**Job Hazard Analysis**  
Step by Step Instructions for Supervisors (who are also Work Leads)

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<td><strong>STEP 1.</strong> 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> Use your LDAP username and Password to log in to the system.</td>
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![](image1.png)

**STEP 2.** To begin reviewing the Job Hazards Analysis for your employees, select JHA → JHA Profiles (My Direct Reports) from the Main Menu.

![](image2.png)
Step 3. Select the Work whose JHA you wish to review by clicking on the View JHA button next to each profile.

Step 4. Reviews the Worker’s JHA and click the Make Changes Button next to each Group or Individual section to update that section.

Only the Work Lead/Supervisor can edit the JHA

For questions about the content of a Work Group’s JHA, contact the Group Owner
**STEP 6.** Tasks, Hazards, and Controls can be described and ordered if necessary to indicate priority or importance.

- **Task #:** 1
- **Task Description:** Work with or around hazardous chemicals, including generating hazardous waste

**STEP 5.** The JHA’s list of Tasks (Blue), Hazards (Pink), and Controls (Green) can be updated ( ), added ( ) or removed ( ).

- Each Task can have many hazards associated with it.
- Each Hazard can have many Controls used to mitigate the Hazard.
- Training is a type of Control
- Note: Training controls that are required by the institution cannot be deleted, but can be waived.

Tasks, Hazards, and Controls are arranged in a hierarchy that can be expanded (+) or collapsed (-) individually or using the Expand All and Collapse All buttons.

Work Leads should remove any Task that the employee does not perform or any Hazard that the employee is not exposed to while performing a task.
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<th>STEP 7. When update is complete, click the <strong>Return</strong> button to return to the JHA review page</th>
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<td><strong>STEP 8.</strong> To Authorize work to begin, click the Sign-Off button on the JHA review page and review the authorization pop-up agreement.</td>
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<td><strong>STEP 9.</strong> Once you have signed off, ensure that your Worker signs off as well.</td>
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**LAWRENCE BERKELEY NATIONAL LABORATORY**

**JOB HAZARDS ANALYSIS**

| Work Lead: | Holmes, Bradley M. (020354) | Change |

For more information and Frequently Asked Questions, access the JHA information site http://www.lbl.gov/ehs/jha/jhaqa.shtml