

Job Hazard Analysis

Step by Step Instructions for Supervisors (who are not Work Leads)

These instructions describe how Supervisors can update an Employees Work Lead

For information on how to Edit a JHA, please see the Work lead instructions.

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Helpful Information

STEP 1. Log in to the EH&S Job Hazards Analysis (JHA) system at <https://ehswprod.lbl.gov/ehstraining/jha/login.aspx>

LDAP Username

LDAP Password

Login Reset

Don't have an LDAP account? [Click here to proceed](#)

Use your LDAP username and Password to log in to the system.

You may log in without an LDAP if you know that you have not been given one yet. Contact the Help Desk (486-4357) for assistance.

Note: You will not be able to complete the process until you have a valid LDAP username and password

STEP 2. To begin, select JHA → JHA Profiles (My Direct Reports) from the Main Menu



STEP 3. Click the View JHA icon for the employee for which you would like to update the Work Lead.

View JHA	Employee Name	Supervisor/Work Lead	Division	Status	Created Date
	Green,Susan L	Tomaselli,Ann M	IC	Draft	6/4/2008 4:00:45 PM

The Work Lead always defaults to the Supervisor of record.

Only the Supervisor can update the Work Lead for their Direct Reports

STEP 4. Click the Change button on the JHA.

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Work Lead: Wong,June J (800485) Sign-off **Change**

STEP 5. Begin typing the Last Name of the employee you will assign as the new Work Lead and select from the drop-down list.

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Work Lead: Update Cancel

Supervisor: 020514

Employment Date: 828300

Job Title: 020281

To ensure finding the employee in the list, be sure to enter the last name as it appears in the LBL directory.

STEP 6. Once you have selected the employee from the drop-down list, click the Update button to finalize this update.

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Work Lead: **Update** Cancel

Active Date:

Expiration Date: