Marine Corps Air Station Beaufort



Job Hazard Analysis Program

Record of Approval

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **/** | **Signature** | **/** | **Date** |  |
| Prepared By: |  |  |  |  |  |
| WSMS Project Lead | / |  | / |  |  |
|  |  |  |  |  |  |
| Reviewed By: |  |  |  |  |  |
| Safety Manager | / |  | / |  |  |
|  |  |  |  |  |  |
| Reviewed By: |  |  |  |  |  |
| Executive Officer | / |  | / |  |  |
|  |  |  |  |  |  |
| Approved By: |  |  |  |  |  |
| Commanding officer | / |  | / |  |  |
|  |  |  |  |  |  |

Record of Revision

|  |  |  |
| --- | --- | --- |
| **Revision** | **Date** | **Remarks** |
| 0 |  | Initial Issue |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

From the Commanding Officer’s Safety Policy

Marine Corps personnel, Military and Civilian, assigned to Marine Corps Air Station (MCAS) Beaufort shall be committed to the maximum conservation of manpower and material by the application of a comprehensive and effective mishap prevention program. This commitment is reflected in our participation in Federal OSHA's Voluntary Protection Program (VPP) and shall be accomplished by compliance with standard operating procedures and practices designed to prevent mishaps, illness and injury and by the conscientious observance of all Safety directives. It is the policy of this command to prevent mishaps before they happen through the diligent application of Operational Risk Management (ORM) at all levels of leadership. It is equally important for the workers to recognize their own responsibility towards Safety and to remain alert and cognizant of their fellow worker's Safety.

An effective Safety program is a vital part of an efficient operation. As such, it requires a combination of training, active participation and leadership from all levels. Adherence to proven safe practices includes a thorough investigation of all mishap causes and the proposal of sound countermeasures. Department Heads, Officers-In-Charge (OIC) and supervisors shall develop Safety awareness among all personnel through effective communications

BRIAN C. MURTHA

Colonel, U.S. Marine Corps

Commanding Officer, MCAS Beaufort

Table of Contents

[1.0 Purpose 5](#_Toc85507568)

[2.0 Scope 5](#_Toc85507569)

[3.0 Terms / Definitions 5](#_Toc85507570)

[4.0 Responsibilities 5](#_Toc85507571)

[4.1 Department Head 5](#_Toc85507572)

[4.2 Assistant Department Head 5](#_Toc85507573)

[4.3 Work Supervisor 5](#_Toc85507574)

[4.4 Safety Representative 6](#_Toc85507575)

[4.5 Department Personnel 6](#_Toc85507576)

[4.6 Safety Department 7](#_Toc85507577)

[5.0 Directives 8](#_Toc85507578)

[5.1 Area Job Hazard Analysis 8](#_Toc85507579)

[5.1.1 Performing Work Assigned by the Work Supervisor 8](#_Toc85507580)

[5.1.1.2 Revising the Area JHA 9](#_Toc85507581)

[5.2 Job Specific Job Hazard Analysis 10](#_Toc85507582)

[5.2.1 Performing Job Hazard Identification 10](#_Toc85507583)

[5.2.2 Developing the Job Hazard Analysis 11](#_Toc85507584)

[5.2.3 Using Job Hazard Analysis 12](#_Toc85507585)

[5.2.4 Revising / Deleting Job Hazard Analyses 13](#_Toc85507586)

[6.0 Training 14](#_Toc85507587)

[7.0 Records 14](#_Toc85507588)

[8.0 References 15](#_Toc85507589)

[9.0 Forms 15](#_Toc85507590)

[10.0 Appendices 15](#_Toc85507591)

[11.0 Attachments 15](#_Toc85507592)

[Appendix A - Glossary 16](#_Toc85507593)

[Appendix B - JHA Training Module 18](#_Toc85507594)

[Appendix C - Area Job Hazard Analysis (Area JHA) 24](#_Toc85507595)

[Attachment 1 - Job Hazard Analysis Read and Sign Statement 28](#_Toc85507596)

[Attachment 2 - Job Hazard Identification Checklist 29](#_Toc85507597)

[Attachment 3 - Job Hazard Analysis Form 32](#_Toc85507598)

[Attachment 4 - Job Hazard Analysis Log 38](#_Toc85507599)

[Attachment 5 - Hazard and Mitigation Feedback Sheet 39](#_Toc85507600)9

# Purpose

The purpose of this document is to provide the Marine Corps Air Station Beaufort (MCASBFT) with a program for identifying, analyzing and mitigating the hazards associated with the jobs and work activities performed in department workplaces.

Department Area Job Hazard Analyses (JHAs) are included as Appendix C to this procedure.

# Scope

This program applies to MCASBFT civilian and military personnel-controlled worksites and operations that have inherent hazards or risks, and are not adequately controlled by the 3‑M Program, published command directives, procedures, instructions, or manufacturer’s specifications / instructions.

# Terms / Definitions

See Appendix A, "[Glossary](http://www.srs.gov/msd/8q/appendixa.html)".

# Responsibilities

## Department Head

Responsible for:

* Ensuring personnel within the Department comply with the requirements of this document
* Ensuring personnel who perform work in the Department are trained in the requirements of this document
* Ensuring the Department JHA log is maintained current

## Assistant Department Head

Responsible for:

* Reviewing and approving Job Specific JHAs
* Maintaining the JHA Log
* Forwarding a copy of the JHA to the Safety Office for screening and file.
* Ensuring active JHAs are reviewed for applicability biennially

## Work Supervisor

Responsible for:

* Maintaining Department workplaces in a safe and healthful condition
* Ensuring JHAs are developed for hazardous work activities being performed within their areas of responsibility
* Ensuring that the personnel performing the job or work activity are involved in the JHA development process
* Ensuring copies of JHAs applicable to jobs or work activities performed in their work areas of responsibility are available to department personnel for their review
* Initiating a revision to a JHA when the job scope covered by the JHA changes or when new hazards are recognized or introduced into the workplace
* Ensuring department personnel are trained on and knowledgeable on the JHA Program process as described by this document (Appendix B) (training must be documented using Attachment 1)
* Ensuring department personnel assigned work are trained and qualified to perform the tasks assigned or are being monitored by a trained/qualified department personnel during On-the-Job-Training (OJT) (training must be documented using established training program)
* Providing or requesting job or Safety-related training for department personnel when needed
* Verifying on file JHAs are applicable prior to use
* Assembling Job Hazard Identification (JHI) Team
* Performing JHI walkthroughs

## Safety Representative

The Department Safety Representative is responsible for:

* Participating in the JHI process
* Reviewing the JHA for Safety impacts, or forwarding the JHA to the appropriate Safety Representative if not within his/her field of expertise

## Department Personnel

Responsible for:

* Being knowledgeable on the JHA process as described by this procedure (documented using Attachment 1)
* Reviewing a JHA prior to commencing the work activity covered by the JHA to ensure the associated hazards and mitigations are known and understood
* Participating in the development of JHAs
* Stopping work and notifying the Work Supervisor if the work being performed is found to be outside the scope of the JHA, or if hazards are encountered that are not identified in the JHA
* Only performing work in which they are trained and qualified to perform. The exception is the performance of OJT while monitored by a trained/qualified department personnel
* Participating in the JHI

## Safety Department

Safety Department is responsible for:

* Assisting in the identification and mitigation of the hazards associated job tasks
* Screening copies of JHAs forwarded from all departments
* Acting as Subject Matter Expert (SME) on JHA development and utilization as described by this procedure
* Providing other department personnel with training on hazard mitigation and Personal Protective Equipment (PPE), when requested
* Recommending approval of Job Hazard Analysis

# Directives

## Area Job Hazard Analysis

The Area JHA (Appendix C) is a tool used to analyze hazards associated with Routine Work Activities. Routine Work Activities are defined as low risk, low hazard, non-complex, repetitive work tasks that are primarily performed utilizing "skill of the craft". The “skill of the craft” is the skill, acquired through a person’s education, experience, and training, that permits that person to perform a given task without specific procedures, instructions or direct supervision.

CAUTION

An Area JHA is not applicable if the job activity involves any of the following:

A hazardous work environment

Hoisting or rigging unless it is routine and covered in detail in a departmental SOP

All Permitting (confined space, hot work, excavation, etc.) with one exception: Hot work that takes place using a standing hot work permit in a shop utilizing an established soldering/brazing/welding booth.

### Performing Work Assigned by the Work Supervisor

CAUTION

The following job types are not authorized under this Area Job Hazard Analysis. Notify the Department of Safety & Standardization (DSS) and generate a Job Specific JHA (Section 5.2):

Asbestos Disturbance

Fiberglass Work

Lead Disturbance

Scaffold Work

Soldering/Brazing Welding outside of an established shop weld booth

* + - 1. On behalf of department personnel, the WORK SUPERVISOR must:
         1. Review the Area JHA with the affected personnel to ensure the hazards and mitigations are understood.
         2. Ensure personnel performing tasks covered by the Area JHA have been trained in the job function and are qualified to perform the work
      2. Prior to performing any work activity covered by an Area JHA, department personnel shall ensure he has reviewed the Area JHA and is knowledgeable of the hazards and mitigations associated with the work activities covered by the Area JHA.
      3. Work Supervisor shall assign the job to qualified personnel.
      4. Department Personnel shall:

Note

If a Department SOP covers the job being performed, this JHA Program Document is not applicable.

* + - * 1. Be familiar with the Job Hazard Analysis (Appendix C).
        2. IF the type work is identified, no new hazards are identified and the people are trained, THEN comply with the Job Hazard Analysis and proceed with the job.
        3. IF scope of the work exceeds work types identified on the Job Hazard Analysis, THEN stop, notify Work Supervisor, and complete the Hazard and Mitigation Feedback Sheet (Attachment 5), a job specific JHA may be needed for the job.
        4. IF a new hazard not on the data sheets is identified or the person is lacking training, THEN stop, notify the Work Supervisor, and complete the Hazard and Mitigation Feedback Sheet (Attachment 5), a job specific JHA may be needed for new hazards or mitigations, or training will be provided.
        5. After work is complete, record any lessons learned or special considerations associated with the job (if applicable) on Attachment 5, “Hazard and Mitigation Feedback Sheet”.
      1. Work Supervisor shall review Hazard and Mitigation Feedback Sheets to obtain feedback and lessons learned for process improvement.

### Revising the Area JHA

* + - 1. The department may prepare additional Area Job Hazard Analysis (Area JHA) by revising Appendix C, which includes the following:
* Types of routine work (skill of the craft) performed by personnel
* Types of equipment department personnel may use
* Hazards associated with the work and equipment
* Proper mitigation of the hazards associated with the work and equipment
* Training required to be able to perform the work
  + - 1. The proposed draft Area JHA (Appendix C) will be submitted to the Safety Office for review.
      2. Both the Safety Office and at least the Department Head will sign the new Area JHA (Appendix C) indicating agreement on the information contained.
      3. Copies of the new Area JHA will be provided by the Department Head to the Safety Office.
      4. The new approved Area JHA replaces the existing Appendix C of this document.
      5. The department personnel that are affected by the change will be trained on the change. After initial approval, the Work Supervisor will review the applicable Area JHA with all affected personnel whom they supervise and ensure the hazards and the personnel understand mitigations. This training shall be documented.

