

Job Hazard Analysis & Job Safety Environmental Analysis Procedure

January 2023

A. Purpose

1. One way to prevent workplace injuries is to establish proper job procedures and train all employees in safe and more efficient work methods.
2. Establishing proper job procedures is one of the benefits of conducting a Job Safety and Environmental Analysis (JSEA).
 - a. Carefully studying and recording each step of a job.
 - b. Identifying existing/potential job hazards (both safety and health).
 - c. Determine the best way to perform the job to reduce/eliminate these hazards.
3. Prior to conducting a JSEA standards issued by the Occupational Safety & Health Administration (OSHA) should be referred to.
4. For routine tasks, a Standing JHA (Job Hazard Analysis) is acceptable. This allows employees to focus on tasks that are more likely to cause harm due to infrequency.
 - a. Typically, Standing JHA's are written by the HSEQT Manager and approved by the Operations Manager.
 - b. Addendums to the Standing JHA for Area Hazards are filled in by the person performing the task daily.

B. Selecting Jobs for Analysis

1. A complete job inventory list should be established.
2. To determine which jobs to be analyzed by priority should be established.
 - a. A JSEA should be conducted or classified as critical on tasks/jobs with the highest rates of accidents/disabling injuries.
 - b. Jobs where "near misses" have occurred should be classified as critical if the essential for a major injury was present.

C Employee Involvement

1. Discuss the procedure with the employee performing the actual task/job and explain the purpose of the JSEA.
 - a. Emphasis to be placed on studying the job, not the employee's performance.
 - b. Employee involvement is required in all phases.
 - c. Discuss with workers who have performed the same task.
 - d. See ***HSE.FOR.Standing JHA Form.2022***

D. Preparation For JSEA

1. Look at the general condition under which the job is being performed.
 - a. Are materials on the floor that could trip a worker?
 - b. Is lighting adequate.
 - c. Are live electrical hazards present?
 - d. Are any fire/explosive hazards present/likely to develop?
 - e. Condition of tools/equipment.
 - f. Noise hindering communication
 - g. Emergency equipment/exits.
 - h. Employees trained to utilize equipment.
 - i. Employees wearing proper P.P.E.
 - j. Have employees had any health complaints.
 - k. Is ventilation adequate?

E. Conducting JSEA

1. Establish a sequence of basic job steps.
 - a. Each step should accomplish a major task.
2. Identify the hazard associated with each step.
 - a. Examine each step to find/identify hazard actions, conditions and possibilities that could lead to accidents.
3. Using the first two evaluations, decide what actions are necessary to eliminate/minimize the hazards.

Note: See *HSE.FOR.JSEA Form.2022*

F. Revising JSEA

1. The JSEA must be reviewed and updated periodically (even if no changes occur).
2. If an accident/injury occurs.
3. If a JSEA is revised, training of the new job methods/protective measures should be provided to the affected employees.

G. Supervisor JSEA

1. Prior to Assigning a CSA/FW to a new job, the foreman shall complete a Supervisor's JSEA

2. This Supervisor's JSEA shall be reviewed with each CSA/FW to provide a thorough understanding of the potential hazards and actions taken to prevent an incident occurrence.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance