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U.S. EPA-NEW ENGLAND REGION
JOB SAFETY ANALYSIS (JSA) PROGRAM

by

N. A. Beddows, CSP, CIH

Introduction

The JSA program, described here, is a major, new, regional initiative for 1998. It is a regional occupational safety program required by the 1997 EPA-New England Safety and Health Directive #1440.

Performing JSA's in most federal agencies is a requirement of an OSHA standard titled: *Federal Employees Occupational Safety and Health Program* (at 29CFR.1960). There is no current, similar standard for General Industry. However, the OSHA leadership, in 1997, stated that "[having a General Industry] Safety and Health Program standard, which covers management commitment to employee participation, hazard analysis, hazard prevention and control, training and evaluation, is [its] number one priority" [underlining emphasis added]. The wording in this statement, as to what JSA comprises, is instructive.

In addition to meeting a regulatory (and regional) requirement, having a consistently high quality JSA program in place, regionally, will provide enhanced employee safety and boost employee morale, through the expressed regard of the supervisor for the employees' safety, and the employees' involvement in managing their own occupational safety. Moreover, it would demonstrate compliance with the aforementioned OSHA standard. Additionally, it will provide evidence of appropriate employee instruction in any future Workers Compensation Claim, or a third party suit.

Costs are minor for a JSA program for the EPA-New England's, approximately 250, field and laboratory workers. Mostly, a one-time-only analysis, for homogeneous groups of workers, would be necessary, and 1-2 hour group meetings, between the supervisors and these groups of workers, to specifically discuss job safety, conducted once or a few times a year, generally, would only be entailed.



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THE JSA PROGRAM

To show what JSA is, we will resort to giving commonly-asked questions and the answers to them. Additionally, how the JSA might be documented, for one homogeneous group of field workers, will be shown using an model letter and report form.

What is JSA?

JSA, simply put, means identifying the safety and health hazards of a *specific* job (field or laboratory work assignment); establishing, and implementing, the appropriate safeguards; and, having the supervisor and the field or laboratory employee, or a homogeneous group of these employees, discuss the recognized hazards and the corresponding safeguards. JSA involves a systematic "**Look For-Look At**" study of job steps (including travel), respective hazards, possible causes, safeguards, and effective communication. Each specific JSA needs to be developed by the supervisor and his/her field or laboratory employees. The industrial hygienist or safety specialist should participate in the development and discussions when the hazard analysis, the selection of appropriate safeguards or personal protective equipment, or understanding of a safety standard are likely to be complex or contentious. The JSA development and discussions need to be in place as close as practicable to the work assignment. For completion, the JSA needs to be documented and maintained on file by the supervisor.

JSA complements the basic 40-hour safety and health training which these employees are given by the agency. And, it is, itself, complemented by the annual, 8-hour, *refresher* job safety training for field and laboratory workers.

While a JSA may constitute required, specific job safety instruction, it may not, by itself, meet all the *appropriate safety training* requirements in applicable (and numerous) Codes of Federal Regulations, OSHA standards, and the agency's own safety directives.

What are the Management's Objectives in the JSA program?

There are five main objectives in the program:

1. Enable employees to effectively avoid unsafe work and working conditions.
2. Stress that job safety is an important part of everyone's job.
3. Promote supervisor, and field/laboratory worker participation and partnership.
4. Enable supervisors and employees to recognize and control job hazards.
5. Demonstrate commitment to employee welfare and regulatory compliance.

How Extensive is the JSA process?

The coverage and detail of the JSA's for the regional field and laboratory workers will depend on the actual jobs. Most JSA's will be similar in scope, will involve known hazards and safeguards, will entail four or five pages of written text and tabulated information, and will, in many cases, involve only one JSA for a homogeneous group of workers.

How Complex will doing a JSA be?