## Job Specific Job Hazard Analysis

The Job Specific JHA is a tool used to analyze the hazards associated with very specific jobs or work activities. A Job Specific JHA must be prepared for any hazardous job or hazardous work activity that encompasses the following criteria:

* New jobs or operations that contain inherent hazards and not covered by Area JHAs
* Jobs not routinely performed
* Unique or one-time-only jobs or operations
* Jobs that are identified through accident trending data as requiring a JHA (i.e., jobs previously involved in mishaps and near‑misses)
* Jobs that have inherent hazards or risks that must be controlled in a sequential manner

Job Specific JHAs are categorized as either “Repetitive” (a standing JHA used for a job that is repetitively performed) or “One Time Only” (a JHA used for a one time only job that is usually cancelled after the job is complete).

### Performing Job Hazard Identification

* + - 1. Work Supervisor shall:
         1. Once the scope of a job is defined, assemble a Job Hazard Identification Team comprised of knowledgeable personnel, Safety Liaison, and other representatives as needed:
* Safety Professionals
* Health Professionals
* Industrial Hygiene Professionals
* Other Supervision
* Planner / Scheduler
  + - * 1. Obtain Attachment 2, “Job Hazard Identification Checklist,” and Attachment 3, “Job Hazard Analysis Form.”
        2. Walk through the job, as it would be performed (*You may list job steps and associated hazards on the JHA form as part of this walkthrough).* Utilize the JHI checklist as a tool to identify hazards.

NOTE

Ensure that all personnel involved with the walkthrough are involved in the process (i.e., questioning attitude).

* + - * 1. Ensure all applicable items on the checklist are discussed.
        2. The completed JHI may be attached to the applicable JHA or filed as part of a work package (as appropriate).

### Developing the Job Hazard Analysis

* + - 1. Work Supervisor shall:
         1. Ensure that a JHI has been developed / completed for the job to be analyzed.
         2. JHAs are developed for those jobs that require specific controls or precautions for those hazards identified within the JHI.
         3. Include personnel involved with the job or operation in the JHA development process.
         4. Ensure JHAs are written to identify hazards and potential accidents associated with each step of a job. Develop methods that eliminate, guard against, or control such hazards and potential accidents.
      2. The originator shall use Attachment 3, "Job Hazard Analysis Form,” and the instructions printed on the form to develop the JHA, sign the "Analysis By" block. Forward the JHA to the Safety Office for review. The originator shall also note on the JHA whether it is for a one-time-only job or will be retained for future use.
      3. The reviewing Safety Office personnel shall indicate their concurrence by signing the "Reviewed By" block or make recommendations for revisions. Return JHAs that require revision to the originators. Forward reviewed JHAs to the Department Head.

NOTE

Other disciplines may be included in the review process if a specific expertise is warranted (e.g., Environmental, HAZMAT, OH, IH, etc.)

* + - 1. Assistant Department Head shall:
         1. Either indicates their approval by signing the "Approved By" block or return the JHA, with comments to the originator for correction / clarification.
         2. Assign a number to JHAs that do not indicate they are for one-time-use. Maintain a log of numbered JHAs (Attachment 4) for sequential numbering and periodic review purposes.
         3. Cross Reference the Work Permit (if applicable).
         4. Return the approved JHA to the originator and forward one copy to the Safety Department.

### Using Job Hazard Analysis

* + - 1. Assistant Department Head shall:
         1. Permit jobs or operations described in paragraph 5.2 above, to be performed only after JHAs have been reviewed and approved and department personnel have been trained / briefed to the JHA.
         2. Permit JHAs to be developed in the field to resolve high-risk situations that require immediate action. The Job Hazard Analysis form is not required in these instances; however, the same format of listing the steps, identifying the hazards, and putting controls in place shall be used.
         3. Use JHAs as training guides. Document training according to appropriate station directives.

NOTE

Frequency of training should depend on the complexity of the tasks and the hazards involved. Using the graded approach, some JHAs may require: (a) only initial training, (b) periodic training, or (c) training each time before the job is performed.

* + - * 1. Instruct department personnel in the requirements of each applicable JHA as they are issued.
      1. Department personnel shall:

NOTES

Department personnel will have a copy of the Job Specific JHA available at the job site

The JHA shall be reviewed and revised, if necessary, when the job or work scope changes or new hazards are recognized or introduced.

* + - * 1. At the job site, review the Job Specific JHA.
        2. IF the type work is identified, no new hazards are identified and the departments a person is trained THEN comply with the Job Specific JHA and proceed with the job.
        3. IF scope of the work exceeds work types identified on the Job Specific JHA, THEN stop, notify the Work Supervisor, and complete the Hazard and Mitigation Feedback Sheet (Attachment 5), the job specific JHA may have to be revised for the job.
        4. IF a new hazard not on the data sheets is identified or the personnel are lacking training, AND THEN stop, notify the Work Supervisor, and complete the Hazard and Mitigation Feedback Sheet (Attachment 5), a job specific JHA may have to be revised for new hazards or mitigations, or training will be provided.
        5. After work is complete, record any lessons learned or special considerations associated with the job (if applicable) on Attachment 5, “Hazard and Mitigation Feedback Sheet”.
      1. Work Supervisor shall review Hazard and Mitigation Feedback Sheets to obtain feedback and lessons learned for process improvement.

