

CITY OF HOT SPRINGS

Job Hazard Analysis (JHA)

Procedures and Policy



September, 2016

Job Hazard Analysis (JHA) Procedures and Policy

1. Purpose

The purpose of this policy is to establish responsibilities and procedures for writing and updating JHAs for each Job/Task and Equipment at The City of Hot Springs.

2. Responsibilities

a. Human Resources

- Implement and enforce all requirements outlined in this policy.
- Ensure the City of Hot Springs workforce is trained in the procedures outlined in this policy.
- Ensure that JHAs be conducted for all hazardous operations on CHS Form 2016, Job Hazard Analysis.

b. Directors and Department Supervisors

- Ensure JHAs are completed for all hazardous operations in their respective areas of responsibility on CHS Form 2016.
- Ensure JHAs within their area of responsibility are reviewed annually and updated when necessary.
- Ensure personnel assigned to complete JHAs have completed training, given by Arkansas Department of Labor (ASOH) on JHA preparation.

c. Department Supervisors

- Appoint employees to complete JHAs in their Department on CHS Form 2016.
- Provide training to appointed individuals on JHA preparation.
- Assist the Department employee in assigning Mitigation Controls (short or long term).
- Ensure approved JHAs are kept within the immediate vicinity of the equipment or in the area in which the task is being performed, and that employees know where the JHAs are for access.
- Submit all JHAs to the Health and Safety Coordinator Office for review and retention.

Note: Departments will develop their own JHA numbering system that is specific to their Departments. (Example: Stormwater Department, SWD-001).

d. Department Employees

- Document all basic job steps and potential accidents or hazards on CHS Form 2016.
- With the aid of the supervisor, assign all Mitigation Controls (short or long term).

e. Health and Safety Coordinator

- Provide technical assistance to the Department employees as needed.
- Coordinate JHA training.

- Retain copies of approved JHAs.

3. JHA Procedures

a. JHA Initial Submittal

A JHA shall be created for each job/task and equipment in all Departments of the City. The CHS Form 2016 is available on the City website in the Human Resources tab then go to Health and Safety Office. It can be found in Health and Safety Forms.

(1) Employees will complete the JHA and submit to their supervisor for review on CHS Form 2016. Instructions for completing CHS Form 2016, are found in Appendix A.

(2) The supervisor will review the JHA to ensure all required information is entered on the form to include all procedural steps and mitigation control. Supervisors shall ensure if a long term mitigation control is called for, he/she will assign a responsible person to follow the long term mitigation control to closure.

(3) The supervisor will then review the JHA to ensure that all information is current and will add their name to the "Date of Review" box on the CHS Form 2016 as an indication of concurrence.

(4) JHAs shall be kept with the equipment, or in the immediate vicinity, so that employees can readily refer back to it when any job task is unclear, or for training purposes to make employees knowledgeable of operational hazards and mitigation controls.

b. Department Review and Update of JHAs

- JHAs will be reviewed annually by the Department Supervisor to ensure that the JHA is up to date with the process and/or equipment.
- When changes are made in the work environment or to the equipment, the JHA will require an update by the supervisor and must be resubmitted.
- Any changes to the original JHA shall be annotated in a footnote to include the change, date, and person making the change.

4. Training

JHA training will be given to the work force on an annual basis or as needed. Please contact the Health and Safety Coordinator to schedule training. Email requests to tvann@cityhs.net.

APPENDIX A – Instructions for completion of CHS Form 2016.

(1) JHA #: Directorates will develop their own JHA numbering system that is specific to their Department, (Example: Stormwater Department – SWD-001).

(2) Job Description: The name of the job task/equipment will be entered by the Department employee.

(3) Date: Analysis date.

(4) Department: Location name, Directorate name, and Department.

(5) Skills Required: Operator title.

(6) Analysis By: Department employee's name that completed the JHA.

(7) Approved By: The Department Supervisor will review and approve JHAs.

(8) Required PPE: List all specific PPE identified in the JHA.

(9) Tools and Equipment Required: List all special tools and all other general equipment.

(10) Job Preparation: Identifying any task that needs to be completed prior to the job task being started.

(11) Hazardous Material: List all hazardous material by chemical name (all employees shall review all SDS before starting task).

(12) Special Hazards: List any specific requirement, to include ventilation, multiple employees, work/rest cycle, or special equipment warm up time.

(13) Basic Job Step: List what is done (not how to do it). The JHA is not intended to take the place of a Department Maintenance Work Requirement or Manufacturer's recommendation. It is to identify what is being done and its associated hazards. Each Basic Job Step performed must be listed in the sequential order it is performed to complete the overall task.

(14) Potential Accidents or Hazards: List all hazards associated with the Basic Job Step to identify these hazards. Review all previous accidents, near misses, and potential accidents/incidents, along with existing hazards.

APPENDIX A – Instructions for completion of CHS Form 2016. (continued)

(15) Mitigation Controls - Short Term: Controls are Administrative or PPE controls. These are changes in procedures or providing specific PPE to guard against the hazard of the Basic Job Step.

(16) Mitigation Controls - Long Term: Controls that are engineering controls. This is a modification in equipment, or purchasing equipment or material to make the Basic Job Step safer.

(17) Assigned To: List the person (Engineer, Equipment Specialist, or Supervisor) who will be responsible for ensuring that the Long Term Mitigation Controls are implemented.