Generally, it will not be complicated at all. If it were to be, it would only be in the Hazard Identification part. Even this part, however, generally will be quite simple because the job hazards, as will be the safeguards, will be well known to either the supervisor or the affected employees. In some situations, the hazards may not be immediately known, and hazard identification may have to be achieved by "brainstorming" involving the supervisor and the employees, and, possibly, the industrial hygienist or safety professional.

What does Hazard Identification by Brainstorming mean?

As used here, it means using a "What If" approach to hazard identification. You systematically, and collectively, identify the "What If" scenarios. Next, you look for, and list, the potential hazards in each scenario. For each hazard, you ask, and decide on, "What to Do," "Who Does it," and "When is it Done." Use a five-column chart with the preceding headings, and with an appropriate number of rows, one row per "What If" scenario, to document the findings and plan.

Might Hazard Identification call for more than just Brainstorming?

When the hazards in a situation are not immediately known, simple brainstorming, to identify the hazards, will be effective, generally. And, information on hazards in facilities being inspected can be obtained by pre-inspection discovery involving the facility managers, operators and maintenance personnel. The OSHA log, which the employer must maintain, also provides a way to identify hazards.

In some JSA situations, more highly-structured hazard identification (or risk assessment) methods than "What If," such as Hazard and Operability (Hazop) analysis, Failure Mode and Effect Analysis (FMEA), and Fault Tree Analysis, may be required. These methods require expertise. Mostly, however, they are used only for chemical process hazard analysis and risk assessment in complex processes.

How often is a JSA to be revisited?

Some minimal hazard jobs, such as EPA personnel office visits to businesses, will only require an initial job hazard analysis and EPA supervisor-employee discussion. Only the discussions will need repeating periodically, perhaps annually or several times a year.

Jobs which could involve serious hazards might require, in addition to an in-depth hazard analysis, regular, joint discussions, of hazards and safeguards, between the supervisors and the employees.

Which JSA's need to be documented?

All of them, without regard to the perceived levels of risk. Each JSA and supervisor-employee safety meeting should be written up completely. The JSA should be maintained permanently on file by the supervisor.

The term 'Risk' has been used. What does it mean?

Risk can be thought of as the product of the *consequence* of an hazardous exposure and the *frequency* of that exposure. If you look at the extremes of the possible combinations of *consequence* and *frequency* of exposure you will see that when both consequence and frequency are low, the risk is *de minimus*. And, at the other extreme, when both consequence and frequency are high, the risk might reasonably be described as *very severe* or *potentially catastrophic*. Between these limits, of course, other combinations of consequence and exposure frequency arise. These can, admittedly, arbitrarily, but sensibly, be described, variously, as *low, moderate, serious*, or as some other, appropriate, risk-classification term. As an example, in a case where the consequence of a mishap, were it to occur, would be an injury requiring medical treatment, and the frequency of the exposure would be, say, a few times or less, a year, the *risk* could reasonably be classed *Serious*. You will see, also, that when a field or laboratory worker faces the same kind of hazards on a daily or weekly basis—that is, the *frequency* of facing some potentially adverse *consequence(s)* is relatively constant, the *severity* of the possible adverse consequence of a mishap (the recognized hazard) dictates the class of the risk. The above scheme is the basis for some computer risk analysis and project prioritization models.

You've used the term 'Recognized Hazard.' What does it mean?

First, this term has regulatory significance. The General Duty Clause (§5 (a)1) of the OSH-Act of 1970 prescribes an employer duty to provide work and work places free of *recognized* (serious) *hazards*. A supervisor, manager, or safety professional can, in most cases, recognize (and is expected to know about) job-related matters which, either by themselves or in concert with other events, could lead to a serious accident or incident.

In context with the application of OSHA regulations and standards, and this term, the employer (i.e., its supervisors, managers and safety professionals, as the representative of the employer), even if it did not immediately know about a hazard, generally would be regarded as being imputably knowledgeable. That is, it should have known for one or more reasons (such as existing industrial practice, or industrial standard). Ignorance of an occupational serious hazard is generally no defense against a charge of violating an applicable OSHA regulation or standard.