### Revising / Deleting Job Hazard Analyses

* + - 1. Work Supervisors shall:
         1. Initiate the revision of approved JHAs when activities or conditions change by following the process described in paragraphs 5.2.2.2 through 5.2.3 above, except the form will be marked as a revision.
         2. Notify the Assistant Department Head when an approved JHA can be deleted due to changes in activities or conditions.
      2. Reviewing Safety Liaison shall follow the process described in paragraph 5.2.2.2 above for revised JHAs.
      3. Assistant Department Heads shall:
         1. Review and approve revised JHAs by following the process described in paragraphs 5.2.2.4 above, except the JHA number need not be changed. Note in the JHA Log the revision number and date the revised form was approved.
         2. When notified that a JHA can be deleted, note in the JHA Log the date of deletion, and notify all persons who may have copies that the JHA is no longer in use.
         3. Ensure that active JHAs are reviewed biennially from date of last approval for possible revision or deletion. If no changes are necessary, enter a reauthorization date in the JHA Log. This date becomes the effective approval date for future reviews.

# Training

The Work Supervisor will review the JHA Program (using Appendix B and Appendix C) with new department personnel and ensure the hazards and mitigations associated with their work activities are understood by the personnel.

The Work Supervisor will review any changes to the Area JHA with all affected department personnel and ensure the hazards and mitigations are understood by the personnel.

All personnel shall understand the JHA Program process and sign and date the JHA Program Read and Sign Statement (Attachment 1). A copy of Attachment 1 and/or each Job-Specific JHA to which each person is trained will be in their training record.

Personnel shall receive training as indicated by the Job Hazard Analysis prior to commencing a job that is not covered by a SOP.

# Records

Records generated as a result of implementing this instruction are processed in accordance with established administrative procedure.

Active Job Hazard Analyses and Job Hazard Identifications and JHA Log sheets remain on common file with the Work Supervisor. Inactive JHAs, JHIs, and JHA Log sheets may be recycled in accordance with applicable waste minimization practices.

All completed Read and Sign Statements shall remain on file with the cognizant Work Supervisor.

# References

DoDI 6055.1, *DOD Safety and Occupational Health (SOH) Program*

OPNAVINST 5100.23 (series), *Navy Occupational Safety and Health Program Manual*

NAVSTAINST 5100.8 (series), MCAS Beaufort *Occupational Safety and Health (OSH) Program*

OSHA Publication 3071, *Job Hazard Analysis*

Integrated Safety and Workers Compensation Action Program (ISWAP) Plan

# Forms

None

# Appendices

Appendix A, *Glossary*

Appendix B, *JHA Training Module*

Appendix C, *Job Hazard Analysis*

# Attachments

Attachment 1, *Job Hazard Analysis Read and Sign Statement*

Attachment 2, *Job Hazard Identification Checklist*

Attachment 3, *Job Hazard Analysis Form*

Attachment 4, *Job Hazard Analysis Log*

Attachment 5, *Hazard and Mitigation Feedback Sheet*

#### Appendix A - Glossary

**Accident** – Any unplanned or unexpected event causing material loss or damage or causing personnel injury or death.

**Area Job Hazard Analysis (Area JHA)** – Tool used to analyze hazards associated with Routine Work Activities. Routine Work Activities are defined as low risk, low hazard, non-complex, repetitive work tasks that primarily utilize the "skill of the craft".

**Hazard** – A workplace condition that might result in injury, health impairment, illness, disease, or death to any worker who is exposed to the condition, or damage or loss to property/equipment.

**IH** – Industrial Hygiene

**Job** – A specific part of work, made up of multiple tasks, to complete a phase of a project or work activity (e.g., installing a sidewalk, repairing an engine).

**Job Hazard Analysis (JHA)** – The step-by-step analysis of a job to identify hazards or the potential for accidents associated with the work and develop solutions to eliminate, guard against, or control such hazards to ensure specific tasks are completed in the safest manner possible.

**Job Hazard Identification (JHI)** – The process used to identify hazards associated with a job. Job Hazard Identification is performed prior to the JHA.

**SAFETY** – Navy Occupational Safety and Health

**MCASBFT** – Marine Corps Air Station Beaufort

**Occupational Health (OH)** – That multidisciplinary field of general preventive medicine that is concerned with prevention and/or treatment of illness induced by factors in the workplace environment. The major disciplines involved are: occupational medicine, occupational health nursing, epidemiology, toxicology, audiology, industrial hygiene, and health physics.

**OPNAVINST** – Naval Operations Instruction

**Personal Protective Equipment (PPE)** – Devices or items to be worn or used for Safety or protection of an individual when performing work assignments in or entering hazardous areas or under hazardous conditions. Equipment includes eye and face protection, hearing protection, respiratory protection, head protection, foot protection, hand protection, electrical protective devices, Safety harnesses, life jackets, etc.

**Routine Job / Task**. An activity that is accomplished repetitiously by a person or persons trained and experienced in the endeavor.

**Safety or Health Professional** – Persons who meet the Office of Personnel Management standards for Safety and Occupational Health Specialist/Manager GS‑018, Safety Engineer GS-803, Safety Technician GS-019, Fire Protective Engineer GS-0804, Fire Protection Specialist / Marshall GS-0081, Medical Officer GS-602, Health Physicist GS-1306, Industrial Hygienist GS-690, Occupational Health Nurse GS-610, Industrial Hygiene Technologist, Audiologists, Radiation Health Officers, or comparably qualified personnel as determined by appropriate Navy authority.

**Skill of the Craft** – The skill, acquired through a WD Personnel’s education, experience and training, that permits the WD Personnel to perform a given task without specific procedures, instructions or direct supervision**.**

**SOH** – Safety and Occupational Health

**Work Supervisor** – (Military or civilian): One who immediately directs the job efforts of a working group.

**Task** – A specific activity or subpart of a job (e.g., filling SCBA Tanks).

#### Appendix B - JHA Training Module

| **Module Title: Job Hazard Analysis Training Module** |
| --- |
|  |
| **References:**  None  **Instructional Material:**  SOP Handout  Area Job Hazard Analysis  Blank Job Hazard Analysis  **Job Site Preparation:**  None  **Evaluation Method:**  Presentation  **Allotted Training Time:**  15 minutes  **Prerequisites:**  None  **Compliance Requirements:**  None  **Safety Considerations:**  None |

| **Module Title: Job Hazard Analysis Training Module (continued)** | |
| --- | --- |
|  | |
| 1. **Goals and Objectives**   The trainee will understand what the Area Job Hazard Analysis is and how it was developed.  The trainee will be familiar with the Area Job Hazard Analysis and know how to access it, if needed.  The trainee will be familiar with the specific Job Hazard Analysis and when it may be needed.  The trainee will understand his/her roles and responsibilities for Safety within the organization. |  |
| 1. **Introduction for Personnel** |  |
| **Skill of the Craft** |  |
| 1. Define Skill of the Craft. Describe personnel responsibilities within the area in which work will be performed. | This is minor routine work that is not highly hazardous. These type activities are normal everyday activities within this work area. |
| 1. Review how the Area Job Hazard Analysis was developed and approved. | This is a written agreement between SAFETY and the department head/designee for activities that may be performed as skill of the craft |
|  | No additional job specific JHA required. This agreement covers work, so long as the method by which the activity is being performed, the hazards and the hazard mitigations identified on the Area JHA do not change |
| 1. Ensure the trainee understands that work requiring new equipment or involving tasks that have not been previously performed, require Safety review prior to performance of work. |  |
| 1. Review Area JHA with new personnel. | Review Appendix C and Attachment 5 |
| 1. **Overview of Job Hazard Analysis** |  |
| 1. A Specific Job Hazard Analysis is written for work that is outside the skill of craft type work identified in the Area Job Hazard Analysis. 2. The job is broken down into simple tasks in Column one. 3. Hazards associated with each task are documented in Column two. 4. The methods to be used to mitigate the hazards (PPE, engineering controls, etc.) are documented in column three. 5. The Safety Representative and Assistant Department Head approval is required on job specific JHAs. | Use attached EXAMPLE JHA Form |
| **IV. Personnel Safety responsibilities**   * Comply with Occupational Safety and Health (OSH) guidance. * Promptly report Safety, fire, and health hazards and deficiencies. * Promptly report injuries and illnesses to the Work Supervisor. * Comply with Personnel Protective Equipment (PPE) requirements. * Ensure personnel Safety and the Safety of fellow department personnel |  |

Page 1 of 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marine Corps Air Station Beaufort Job Hazard Analysis** | **1** JHA No.: | | | **2** Date: |
| Forklift Operations 2011 NNN 0  Department Year Sequential Number Rev | | | DD MMM YY |
| **3** Job Description: | | | | **4** Category: |
| Forklift Operations for indoor and outdoor usage. | | | | Repetitive ڤ  One Time Use X |
| **5** Status: |
| New X  Revised ڤ |
| **6** Job Location: | | | **7** Reference Work Permit. | |
| Indoor/Outdoor Forklift / Bay operations | | | Must be licensed and have all safety training completed prior to operation. | |
| **8** Required Personal Protective Equipment and Safeguards: **Circle all that apply.** | | | | |
| (Apron through Gloves) | | (Hard Hat through Rubber Insulating Materials) | (Safety Glasses through Weather Dependent) | |
| Apron, Leather | | **Hard Hat** | **Safety Shoes** | |
| Face Shield, Welding | | Life Jacket | Sunscreen | |
| Gloves, Leather | | Lifting Technique | Safety Glasses | |
| Gloves, Welding | | Permit, Hot Work | Weather Dependent | |
| **9** Comments: Hard hats must be worn at all times when operating a forklift either inside or outside. Safety shoes will be worn to protect employees from having their feet crushed. | | | | |
|  | | | | |
| **10** Analysis by: (Originator) | | **11** Reviewed by: (SOH Representative) | **12** Approved by: (Work Activity Manager) | |
| Mr. John Doe | | Mr. John Smith | Mrs. Cindy Jones | |

Page 2 of 2

| Analysis for JHA Forklift Operations 2011 NNN 0  Department Year Sequential Number Rev | | |
| --- | --- | --- |
| **13** SEQUENCE OF BASIC JOB STEPS | **14** POTENTIAL MISHAP OR HAZARDS | **15** RECOMMENDED SAFE JOB PROCEDURE |
| 1. Inspect forklift- Look for mechanical pinch points, sharp points and edges, weight, rotating parts, stability, ejected parts and materials as well as impact areas. | Struck By- A person is forcefully struck by an object. The force of contact is provided by the object. | Administrative- PPE required and PPE Training as determined by Supervisor.  Administrative- Trained and certified fork lift operator by supervisor. |
| 1. Fully seated and seatbelt attached if one is available- Prevent falls from elevated working surfaces. | Fall to a lower level- A person slips or trips and falls to a level below the one he or she was working on. | Administrative- PPE required and PPE Training as determined by Supervisor.  Administrative- Trained and certified fork lift operator by supervisor. |
| 1. Pick up an object as needed- Use of forks to move units or store items. | Dropping lifted items onto persons. Running over patrons due to packages blocking vision. | Ensure visual sights can be seen for clear driving. If needed use a outside walker to direct all movements. |
| 1. Park Forklift- Once operations are complete, proper parking and shut off procedures need to be applied. | Crushing / Pinching of personnel if vehicle is not parked properly. Ensure all preventive measures are taken to prevent vehicle from moving on it's own. | Administrative- PPE required and PPE Training as determined by Supervisor.  Administrative- Trained and certified fork lift operator by supervisor. |
|  |  |  |
|  |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

