| Management System:  Safety and Health |
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| Subject Area:  Integrated Safety Management System (ISMS) Description |
| Procedure:  Job Hazard Analysis |

| Issue Date and Revision Number:<br><br>01/14/16               1 | Lead Subject Matter Expert:<br>John Sattler | Management System Owner:<br>Ken Armstrong |
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## 1.0 Applicability

Analysis of hazards is an ISM core function and applicable to all DOE related work.  EMCBC Managers, Site Managers, and employees must analyze the hazards to employees at their normal workstation and while on official travel. The following methods can be used to identify work-related hazards faced by employees in Department occupied space, at DOE sites, or while on official travel:

- Hazard analysis (e.g., job safety analysis and comprehensive safety and health surveys)
- Accident/incident investigations
- Routine self-assessment
- Inspections

This procedure describes the Job Hazard Analysis process and how it is used to accomplish the first three core functions of the ISMS Process: identify and mitigate hazards in the workplace.



- Define the Scope

- Analyze the Hazards

- Develop/Implement controls

Hazard analysis of a work activity can be conducted either informally or formally. Hazard identification is most effective when performed informally during the course of daily work activities by supervisory and non-supervisory employees and qualified safety and health professionals.

## 2.0 Required Procedure

| Step 1 | When performing new work or performing previously analyzed work differently, the supervisor or employee should seek out the EMCBC Safety and Health Coordinator to assist in the Job Hazard Analysis process. |
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| Step 2 | Using the EMCBC Job Hazard Analysis Form the supervisor and employee records the scope of work, the sequence of the work tasks and any equipment and materials used in the task. Together they **DEFINE THE SCOPE** of work. |
| Step 3 | The supervisor, employee, and Safety and Health Coordinator then discuss, identify and document potential hazards associated with the work. The primary goal of this step is to **ANALYZE THE HAZARDS** to determine why they exist so effective mitigating actions can be identified. Examples of Common Workplace Hazards are identified as a reference including:<br><br>• Electrical Hazards<br>• Fire Safety<br>• Ergonomic Hazards<br>• Blood borne Pathogens<br>• Fall Hazards<br>• Pinch Point Hazards<br>• Lifting Hazards<br>• Vehicle Safety |
| Step 4 | The supervisor, employee, and Safety and Health Coordinator **DEVELOP AND IMPLEMENT CONTROLS** to mitigate the hazards based on risk to the worker, the public and the environment. Below are some controls in order of preference with the first being the most preferred method.<br><br>1. Eliminate hazards and risks through system design and redesign.<br>2. Reduce risks by substituting less-hazardous methods or materials<br>3. Incorporate engineered safety devices<br>4. Provide warning systems<br>5. Apply administrative controls (e.g., work methods, training)<br>6. Provide Personal Protective Equipment |

| Step 5 | The supervisor, employee, and Safety and Health Coordinator complete the EMCBC Job Hazard Analysis Form.  The supervisor and the employee maintain a copy for reference and the Safety and Health Coordinator maintains the record copy. |
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## 3.0 References – Forms/Attachments/Exhibits

EMCBC Job Hazard Analysis Form FM-SAP-OTSAM-450-03-F1

## 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Technical Support and Asset Management in accordance with the EMCBC Organizational File Plan:

| Records Category Code | Records Title | Responsible Organization | Quality Records Classification (Lifetime, Non-Permanent, or N/A) |
|---|---|---|---|
| ENV 01-B-04B | Safety and Health Records. Other Safety Analyses. EMCBC Job Hazard Analysis Form | OTSAM | N/A |

## <u>RECORD OF REVISION</u>

<u>DOCUMENT</u>: **Job Hazard Analysis**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

l   Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

l   Placing the words GENERAL REVISION at the beginning of the text.  This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|----------|------------------------|-------------------|------|
| 0 | New Procedure | All | 01/14/16 |

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