Not all hazards, however, are recognizable within the meaning of the OSH-Act. For example, an isolated action by an employee which created a serious hazard or led to a serious accident, arguably, is not a *recognized hazard*, as OSHA applies the term.

What are the key Steps in Regional JSA program?

There are six, qualitative steps in our JSA program.

1. *Select the Job to be Analyzed.*

When there are many jobs to be processed, JSA should be done on a priority basis, based on perceived risks. [The more risky jobs are processed first. Some jobs are similar enough to require only one JSA].

2. *The Supervisor and the Employees Discuss the Job.*

Discussion entails focusing on the job-activities, the hazards, and the safeguards to use; the applicable regulations and standards; and, any additionally-needed information, instruction or employee safety training.

3. *Define the Job.*

Break the job down into the key activities. List the activities.

4. *Identify Hazards and List Them.*

Look at each key activity in the job for potential hazards: physical hazards, such as stack-climbing; physical agent hazards, such as high noise level; chemical hazards, such as toluene vapor exposure); and, biological hazards, such as the lyme disease tick, and poison ivy.

Use short-hand, hazard identification terminology in this step (4). Classify hazards as (but not limited to):

- ▶ Striking Against
- ▶ Struck By
- ▶ Slips and Falls
- ▶ Strain (Lift/Push/Pull)
- ▶ Hazardous Environment Exposure via Any Route
 - Physical Agent.
 - Chemical Substance.
 - Biological Agent.

5. *Identify/Select Safeguards and List Them.*

Look at, and list, ways to avoid injury or illness. This might include extricating oneself from a risky situation.

6. *Document the JSA.*

Write down the findings from steps 1 through 5. Write down (and follow up on) any planned additional investigations, inquiries, or discussions.

Are there any basic, common themes to use in a JSA Supervisor-Employee Discussion?

Yes. Depending on the circumstances, one might include in the discussions points on administrative matters, and common physical, chemical or biological hazards and safeguards. In this regard, consider:

Administrative Matters:

- Work rules exist to protect both the employee and the employer. all employees must work safely; unsafe acts and violations of the rules will not be condoned.
- When any vehicle is used for agency business, seat belts must be used by the driver and any passenger. Driving safety rules must be followed.
- Car phones when available should only be used when the vehicle is stationary.
- Any government vehicle defect or involvement in any accident must be reported to the issuer. Every vehicular accident must be reported to the supervisor.
- When visiting a site, you must follow every reasonable site safety rule. You are expected to be appropriately dressed, and to use appropriate personal protective clothing and equipment.
- In assessing potential hazards to yourself (or co-worker) at an unfamiliar work site or work place, ask the site management or plant personnel about them. Obtain information about : the processes; the work activities; the work site layout (i.e., the designated and prohibited walkways); the physical hazards; the chemical hazards; personal or area chemical exposures; and the history of accidents and OSHA inspections and citations.
- Familiarize yourself with the applicable OSHA standards and regulations. Also, when you need exposure and risk information, look at the relevant material safety data sheets, the NIOSH *Criteria Documents*, and the U.S. HHS-ATSDR *Toxicological Profiles* before you go into the field.
- Terminate an inspection if irritation to the eyes, skin, or pulmonary system becomes a problem, or if hazardous physical conditions present themselves at any stage of your inspection.
- Get to know beforehand the location of emergency services.
- Consult the supervisor, industrial hygienist or safety specialist if in doubt about any safety or health requirement or procedure to be followed.

Common Physical Hazards:

- Falling on sloping or slippery surfaces, falling off unguarded scaffolds or platforms, slipping on steep banks, falling in climbing a ladder in inclement weather or climbing an unguarded, fixed ladder which is over 20 feet in length.
- Straying off the proper walkways. This could result in being struck by railroad rolling stock in some industrial sites.
- Getting close to unguarded, live electrical equipment, rotating equipment, hydraulic equipment, crane swing-arcs, and unshielded welding operations.
- Standing/walking under moving or suspended loads.
- Wearing loose clothing—ties and sleeves—around rotating equipment.
- Stepping on piles of wood with protruding nails or climbing unsecured ladders and scaffolds.
- Being close to inadequately secured or improperly stacked material and containers.
- Entering confined spaces, high traffic areas, or high noise areas.
- Taking a short-cut across a property, or climbing over a property fence.

Notes.

1. Significant physical hazards are more likely to exist in older industrial sites. For many physical hazards, the primary safeguard is distance.
3. Employees may not enter any confined space unless and until they have had appropriate training on Confined Space Entry, consistent with the OSHA *Permit Required Confined Space Entry* standard (29 CFR 1910.146).
3. Any industrial steady state noise level which is uncomfortable is potentially injurious. However, provided the employee limits the duration of his/her time in a high noise area, an impermissible exposure to steady state noise is not likely. For a 1/4 hour exposure, the level of noise which would be legally impermissible is 115 decibels (dBA-Slow). This level would be generally evidently excessive. The level of impact (discontinuous) noise which is legally impermissible for any duration (140 dB) would be immediately, generally evident. Most industrial high noise areas will be posted. The EPA employee (i) should not enter high noise areas without hearing protection, (ii) should minimize exposure time in every case, and (iii) is not at risk of noise-induced hearing loss when he/she uses the appropriate precautions in high noise areas and around high noise equipment.

Biological Hazards:

These hazards are more likely to be encountered at wetlands, landfills, waste water treatment plants and Superfund sites. The more general biological hazards in field work include:

- Poison ivy, spiders, and snakes (mostly at some wetlands and waste sites).
- Tetanus or Septicaemia from a puncture-wound.
- Lyme Disease-carrying ticks. [These ticks are present throughout the New England states. The risk of exposure to an infected tick may when left untreated. Complete covering of the ankles, legs, arms and neck; the use of tick-repellent; careful self examination after each site visit; and, knowing the signs and symptoms of infection are critical to your safety].
- Pathogenic bacteria and viruses at raw/waste water treatment operations [Blood-borne pathogens are not likely to be encountered by field workers, but Emergency Response program workers need to be watchful for possible blood or drug needle contact].

Chemical Hazards:

Organize discussions around -

- **Organic Vapors** (in industrial settings, but generally at concentrations which are within the relevant *permissible exposure level—PEL*).
- **Gases** (for example, *chlorine* at water treatment plants).
- **Metal Fumes** (from welding/gas/arc-burning).
- **Acid or Alkaline Mists** (metal cleaning operations).
- **Chromium (+ 6)** (hard chrome-plating baths).
- **Hazardous Surface Contaminants** (*lead* waste in bridge work)
- **Non-Ionizing** (noise and/or U.V. light) and **Ionizing Radiation** (industrial X-rays; radiation from the improper use of an XRF monitor).
- **Dusts** (fibrogenic dusts: *asbestos*-containing material (ACM) and *crystalline silica*-containing material. Exposures to these materials are of particular concern. These materials may be encountered in some older industrial operations and metal foundries).
- **Hazardous Containers** (containers of hazardous waste which are evidently in poor condition or under pressure, and improper containers used to transport hazardous materials are of particular concern. Watch for *bulging* containers).
- **Compressed Gas Cylinders** (cylinders must be appropriately approved, maintained, properly handled, and used).
- **Sample Containers** (only use appropriately approved containers).

Notes:

1. In virtually every industrial site, the use of ionizing radiation sources are stringently controlled and are subject to federal or state regulation and periodic inspection. An impermissible exposure to ionizing radiation at the site is not viewed as being likely. Misuse of a XRF meter or a small radiation source by the EPA employee is seen as a possible cause of ionizing radiation exposure.
2. The presence of asbestos fibers in heat insulation on pipes and boilers, and in dust associated with such insulation can not be detected by unaided visual examination. The EPA employee should ask the site owner if any asbestos is present in any work area to be inspected, and should assume unless reliably informed otherwise that insulation and associated dust in boiler rooms and the like in older facilities could contain asbestos, and should not subject him/her self to possible exposure.
3. High pressure compressed gas cylinder valves and gauges when mounted on the cylinder must be protected by the cylinder construction.