#### 

#### Appendix C - Area Job Hazard Analysis (Area JHA)

*Insert the department / division specific Area JHA as Appendix C here.*

**Record of Area JHA Approval**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name / Title** | **/** | **Signature** | **/** | **Date** | **Name / Title** | **/** | **Signature** | **/** | **Date** |
| Prepared By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  |  |  |  |  |  |
| Reviewed By: |  |  |  |  | Reviewed By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  | Safety Department |  |  |  |  |
| Reviewed By: |  |  |  |  | Approved By: |  |  |  |  |
|  | / |  | / |  |  | / |  | / |  |
|  |  |  |  |  | Department Manager |  |  |  |  |

Record of Area JHA Revision

*EXAMPLE*

|  |  |  |
| --- | --- | --- |
| **Revision** | **Date** | **Remarks** |
| 0 |  | Initial Issue |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

###### Example

| *(Put Work Group Name here)* | | | | |
| --- | --- | --- | --- | --- |
| **ITEM** | **TASK/EQUIPMENT/ MATERIAL** | **HAZARDS** | **MITIGATIONS** | **TRAINING REQUIREMENTS** |
|  | *Put Task name and/or equipment used here* | *List the hazards associated with the task / equipment here* | *List the mitigations that will reduce / prevent the hazards* | *List all the training required for a worker to perform the task and /or used the Safety equipment.* |
|  | *Put Task name and/or equipment used here* | *List the hazards associated with the task / equipment here* | *List the mitigations that will reduce / prevent the hazards* | *List all the training required for a worker to perform the task and /or used the Safety equipment.* |
|  | *Put Task name and/or equipment used here* | *List the hazards associated with the task / equipment here* | *List the mitigations that will reduce / prevent the hazards* | *List all the training required for a worker to perform the task and /or used the Safety equipment.* |

#### Attachment 1 - Job Hazard Analysis Read and Sign Statement

|  |  |  |
| --- | --- | --- |
| **Department JHA Program READ AND SIGN STATEMENT** | | |
| *As a worker at Marine Corps Air Station Beaufort, I understand that I am aware of the instructions contained in this Standard Operating Procedure. I further understand that my Safety and the Safety of my coworkers is my responsibility. This Program Document provides instructions to assist me in identifying and mitigating hazards. This will allow my coworkers and myself to work in a safe and healthful work environment.*  *My signature serves to express that I have read and understand the instructions of this document, and will abide by them as well as the principles of Safety that this document represents.* | | |
| **Name (print):** | **Signature:** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#### Attachment 2 - Job Hazard Identification Checklist

|  |  |  |
| --- | --- | --- |
| **Job Hazard Identification Checklist Page 1 of 2**  *(See Step 5.2.1 for instructions for completing this form)* | | |
| **1** | | |
| **Scope of Work:** |  | |
| **2** | | |
| **Work Location:** |  | |
| **3** | | |
| **J****HI Team Members:** (*Enter Name and Position)* |  |  |
|  |  |
|  |  |
|  |  |
| **4** | | |
| **Approval:** | Supervisor’s Signature Date | |
| SAFETY Signature Date | |

