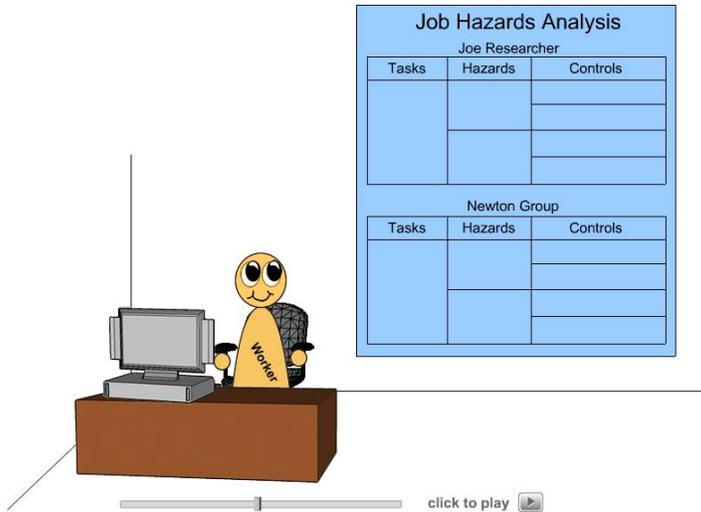
Prior to logging into the JHA system, Workers should ask their Supervisors or Work Leads which work group or groups they belong to. Now it's time for the individual to log into the JHA system.



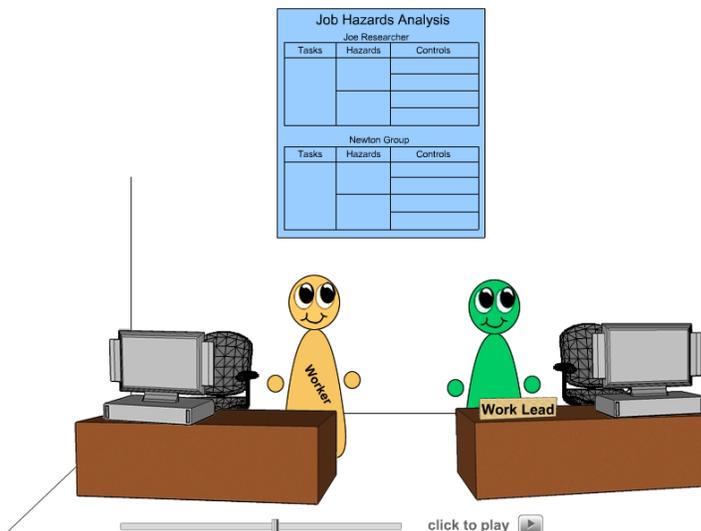
A Worker can select as many work groups that they belong to as are available.



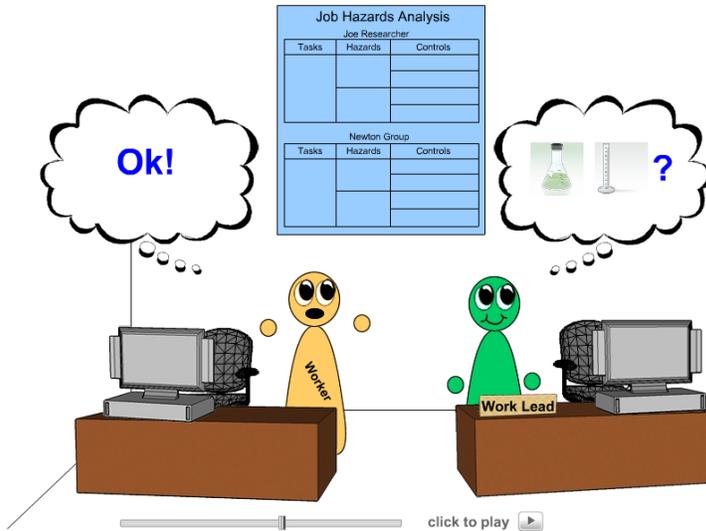
The Worker can quickly review the pre-answered questions and then answer "YES" to additional questions that only apply to his/her work.



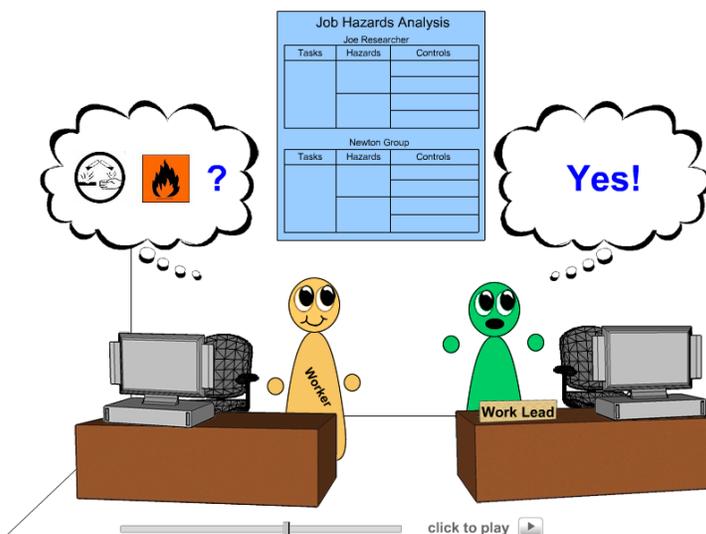
An individual's hazards profile is the combination of the Work Group hazards profile, plus any additional considerations that apply only to that individual. Remember that a hazards profile is the list of Tasks, Hazards, and Controls associated with the work being performed.