What Responsibilities exist relating to our JSA program?

Managers, supervisors, field and laboratory workers, and other employees have certain responsibilities under the program. Managers and supervisors are generally responsible for arranging for the JSA, selecting the appropriate format for the documentation, developing and discussing JSA's with the employees, and documenting and filing the JSA.

Field and laboratory workers are responsible for conducting common-sense evaluations of recognizable risks in their own jobs. They are expected to ascertain, to the best practical extent, the potential physical, chemical, physical-agent, and biological-agent hazards at the sites they are to visit/inspect. They need to bring this kind of information to the joint employee-supervisor, JSA developmental meeting and discussion. They should actively participate in the development and discussion of the JSA. And, they need to be diligent in applying the JSA information in their daily work.

Industrial hygienists and other occupational safety and health specialists are generally responsible for providing technical assistance to managers, supervisors and employees, and participating in joint supervisor-employee JSA meetings when requested by supervisors or non-supervisory employees. Additionally, they should assist, when requested, in identifying serious hazards; in establishing appropriate safeguards; and, in reviewing completed JSA's for program quality assurance.

Note:

An employee or a supervisor can require the participation of a safety and health specialist in a JSA development or discussion meeting if hazard identification, selection of safeguards, or interpretation of a safety regulation or standard are in question.

Is there a standard form to use to document a JSA and a Supervisor-Employee Discussion?

There is no standard form. Supervisors may document the JSA and discussion as they choose. However, documenting the JSA findings and other matters (as previously mentioned) in tabular form (a tabular form for documenting a JSA is offered in the attachment), and using a cover letter, could be time-saving. The letter might comprise:

- An introduction.
- A statement of the scope and limitations of the JSA.
- A description of type of field work and activities involved.
- A list of the recognized hazards.
- A list of the appropriate safeguards.
- Specific directives given to the employee(s).
- Examples of situations to be generally found, and what to do to safeguard oneself.
- A statement of relevant controls and safety procedures.
- Employee safety training requirements and plans for further training.
- A statement on occupational medical program participation.
- Specific recommendations coming out of the supervisor-employee discussion.

Note.

A pre-inspection inquiry, when practicable, concerning the facility layout, the processes, the history of injuries and illnesses, particular hazards, and plant safety rules and requirements, and any other relevant matter that comes to mind, can be useful for hazard identification.

**Norman A. Beddows
Regional SHEMP Manager.**

June 12, 1998.

ATTACHMENT

MEMORANDUM

Date:

From: [Manager]
[Occasional Field Visit-Employee]
[Health and Safety Specialist]

To: File/Distribution:

Subject: Job Safety Analysis. A Scripted Message

Today [date] we met to identify and discuss the job hazards and safeguards relating to the EPA field [laboratory] work assignment(s) of the individual(s) listed below.

The general points which were made, and the job-specific hazards and safeguards which were discussed, included:

1. Type of Field Work Required by the Job

From time to time the job may require visiting facilities such as manufacturing plants, recycling facilities, laboratories, or waste treatment, storage or disposal facilities for brief plant tours and inspection of plant operations, but not for enforcement program inspections and audits. Facilities will range from those which are staffed with safety specialists and have well-run safety and health programs to those which have only minimal expertise in, and/or commitment to, occupational safety.

It is anticipated that in these visits, the EPA employee will be escorted by a representative of the facility, no sampling or environmental testing will be undertaken, and there will be less than about ten visits in the course of a typical year.

