A PRACTICAL APPROACH TO JHA'S/ORA'S

September 23, 2015

Universal City, CA

OBJECTIVE

Identify and Evaluate Potential Hazards

- Task/Step Identification
- Assign Risk Codes
  - Initial
  - Residual

Design and Implement Effective Controls

- Eliminate the hazard
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment

Regulatory Compliance

OSHA REQUIREMENTS

General requirements. - 1910.132 Personal Protective Equipment

1910.132(d) Hazard assessment and equipment selection.

1910.132(d)(1) ***The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).*** If such hazards are present, or likely to be present, the employer shall:

1910.132(d)(1)(i) Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;

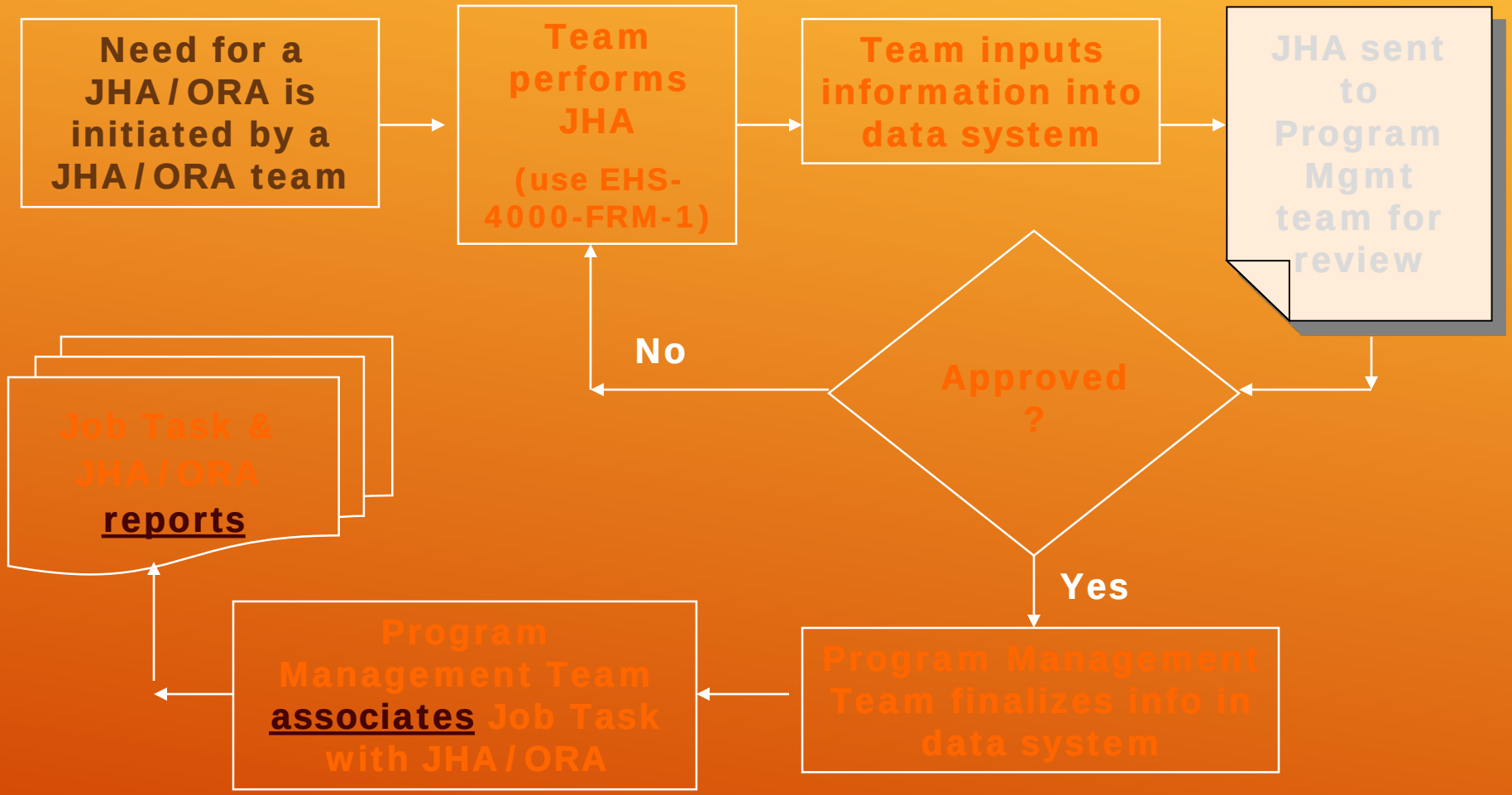
1910.132(d)(1)(ii) Communicate selection decisions to each affected employee; and,

1910.132(d)(1)(iii) Select PPE that properly fits each affected employee. Note: Non-mandatory Appendix B contains an example of procedures that would comply with the requirement for a hazard assessment.

OSHA REQUIREMENTS – CONT'D

- 1910.132(d)(2) The employer shall verify that the required workplace hazard assessment has been performed through ***a written certification*** that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment

THE FLOW


Need for a JHA/ORA is initiated by a JHA/ORA team
Team performs JHA
(use EHS-4000-FRM-1)
Team inputs information into data system
JHA sent to Program Mgmt team for review
Approved ?
No
Yes
Job Task & JHA/ORA reports
Program Management Team associates Job Task with JHA/ORA
Program Management Team finalizes info in data system

KEY PLAYERS

Program Management Team

- Initiates JHA's/ORA's
- Engages Appropriate Business Partners
- Ensures Consistency & Compliance
- Final Approval

Evaluation Teams

- Outlines Tasks and Steps
- Identifies Potential Hazards
- Assigns Initial Risk Codes
- Establishes Appropriate Controls
- Determines Residual Risk

Attachment J.1

EH&S Job Hazard Analysis and Occupational Risk Assessment (JHA/ORA) Form (EHS-4000-FRM-1)

[1]Analysis By:	[2]Certified By:	[3]DATE Performed: [4] ☐NEW REVIEWED DATE: ☐REVISED	Job Function:
[5]Applicability - Enterprise-wide, International Region, Country/Domestic, State, Local (county, city, etc):	[6]Job Task Analyzed:	[7]Reason for Analysis:	[8]Business Unit/ Department:

[9]Step Number / Step Description	[10]Potential Hazards	[11]Initial Risk Code	[12]Preventative Action or Procedure - Hazard Elimination/ Engineering Controls/ Administrative Controls	[13]Personal Protective Equipment	[14] Residual Risk (considering identified controls)

OUTLINING TASKS AND STEPS

Job Functions – Primary Area of responsibility

Job Tasks - Discrete components related to Job Function

- Working in manholes
- Working aloft
- Handling batteries

Job Task Steps – Actions Required to Complete the Task

- Transfer Battery to Cart
- Pushing/Pulling Cart
- Transfer Battery from Cart

OUTLINING JOB TASKS & STEPS

General Considerations

- Ensure a balanced level of detail
  - Too much VS not enough
  - 10 steps or less
- Maintain correct sequence of steps
  - Ensures effective hazard identification
- Focus on what is done not how it is done

IDENTIFY POTENTIAL HAZARDS FOR EACH STEP OF THE TASK

Common Hazard types

- Material Handling Hazards
- Impact
- Penetration
- Crush or Pinch
- Slips, Trips and Falls
- Dusts, Mists and Fumes
- Chemical
- Heat or Cold
- Light (Optical) Radiation
- Electrical Contact
- Other Energy
- Ergonomic Hazards
- Fire Hazards
- Noise Hazards
- Environmental Hazards
- Radio Frequency/ Microwave Hazards

HAZARD ANALYSIS – EVALUATE THE RISK

Risk Assessment Code – Numerical value based on probability and severity

Probability

- Frequent
- Likely
- Occasional
- Seldom
- Unlikely

Severity

- Catastrophic
- Critical
- Marginal
- Negligible

RISK PRIORITY DEFINITIONS BASED ON RISK ASSESSMENT CODE

Risk Priority		
Code	Risk Level	**Action Required**
1	High	Immediately implement controls. If adequate controls cannot be implemented, or if there is an imminent danger, stop the task until it can be reengineered.
2	Medium	Select and implement appropriate controls in a timely manner.
3	Low	Select and implement appropriate controls as budget and resources allow.

DETERMINATION OF RISK ASSESSMENT CODE USE PROBABILITY AND SEVERITY

Probability of an Accident Occurring					
Severity Description	**Frequent**	**Likely**	**Occasional**	**Seldom**	**Unlikely**
Catastrophic	**1**	**1**	**1**	**2**	**3**
Critical	**1**	**1**	**2**	**2**	**3**
Marginal	**2**	**2**	**2**	**3**	**3**
Negligible	**3**	**3**	**3**	**3**	**3**

HAZARD CONTROL ACTIONS

Eliminate the hazard

- Choose a different process
- Modify an existing process
- Substitute with less hazardous substance
- Modify or change equipment or tools

Provide Engineering Controls

- Enclosures
- Attenuation
- Machine Guards
- Ventilation

HAZARD CONTROL ACTIONS

Administrative Controls

- Revise work procedures
- Modify steps
- Reduce the exposure time
- Provide training

Personal Protective Equipment

- Safety Glasses
- Steel Toed Shoes
- Ear Plugs
- Respirators

Attachment J.1

EH&S Job Hazard Analysis and Occupational Risk Assessment (JHA/ORA) Form (EHS-4000-FRM-1)

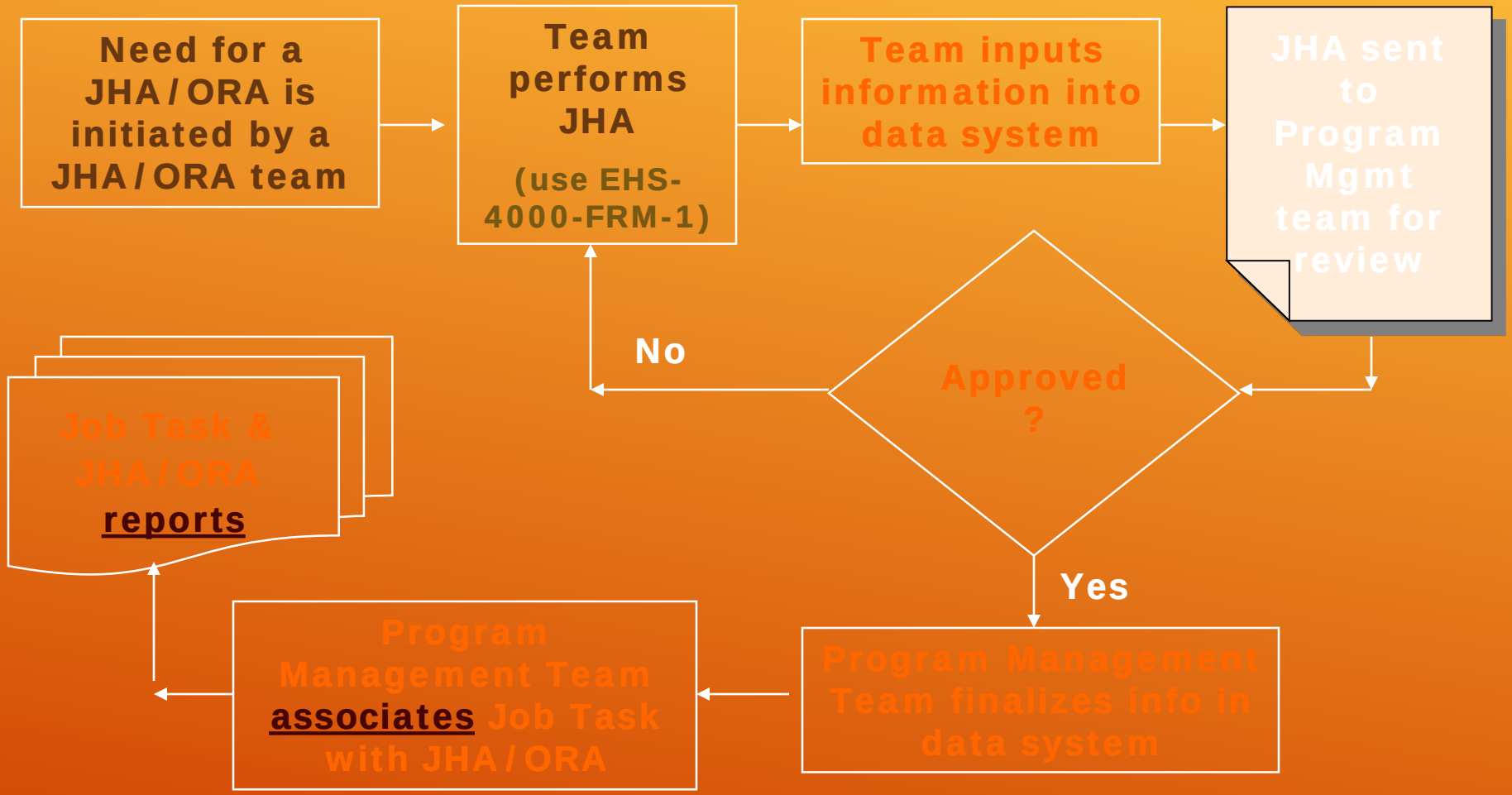
[1]Analysis By:	[2]Certified By:	[3]DATE Performed: [4] ☐NEW REVIEWED DATE: ☐REVISED	Job Function:
[5]Applicability - Enterprise-wide, International Region, Country/Domestic, State, Local (county, city, etc):	[6]Job Task Analyzed:	[7]Reason for Analysis:	[8]Business Unit/ Department:

[9]Step Number / Step Description	[10]Potential Hazards	[11]Initial Risk Code	[12]Preventative Action or Procedure - Hazard Elimination/ Engineering Controls/ Administrative Controls	[13]Personal Protective Equipment	[14] Residual Risk (considering identified controls)

HAZARD ANALYSIS – DETERMINE THE RESIDUAL RISK CODE

- **“Residual Risk”**
  - Remaining risk after hazard controls have been determined for each job task step
  - Determined for each job task step by applying the risk assessment matrix, assuming the controls are implemented

THE FLOW


Need for a JHA/ORA is initiated by a JHA/ORA team
Team performs JHA
(use EHS-4000-FRM-1)
Team inputs information into data system
JHA sent to Program Mgmt team for review
Approved ?
No
Yes
Job Task & JHA/ORA reports
Program Management Team associates Job Task with JHA/ORA
Program Management Team finalizes info in data system

EXAMPLE

1. Position the pneumatic overhead “claws”.

Potential Hazards?

