



Job Hazard Analysis Program

Purpose & Scope

The purpose of this program is to ensure that personal health and safety are prime considerations in the development and planning of all tasks to be performed by employees and to identify personal protective equipment necessary to protect employees from reasonably anticipated hazards associated with work activities. This program applies to all employees that perform tasks that require a JHA.

Program Statement

Each supervisor shall assess the work activities performed by supervised employees and identify the reasonably anticipated hazards associated with those activities. Supervisors shall participate in department personal protective equipment (PPE) training that includes job hazard analyses (JHA's). The EHS Officer / Professional and supervisor shall determine the PPE necessary to protect employees from identified hazards. JHA's identify the potential need for personal protective equipment such as gloves, protective clothing and shoes, respiratory protection, hard hats, and eyewash and safety showers. Supervisors shall equip each employee member with the necessary personal protective equipment. The EHS Officer / Professional and supervisor shall ensure that written procedures are established to:

1. Create a job hazard analysis for each activity which requires the use of personal protective equipment;
2. Train employees to recognize the need for and select the proper PPE as conditions dictate; and
3. Define work activities that an employee member(s) is prohibited from performing.

Definitions

Job Hazard Analysis (JHA) – A step-by-step study of a task in order of occurrence, performed to identify the potential or existing hazards. This identification of hazards assists in developing recommendations for safe procedures that eliminate or control the identified hazards.

Personal Protective Equipment (PPE) – Any device or clothing worn by the employee to protect against hazards in the work environment.

Note: General work clothes (i.e. uniform) are not considered to be personal protective equipment.

Roles & Responsibilities

EHS Officer / Professional is responsible for the following:

- Ensures that a written program is in place
- Reviews the program periodically and monitors to ensure compliance with this program
- Oversees the effectiveness of the JHA program
- Conducts or assists with periodic job hazard assessments as needed

Manager/Supervisor is responsible for the following:

- Ensures that employees comply with the guidelines established by this program
- Conducts or assists with periodic job hazard assessments
- Provides appropriate PPE as determined by the hazard assessment
- Notifies the EHS Officer / Professional when new hazards are introduced that may impact PPE requirements

Employees are responsible for the following:

- Complies with this program
- Notifies the supervisor/manager of concerns or problems with assigned PPE

Implementation

1. The EHS Officer / Professional and managers/supervisor(s) shall provide for a written job hazard analysis of routine, normal, and reasonably anticipated duties that their respective employees perform.
2. Manager(s) / supervisor(s) shall ensure that employees are trained prior issuing PPE and performing duties which require PPE.
3. The written job hazard analysis shall establish the hazards associate with activities or conditions for which it is reasonable to anticipate employees encountering, including:
 - a. Eye Hazards: Flying objects and particles, molten metal, liquid chemicals, acids or caustic liquids, chemical vapors or gases, injurious optical radiation.
 - b. Eye and Face Hazards: Spray or splatter of blood or other potentially infectious materials; and any imminent exposure to flying objects that could cut or abrade the face.
 - c. Respiratory Hazards: Harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors; where the quantity is above the permissible exposure limit, Short Term Exposure Limit, or Excursion Limit established in 13 NCAC 7F.0101(a)(4); where the quantity is unknown; exposure to airborne concentrations of tuberculosis and similar airborne pathogens.
 - d. Head Hazards: Falling objects, employees working, or materials being moved overhead, logging operations, electrical conductors that could contact the head.
 - e. Foot Hazards: Falling objects, rolling objects, objects piercing the sole, electrical hazards which could come into contact with the foot, chemical hazards which could come into contact with the foot, temperature variations that could result in injury to the foot.
 - f. Hand Hazards: Contact with hazardous or toxic chemicals with skin absorption or chemical burn properties; conditions that could result in severe cuts, lacerations, or abrasions; conditions that could result in thermal burns; harmful temperature extremes; exposure to contaminated needles and other sharps.

- g. Body Hazards: Exposure to hazardous and toxic substances to which could contact unprotected skin, or soak through or be carried on clothing; harmful temperature extremes.
- h. Noise Hazards: Exposure to noise levels exceeding an 8-hour time weighted average of 85 decibels (85 dBA); exposure to noise levels making it difficult to hear normal conversation from three feet away.
- i. Fall Hazards: Open sided floors and platforms; climbing on structures; use of ladders, fixed or portable.
- j. Ergonomic Hazards: Lifting and repetitive motions.

Recordkeeping

The **EHS Officer / Professional** will be:

- Responsible for maintaining records of those Job Hazard Analyses. Records include the identity of the workplace or activity evaluated, the name of the person(s) certifying that the evaluation has been performed, and the date(s) of the JHA.

Annual Review

The Job Hazard Analysis Program will be reviewed by the **EHS Officer / Professional**. The annual review will include all documents associated with this program including completed JHA's. When new tasks, procedures, and/or positions are added or modified/revised which affect PPE, the Job Hazard Analysis Program will be updated immediately to reflect these changes.