2. Potential Hazards & Safeguards

Potential hazards in this kind of field work arise in driving to and from the sites, and in participating in conducted site tours. Potential hazards in these controlled, limited frequency and duration visits 1) are essentially physical, and 2) are not expected to constitute a serious risk when the safeguards are known and applied. No chemical and/or biological exposures are likely to arise. No significant health risks or potential violations of applicable legal permissible exposures limits as far as the EPA employee is directly affected are recognized as being likely. Appropriate safeguards to employ in such visits include advance knowledge of what one will be looking at and doing, an initial discussion of the facility's health and safety plan, avoidance of prolonged durations of process inspections, avoidance of exposure to dusty dirty environments, removing oneself from environs and environments which are suspect, and good personal hygiene.

Safe Driving. Let's briefly review driving safety going to and coming away from the site, before we discuss potential hazards and safeguards to employ at the site.

Drive defensively! Always use seat belts, passengers included. Don't exceed the legal speed limit, and drive at a reduced speed in poor driving conditions. The best chance of getting out of a skid or a spin on a wet or icy road is to keep your speed down beforehand. Anticipate the other drivers' actions - the driver of the car in front of you, and the driver in front of that one. Keep enough space between you and the car in front so that: 1) you can stop without a collision if it suddenly stops; and, 2) you can move forward safely if you see the driver behind you having difficulty in braking when the traffic in front forces a quick stop. Watch how you change lanes or turn. Look and look again, and signal.

Industrial Situations - Hazards and Safeguards. While risk of serious injury in these visits and settings is judged to be remote, one needs to be aware of potential physical hazards¹ which may exist at one time or another at the site being visited: Slips and falls, being struck by equipment or material, or striking against equipment or structures at the site and intermittent elevated levels of airborne hazardous gas, vapor or particulate, as might arise in batch-process operations.

The most likely root cause of injury involving such hazards at these kinds of sites, would be one or more of the following: Not knowing about the work areas, the processes, and the equipment at the site, walking on surfaces not normally intended for pedestrian traffic, or being too close to unguarded platforms or elevated sloping surfaces, and a concomitant lapse in attentiveness or caution. If in doubt, ask the facilities manager.

Some General Industrial Situations. The following are some points to be aware of to avoid putting oneself in an unsafe situation.

- **Moving Equipment.** There should be no need to be close to or touch moving process equipment in the facility. If its moving, stay away. Make sure you keep to the proper walkways and roads in the facility.
- **Be careful crossing rail road tracks or crane tracks which cross walk ways.** Do not cross multiple sets of railroad/crane tracks which run parallel to road/walk ways. Keep to the proper walk ways or roads.
- **Loose Clothing or Articles.** Do not enter the facility with loose straps on equipment or clothing that might be caught in equipment. [Loose clothing and long hair are well known hazards around rotating equipment!]
- **Wet Floors.** Avoid wet areas to prevent slips and falls.
- **Unsecured Handrails or Ladders.** Do not rely on handrails or railings without first ensuring their stability. Do not climb a ladder which is not in good condition or properly placed and supported. Watch for broken or severely corroded ladder rungs, for too-steep ladder angles, insufficient ladder lengths, and unsecured footing and tie-down.
- **Keep clear of unguarded open water,** such as lagoons and aeration tanks.
- **Overhead Fixtures and Objects.** Always be aware of head clearance and moving overhead objects to avoid head injury. Consistently wear a hard hat to avoid injury from head-bumps. Move out of the way of any traveling over-head loads. Do not stand/work under suspended loads.
- **Moving Vehicles.** Look out for forklifts, trucks or other vehicles.