1. Position the pneumatic overhead “claws”.

Preventative Action or Procedure?

1. Position the pneumatic overhead “claws”.

Personal Protective Equipment?

2. Guide and lift signatures overhead via “claws” and place on conveyor

Potential Hazards?

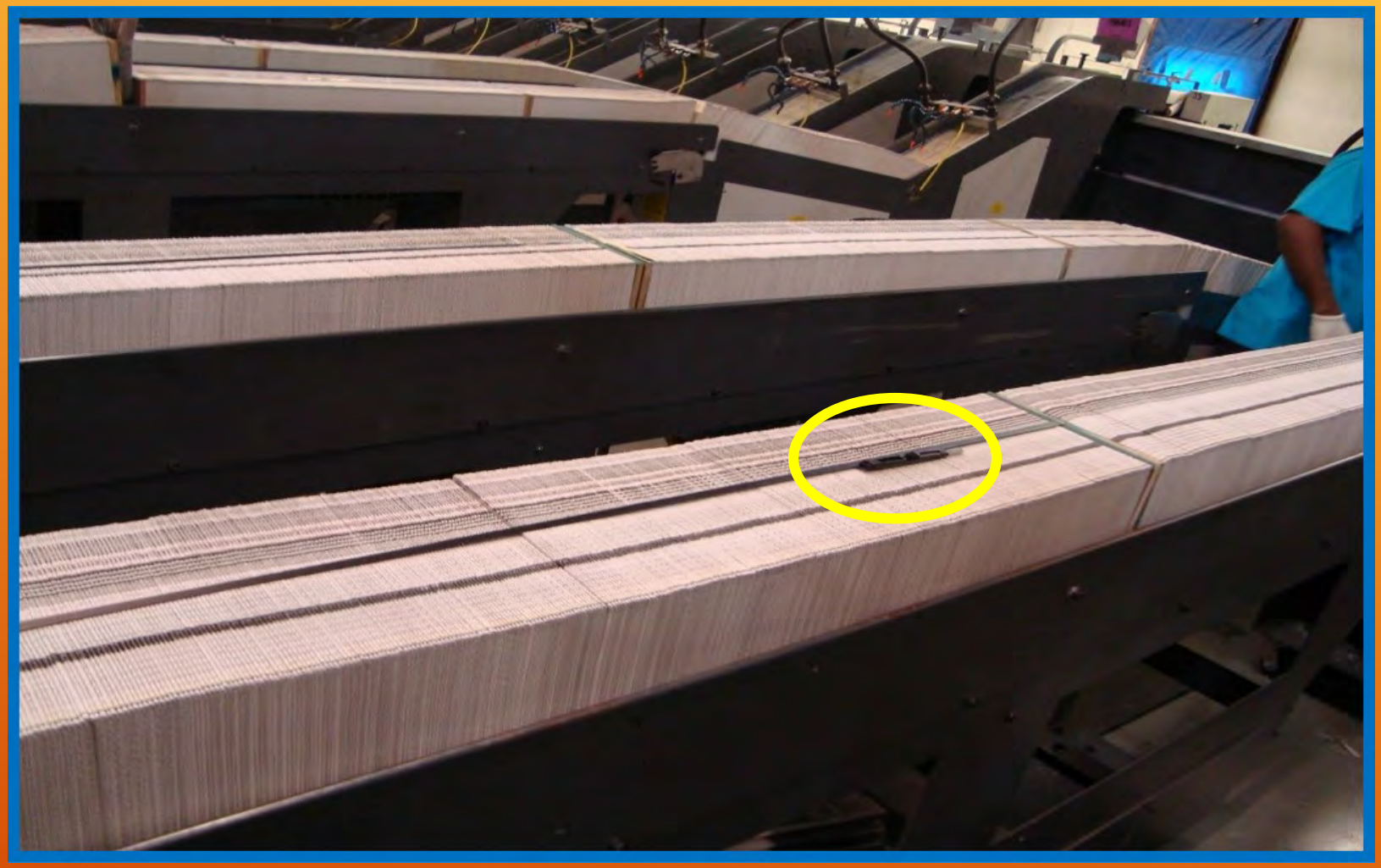
2. Guide and lift signatures overhead via “claws” and place on conveyor

Preventative Action or Procedure?

2. Guide and lift signatures overhead via “claws” and place on conveyor

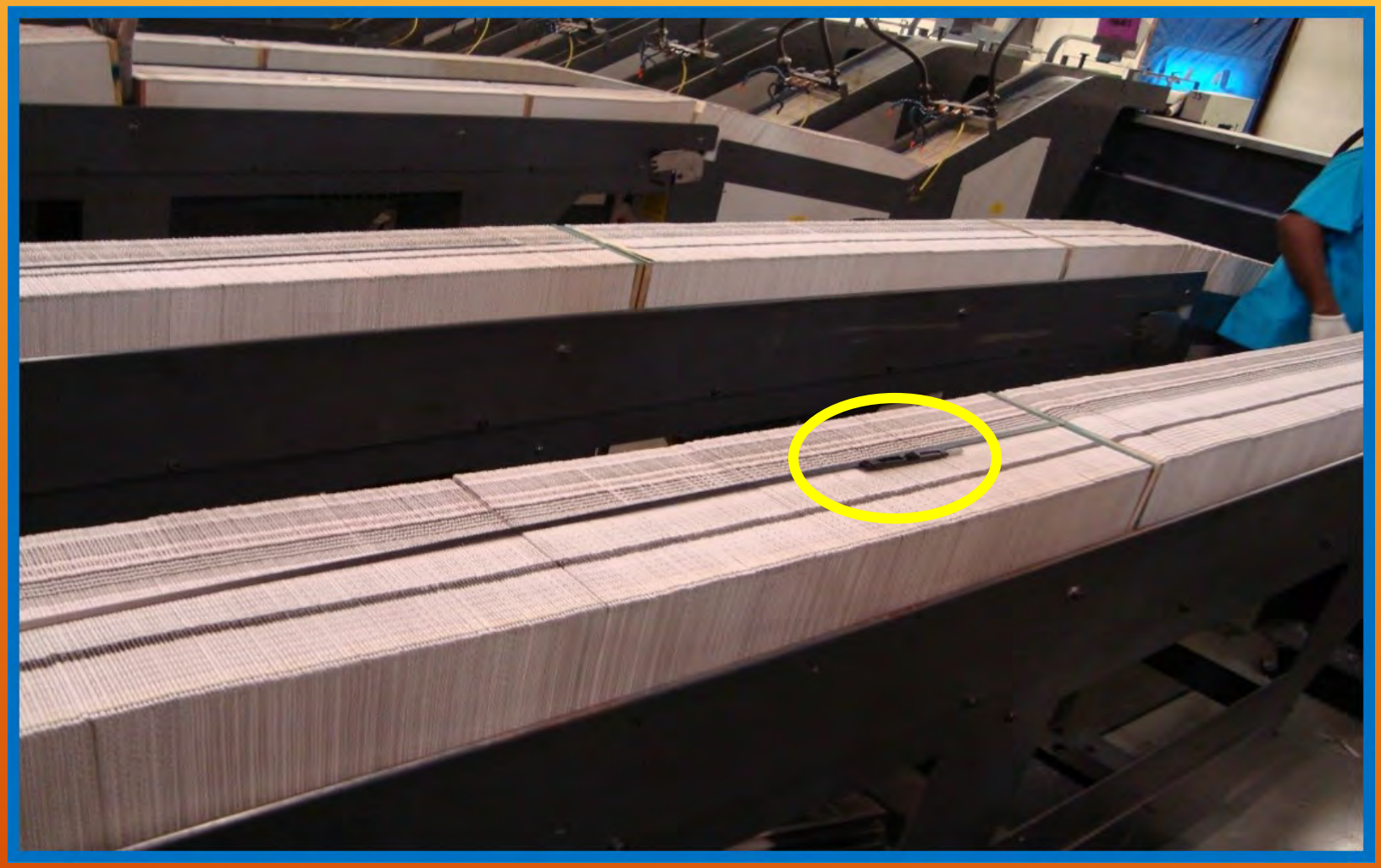
Personal Protective Equipment ?

3. Cut plastic band with utility knife, and remove band and wood end supports



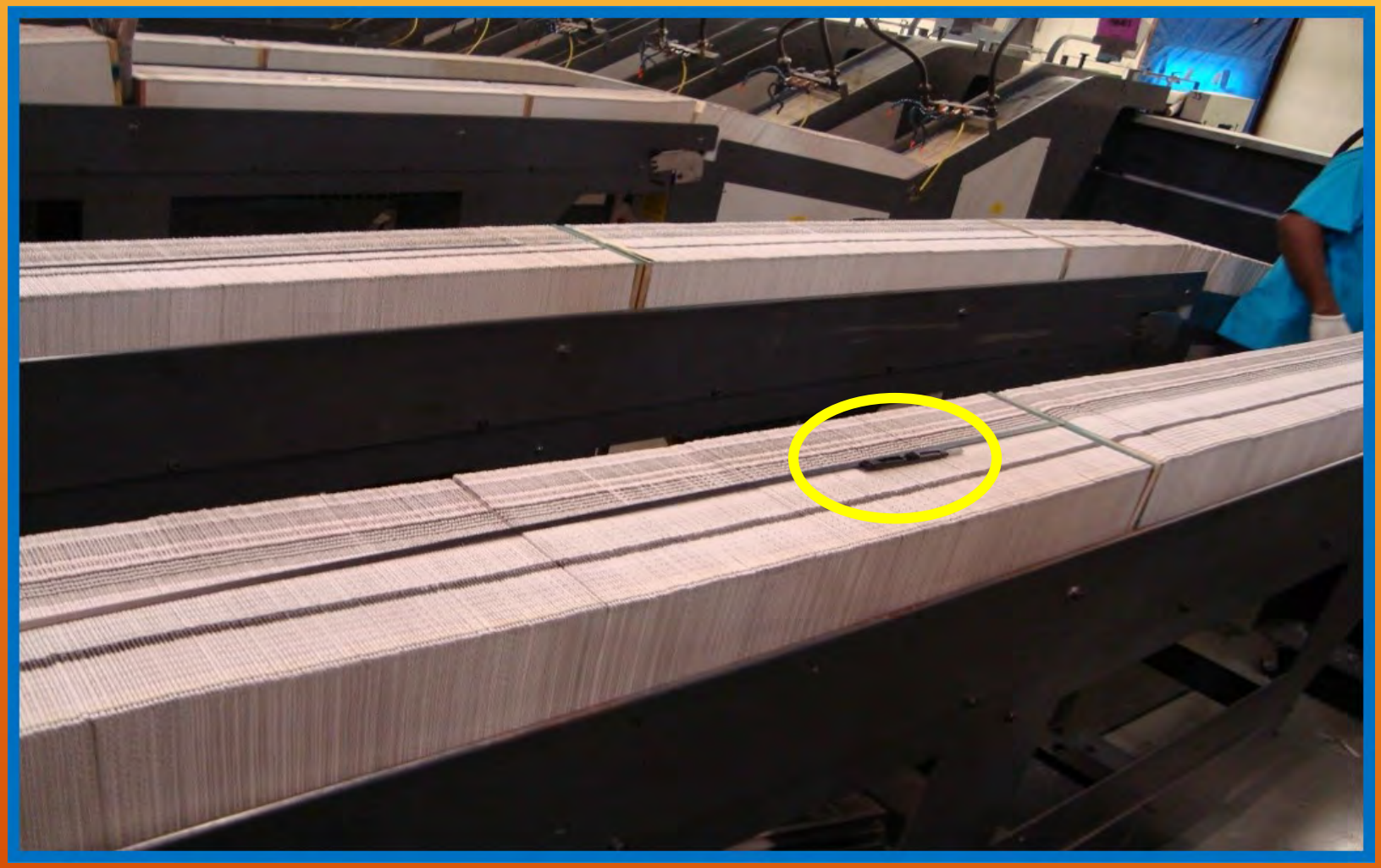
Potential Hazards?

3. Cut plastic band with utility knife, and remove band and wood end supports



Preventative Action or Procedure?

3. Cut plastic band with utility knife, and remove band and wood end supports



Personal Protective Equipment?

4. Position materials on conveyor to be fed for binding

Potential Hazards?

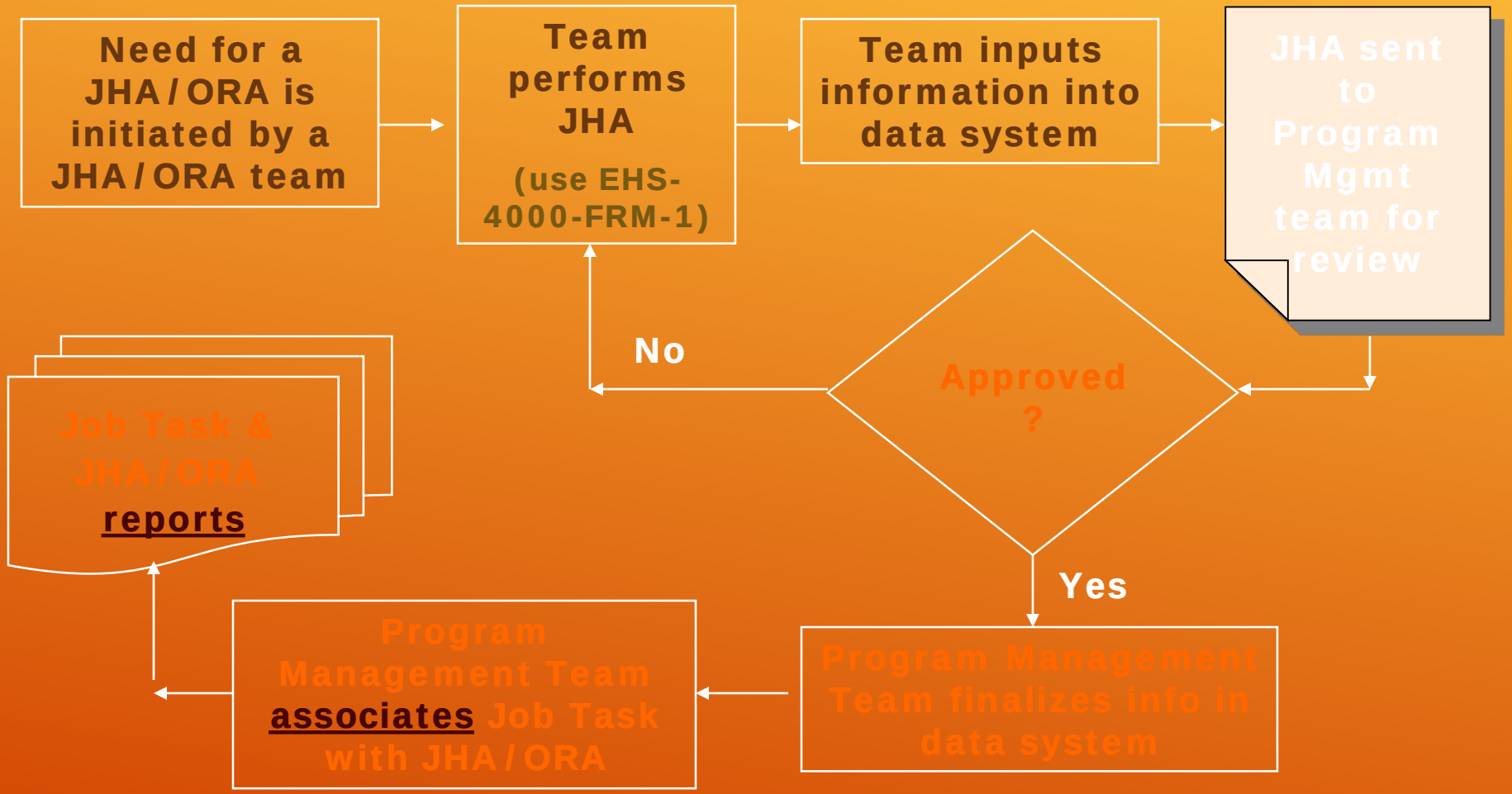
4. Position materials on conveyor to be fed for binding

Preventative Action or Procedure?

4. Position materials on conveyor to be fed for binding

Personal Protective Equipment?

THE FLOW

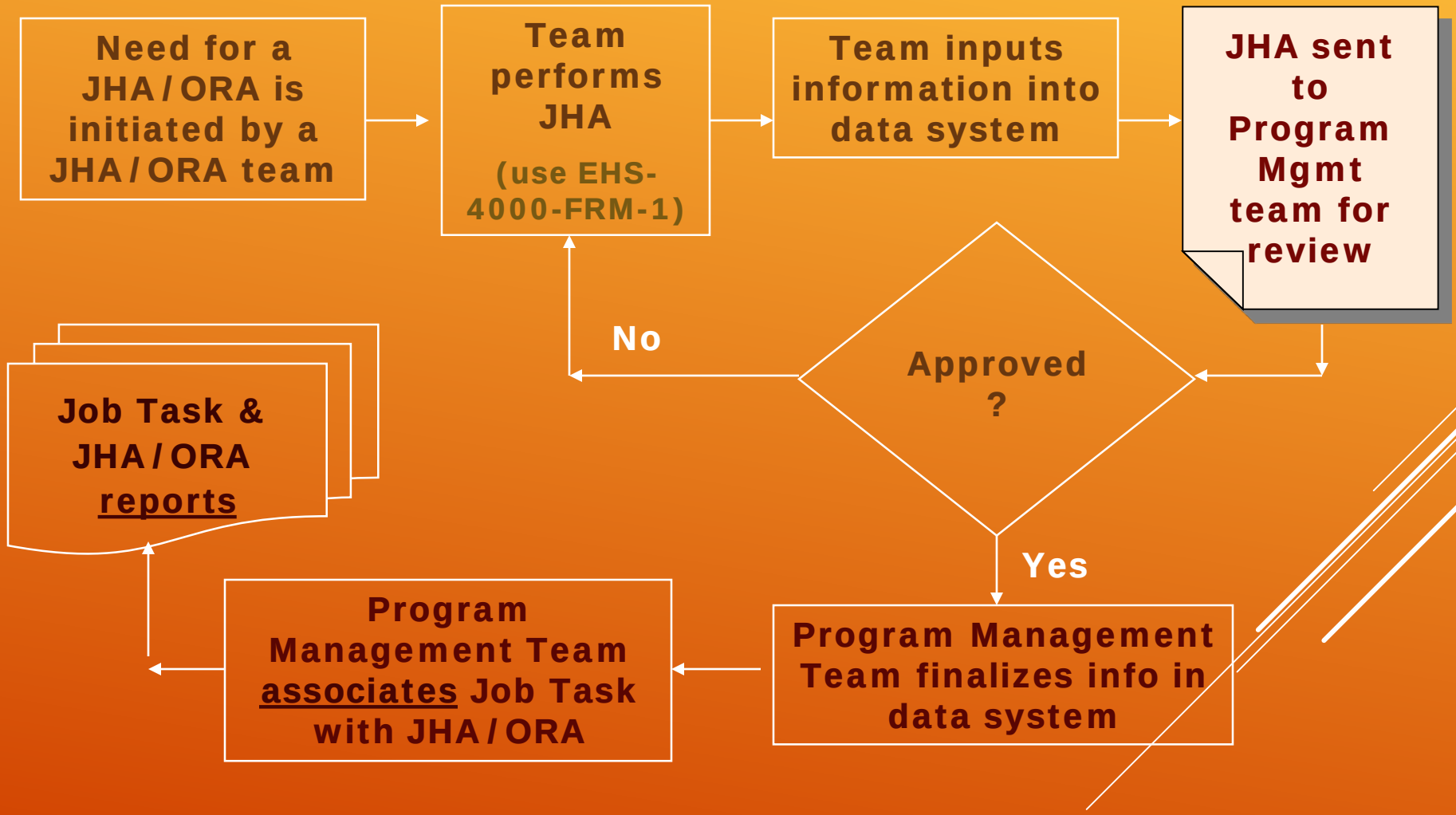

Need for a JHA/ORA is initiated by a JHA/ORA team
Team performs JHA
(use EHS-4000-FRM-1)
Team inputs information into data system
JHA sent to Program Mgmt team for review
Approved ?
No
Yes
Job Task & JHA/ORA reports
Program Management Team associates Job Task with JHA/ORA
Program Management Team finalizes info in data system

EH&S Job Hazard Analysis and Risk Assessment Form
(EHS-4000-FRM-1)

[1]Analysis By: Marshall Berry Barry Caudill	[2]Certified By:	[3]DATE Performed: 06/09/09 [4]☒NEW ☐REVISED	
[5]Location: Stevens Graphics Atlanta – Bindery	[6]Job Process Analyzed: Production Assistant - Line – Feeding the "signatures"	[7]Reason for Analysis: Baseline assessment of job function	[8]Business Unit / Department: Advertising & Publishing - Stevens Graphics

[9]Sequence Of Tasks	[10]Potential Hazards	[11]Risk Code (under development)	[12]Preventative Action Or Procedure	[13]Personal Protective Equipment
Position the pneumatic overhead "claws".	Standing, bending (waist down), twisting, noise	3	Turn body to avoid twisting of body, Hearing conservation program	Standing / fatigue mats, hearing protection
Guide and lift signatures overhead via "claws" and place on conveyor	Standing, twisting, noise	3	Turn entire body and guide signatures from behind to avoid twisting, Hearing conservation program	Standing / fatigue mats as worker guides signatures to the conveyor, hearing protection
Cut plastic band with utility knife, and remove band and wood end supports	Splinters and cuts from removing the plastic band and plywood ends of signature bundle, noise	3	Cut bands away from body, Hearing conservation program	Gloves, hearing protection
Position materials on conveyor to be fed for binding	Pushing signatures, pinching of hand and paper cut, noise	3	Guide materials from behind the conveyor to avoid twisting of body, Hearing conservation program	Gloves, hearing protection

THE FLOW


Need for a JHA / ORA is initiated by a JHA / ORA team
Team performs JHA
(use EHS-4000-FRM-1)
Team inputs information into data system
JHA sent to Program Mgmt team for review
Approved ?
No
Yes
Job Task & JHA / ORA reports
Program Management Team associates Job Task with JHA / ORA
Program Management Team finalizes info in data system

JHA/
ORA
REPORT

Job Hazard Analysis

Forklift Driving

JHA Type	:	New
Applicability Type	:	State
Location	:	ALASKA,UNITED STATES
Job Task Name	:	N/A
Responsible BU	:	OPERATIONS
Operational Unit	:	Global Network Operations
Reason for Analysis	:	Assess hazards to determine appropriate PPE

Initiated By	: RHONDA K. KITCHENS (rk2643)	**Initiated Date**	: 1/14/2010
Certified By	: RHONDA K. KITCHENS (rk2643)	**Certified Date**	: 1/14/2010
Analyzed By	: RHONDA K. KITCHENS (rk2643)	**Analyzed Date**	: 1/14/2010
EHS Manager	: RHONDA K. KITCHENS (rk2643)		

New Job Task Name	:	N/A
JHA Status	:	
JHA Status Changed Date	:	1/14/2010
JHA Status Changed By	:	
JHA Status Comments	:	

Step No	
Step Of Tasks	
Potential Hazards	
Personal Protective Equipement	
Administrative Control Comments	
Engineering Control	
Hazard Elimination	
Other Comments	

	Severity	**Risk Probability**	**Risk Level**
Initial			
Residual			

Questions