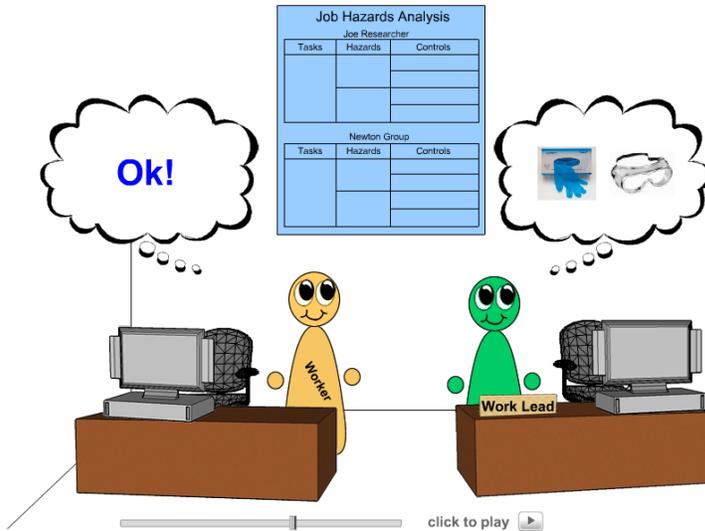
Now it's time for the individual to meet with his or her Supervisor or Work Lead and discuss.



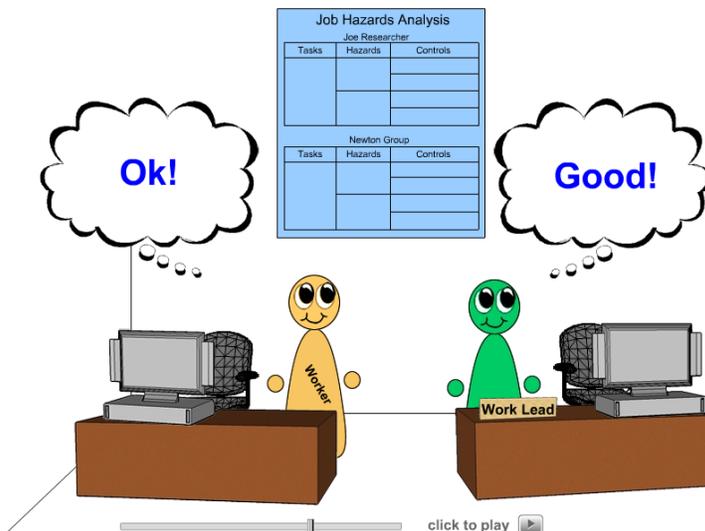
The Work Lead and individual must discuss and agree on the tasks being performed.



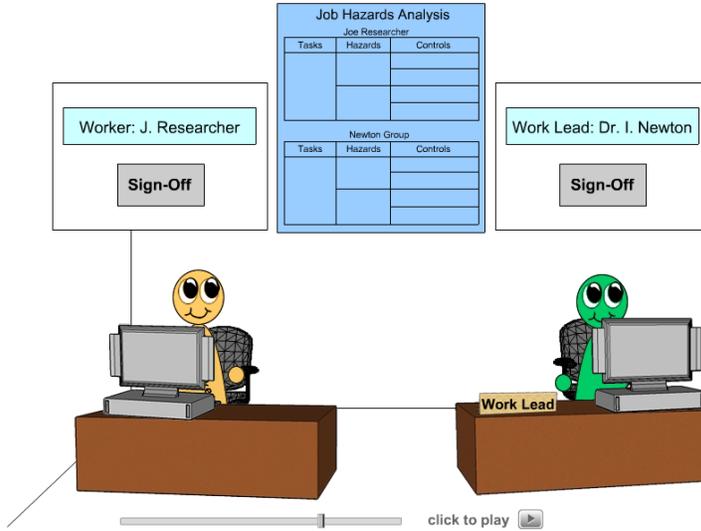
They should then discuss any hazards produced by or associated with those tasks.



Finally, they should agree on the controls necessary to ensure the safety of the individual performing the work, the safety of those around him or her, and the integrity of the work. Through each step, the work lead edits the draft JHA, creating a personalized document describing the work and necessary controls for each individual Worker.