THIS PAGE LEFT INTENTIONALLY BLANKAttachment 2 - Job Hazard Identification Checklist (cont.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Hazard Identification Checklist Page 2 of 2** | | | |
| **A. Electrical**  1. Battery Banks  2. Cable Runs  3. Diesel Generators  4. Transformers  5. High Voltage  6. HVAC Heaters  7. Motors  8. Pumps  9. Power Tools  10. Switchgear  11. Service Outlets, Fittings  12. Electrical Equipment  13. Transmission Lines  14. Underground Wires  15. Facility Wiring  16. Other  **B. Thermal**  1. Autoclave/ Bunsen Burner/ Hot Plates  2. Electrical Equipment  3. Furnaces/Boilers/ Heaters  4. Steam Lines  5. Welding Torch/Arc  6. Diesel Units/Firebox/ Exhaust Line  7. Radioactive Decay  8. Exposed Hot Components  9. Power Tools  10. Convective  11. Solar  12. Cryogenic  13. Lighting  14. LASER Equipment  15. Other  **C. Friction**  1. Belts  2. Bearings  3. Fans  4. Gears  5. Motors  6. Power Tools  7. Other  **D. Corrosives**  1. Acids  2. Caustics  3. Natural Chemicals  4. Decontamination Solution  5. High Temperature Waste  6. Other | **E. Kinetic – Rotational**  1. Centrifuges  2. Motors  3. Turbines  4. Pumps  5. Cooling Tower Fans  6. Laundry Equipment  7. Shop Equipment  8. Power Tools  9. Lack of machine guard  10. Nip Points  11. Other  **F. Kinetic - Linear**  1. Cars/Trucks/Buses  2. Forklifts/Dollies/Carts  3. Obstructions  4. Crane Loads  5. Pressure Vessel Blowdown  6. Other  **G. Mass, Gravity, Height**  1. Human Effort  2. Stairs  3. Lifts and Cranes  4. Bucket and Ladder  5. Trucks  6. Slings  7. Hoists  8. Elevators  9. Jacks  10. Scaffolding  11. Ladders  12. Pits and Excavations  13. Elevated Doors  14. Vessels/Tanks  15. Pinch Points  16. Crush Zones  17. Other  **H. Pressure - Volume**  1. Boilers  2. Surge Tanks  3. Autoclaves  4. Test Loops  5. Compressed Gas Bottles  6. Pressure Vessels  7. Stressed Members  8. Compressors  9. Compressed Gas Receivers  10. Negative Pressure Collapse  11. Steam Headers/ Steam Lines  12. Positive Displacement Pumps  13. Hydraulic Systems  14. Other | **I. Explosives/Pyrophorics**  1. Caps  2. Primer Cord  3. Dynamite/ High Explosives  4. Scrub Chemicals  5. Dusts  6. Hydrogen  7. Gases, other Flammable  8. Nitrates/Nitrites  9. Peroxides/Hydroxides  10. Magnesium/other Combustible Metals  11. Sodium/Phosphorous  12. Combustible Vapors  13. Other  **J. Flammable Materials**  1. Packing Materials  2. Rags  3. Gasoline  4. Lubricating Oil  5. Coolant Oil  6. Solvents  7. Diesel Fuel  8. Hydraulic Fluids  9. Buildings and Contents  10. Trailers and Contents  11. Greases  12. Hydrogen  13. Nitric Acid  14. Organics  15. Gases - other  16. Liquids - other  17. Other  **K. Hazardous Materials**  1. Alkali Metals  2. Asphyxiate  3. Biologicals  3.a. Ants  3.b. Spiders  3.c. Snakes  3.d. Feral Dogs/Cats  3.e. Bees/Wasps  3.f. Other Poisonous Insects  3.g. Poisonous Plants  4. Carcinogens  5. Corrosives  6. Oxidizers  7. Toxics  8. Heavy Metals  9. Other  **L. Ionizing Radiation Sources**  1. Radiography Equipment  2. Radioactive Material  3. Radioactive Sources  4. Other | **M. External Events**  1. Fire  2. Explosion  3. Other Sites (interactions)  3.a. Toxic Materials  3.b. Flammable Liquids/ Gases  3.c. Explosive Materials  3.d. Large Water Sources  3.e. Large Quantities of Asphyxiate  3.f. Other  4 Other  **N. Vehicles In Motion**  (External to facility)  1. Airplane  2. Helicopter  3. Train  4. Car/Bus/Truck  5. Cranes  6. Other  **O. Natural Phenomena**  1. Earthquake  2. Flood  3. Lightning  4. Rain  5. Snow/Freezing Weather  6. Wind  7. Tornado  8. Hurricane  9. Brush Fire  10. Ashfall  11. Other |
| **P. Other Identified Hazards**  1. Repetitive Lifting/ Bending  2. Tripping Hazards  3. Falling Debris  4. Falling Tools  5. High Noise Level  6. Tripping Hazards  7. Other |
| List ‘Other” here. | | | |

#### Attachment 3 - Job Hazard Analysis Form

Page 1 of

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Marine Corps**  **Air Station Beaufort Job Hazard Analysis** | **1** **JHA No**. | | | **2** **Date** |
| Department Year Sequential Number Rev | | | - |
| **3** **Job Description** | | | | **4** **Category** |
|  | | | | Repetitive  One Time Use |
| **5** **Status** |
| New  Revised |
| **6** **Job Location** | | | **7** **Reference Work Permit** | |
|  | | |  | |
| **8** **Required Personal Protective Equipment and Safeguards: Circle all that apply.** | | | | |
| (Apron through Gloves) | | (Hard Hat through Rubber Insulating Materials) | (Safety Glasses through Weather Dependent) | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
|  | |  |  | |
| **9** **Comments** | | | | |
|  | | | | |
| 10 Originator | | **11** **SAFETY Review** | **12** **Supervisor Approval** | |
|  | |  |  | |

Attachment 3 - Job Hazard Analysis Form (cont)

Page of

| Analysis for JHA  Department Year Sequential Number Rev | | |
| --- | --- | --- |
| **13** SEQUENCE OF BASIC JOB STEPS | **14** POTENTIAL MISHAP OR HAZARDS | **15** RECOMMENDED SAFE JOB PROCEDURE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Attachment 3 - Job Hazard Analysis Form (cont.)

Instructions

**Originator**

1. In the “JHA Number” Block (1), select department and current year from the pull down menu.
2. Insert a detailed “Job Description” in Block (3)
3. Select “Category” in Block (4). If unsure, contact your Work Supervisor.
4. Select whether this is a new or revised JHA in “Status” Block (5). A revised JHA indicates the current JHA you’re working on will replace a JHA already on file.
5. Enter the “Job Location” in Block (6). Include whether the job is outside (subjected to weather).
6. Enter the sequence of basic job steps in Block (13). Break the job down into basic steps that tell what is done first, what is done next, and so on. Number each step. Record the job steps in the normal job order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each job step. Make the job steps neither too fine nor too broad. They should sound natural. Sometimes the job step may be a major Safety precaution (e.g., “Check for gas before entry”).
7. Enter the potential mishap or hazard that is present for each job step in Block (14). Ask yourself for each step, what mishap could occur to the people during the job step? Ask: Can they be struck by, or contacted by anything? Can they be caught in, on, or between anything? Can they fall? Can they strain or overexert themselves? Can they be exposed to gas, fumes, pressure, electricity, etc.? Is there a danger to other personnel transiting, or in the vicinity of the job? Or could personnel transiting the area create a danger to the worker? Record potential accidents by combining the accident type with the agent of contact. For example “motor could fall and land on foot;” “could fall from a ladder,” etc. Keep each potential mishap with the numbered job step.
8. For each potential mishap, ask yourself what exactly should that person do or not do to avoid the mishap. Can the hazard be eliminated? Can engineered controls contain or enclose the hazard? Describe specific precautions in concrete detail in Block (15). Keep each recommended precaution with the numbered job step to which it applies. Avoid generalities like “be alert,” “Be careful,” and “Take caution.” Use simple do and don’t statements. If necessary, explain how, as well as what to do. Amount of detail is a matter of judgment. Also, question the basic job method. Is there an entirely different way to do the job that is better or safer? If a repair or service job, can anything be done to increase the life of the repair (e.g., using long-life bulbs for elevated light fixtures)?

Attachment 3 - Job Hazard Analysis Form (cont.)

Instructions

**Originator (cont.)**

1. Select appropriate PPE and Safeguards in Block (8) for the hazards and potential accidents identified in Block (8): Circle those that apply to that particular JHA. These can be exchanged for other PPE requirements depending on the hazards.

|  |  |  |
| --- | --- | --- |
| PPE and Safeguards | | |
| (Apron through Gloves) | (Hard Hat through Rubber Insulating Materials) | (Safety Glasses through Weather Dependent) |
| Apron, Leather  Apron, Nitrile  Apron, Rubber  Back Brace  Barricade  Boots, Metatarsal  Boots, Rubber  Chaps  Clothing (not loose)  Cranial  Face Shield, Clear  Face Shield, Welding  Fall Protection  Gloves, Anti-Vibration  Gloves, Cut-Proof  Gloves, Driving  Gloves, Latex  Gloves, Leather  Gloves, Low Voltage  Gloves, Mechanics  Gloves, Nitrile  Gloves, Rubber  Gloves, Welding  Other (comments) | Hard Hat  Hearing Protection, Double  Hearing Protection, Single  Jewelry, none exposed  Knee Pads  Life Jacket  Lifting Technique  Lockout/Tagout  Pants (long)  Permit, Confined Space  Permit, Excavation  Permit, Hot work  Respirator, Air-Purifying-Dusts  Respirator, Air-Purifying-Mists  Respirator, Supplied Air  Rubber Insulating Blanket  Rubber Insulating Cover  Rubber Insulating Line Hose  Rubber Insulating Matting  Rubber Insulating Sleeves  Other (comments) | Safety Glasses, Clear  Safety Glasses, Tinted  Safety Goggles, Clear  Safety Goggles, Welding  Safety Harness  Safety Shoes, Electrical Hazard  Safety Shoes, Molder’s  Safety Shoes, Non Sparking  Safety Shoes, Semi-Conductive  Safety Shoes, Steel Toe  SCBA  Screen, Welding  Shin Guards  Shirt, Long Sleeve  Signage (comments)  Splash Shield  Suit, Class A  Suit, Tyvek  Sunscreen  Tag, Caution (comments)  Tag, Danger (comments)  Ventilation, Portable  Weather Dependent  Other (comments) |

For equipment not listed, or an explanation of when to use certain PPE and safeguards (if necessary), may be entered in Comments Block (9).

Review the task, the hazards, and the mitigations and determine if there are special qualifications or training that the employee should have to perform that task. List these in the Comments Block (8) of the JHA.

Enter your name in Originator Block (10) and forward to the Safety Representative. If the Fire Inspector is not available, forward it to the Safety Office for review.

**Safety Representative**

The reviewing Safety Representative shall indicate concurrence by signing the “Reviewed By” Block (11) or make recommendations for revision. Return JHAs that require correction to the originator In Block (10).

**Work Supervisor**

1. The Work Supervisor indicates approval by signing the "Approved By" Block (12) or return the JHA, with comments to the originator for correction / clarification.
2. Assign a sequential number to JHAs that do not indicate they are for a one-time-use in Block (1). Maintain a log of numbered job specific JHAs (Attachment 4), for sequential numbering and periodic review purposes.
3. Reference Work Permit Block (7) (if applicable) otherwise, N/A
4. Return approved JHAs to the originator and forward one copy to the Safety Department.

#### Attachment 4 - Job Hazard Analysis Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Department | | | | Year | | |
| **JHA #** | **Date** | **Reauth. Dates** | **Description** | | **Rev** | **Date Removed** |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |

#### Attachment 5 - Hazard and Mitigation Feedback Sheet

Job Description:

|  |  |  |
| --- | --- | --- |
| Hazard Identification and Mitigation Data Sheet Section | Affected Section (√) | Record affected Area JHA item number(s) or Job Specific JHA serial number from the Job Hazard Analysis |
| Administration |  |  |
| General |  |  |
| Personnel |  |  |
| WORK SUPERVISOR |  |  |
| Job Specific JHA |  |  |

Does job involve hazards outside of hazards and mitigation identified on data sheets?  Yes No

**If job involves hazards or mitigations outside of those identified on data sheets STOP and contact Work Supervisor and/or SAFETY to assist in the development or revision of a Job Specific JHA for the activity.**

Job Specific JHA developed / revised:  Yes  No

Completed by:       Date:

Special Considerations/Lesson Learned:

|  |
| --- |
|  |