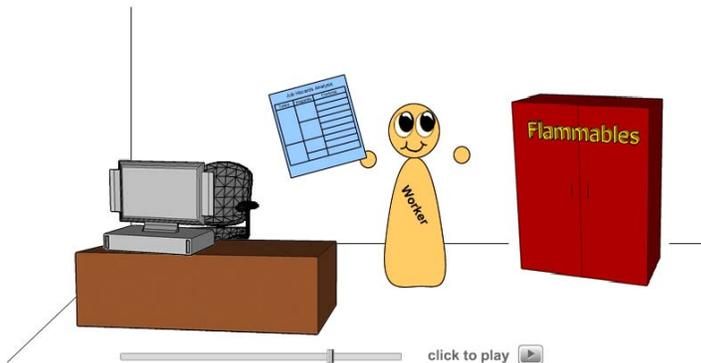


It is important that both the Worker and Supervisor or Work Lead agree with all parts of the hazards profile. The hazards profile will become the authorization for performing the work subject to the specified controls.

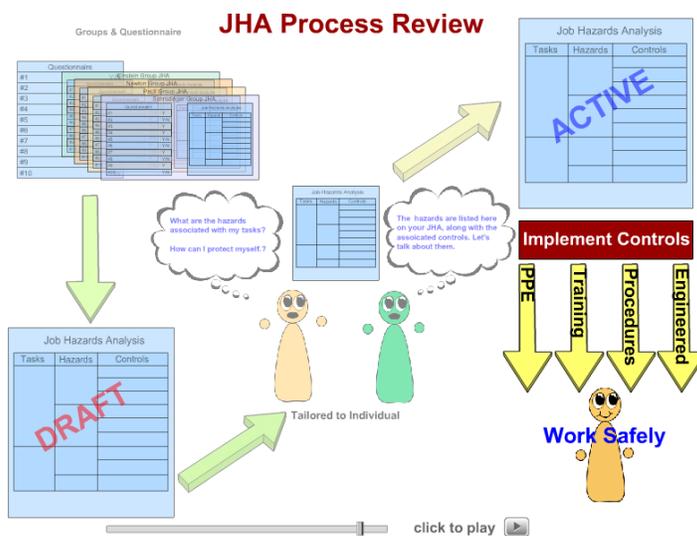
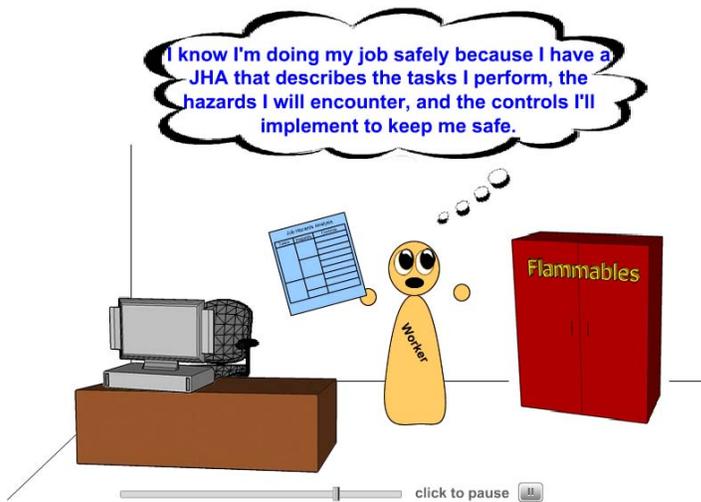


Next, the individual and the Supervisor or Work Lead sign the document. Their electronic signatures are incorporated into the document. This creates a Work Authorization.

The Worker is now authorized to perform work.



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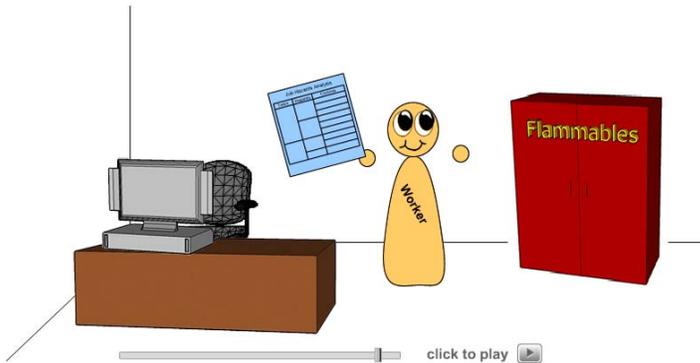


Let's review the JHA Process for individuals:

- First, the Worker selected work groups and answered questions about his or her work
- Next, The JHA system produced a draft hazards profile
- The Worker then discussed the draft Hazards Profile with his or her Supervisor or Work Lead and tailored it to fit his or her individual work
- Once the Worker and Supervisor or Work Lead agreed on the tasks, hazards and controls, they signed off, creating the Active Work Authorization.

- The Work Authorization allows work to proceed subject to the specified controls.
- Controls to be implemented may include engineered equipment, procedures, training and specific PPE as the last line of defense.

JHAs must be reviewed and updated annually or sooner if the hazards or work change.



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