- **Unstable Ground.** Do not venture in outside filled waste disposal areas where ground or slope can be unstable.
- **Scaffolding, Elevated Platforms, and Roofs.** Do not climb on temporary scaffolding or makeshift stairs or ladders, or walk on slanted elevated surfaces. If you have to work at elevation keep away from unguarded platform edges and make sure that a proper guardrail is in place and secure whenever you have to walk or work on an elevated walkway. Watch out for some older roofs having painted-over re-enforced glass skylights which may seem to be a contiguous part of the roof.
- **Flaking or Exposed Friable Asbestos Material.** In some older (pre-1988) buildings, ceiling insulation, and insulation on steam pipes and water boilers in some boiler rooms or vaults may be asbestos-containing material. Over time, the insulation may have become friable. Subsequently, airborne or settled asbestos-containing dust may be present in the work area. If you see any questionable insulation or dust, ask the plant personnel what the material is. Assume the questionable material or dust does contain asbestiform material until you are reliably assured otherwise. Immediately remove yourself from any space in which you see flaking material or dust which may contain asbestos.
- **Dusty atmospheres, or areas with flying particles or liquid sprays or splashes from processes.** [Use safety glasses with side shields at a minimum in any visit to such places. Check with the facility management on what to use in particular areas].

3. Controls and Safety Procedures

Before entering an operational (non-administrative) area of the facility, ask about the facility layout and processes, and the safety rules and procedures, and the protective equipment applicable to the areas being entered. Follow the facility's safety rules, including any requirements to use a hard hat, hearing protection, safety glasses, safety shoes or boots or disposable foot covering, or a respirator. Require an escort from the facility personnel, and be guided accordingly.

One would like to think that each visit to every facility will be controlled and safe. However, on occasion one may find that the facility or some part of it is substandard regarding safety conditions, practices, or providing for the safety of visitors. If one thinks that the prevailing conditions are unsafe, or experiences discomfort with a particular condition in a work place, immediately leave the area.

Hard hats, safety glasses, hearing protection, insect repellent, and disposable coveralls are available to EPA employees who need them. Safety footwear will be provided on an as-needed basis for EPA employees. Equipment must be requested in a timely manner prior to the trip. To obtain safety equipment, contact the safety specialist, or (), the designated person.

4. Limitations on Field Responsibilities

The job does not require entering uncontrolled hazardous waste disposal areas, or confined spaces. The job does not require entering or working in areas which require wearing personal protection beyond a hard hat, hearing protection, safety glasses, safety shoes/boots, and/or a disposable coverall to basically protect against nuisance dust or dirtying ones street clothes.

It is believed that respiratory protection will not be required to be used by the EPA employee in these kinds of site visits. If the EPA employee has reason to believe the use of a respirator will be necessary and intends to use one, he/she must be properly trained and fit-tested on the use and applicability of respirators. Consult the supervisor for further direction.

The EPA employee should not enter areas or spaces were hazards are present for which the employee has not appropriate background or training to assure his or her safety.

If the limitations described herein interfere with performing some other job duty, or if one believes that this job safety review and discussion needs to be augmented in any way by further discussion, or that additional or special safety instruction or training is needed, the supervisor should be consulted.

5. Safety and Health Training Courses

In addition to this job safety review and discussion, 8-hour health and safety courses (i.e., the annual refresher training which is given to those employees who engage in routine, regular field and laboratory work), 40-hour safety and health training for those employees who engage in routine, regular field and laboratory work are available. Also, other new program-dedicated courses will be available if and when needed. The employee is encouraged to register for the appropriate training.

Note. If further health and safety training, such as the referenced 40-hour health and safety training, is desired due to off-site conditions encountered on the job, the supervisor should be consulted.

6. Specific Recommendations Arising Out of this Meeting.

[To be completed at the conclusion of the joint manager-employee discussion by the manager, based on the outcome of the meeting].

- A.

- B.

- C.

- D.

- E.

ATTACHMENT

JOB SAFETY ANALYSIS

Employee Name: _____ Title _____ Group _____

Prepared by Immediate Supervisor: _____ Date: ___/___/___

INCUMBENT'S TITLE/POSITION:			REF.#:	
KEY WORD DESCRIPTION of DUTIES/TASKS/ASSIGNMENT:				
Job Steps	Physical Hazards	Env. Conditions / Hazards	Bio-Hazards	Comments / Safeguards / Instructions
				*SUPERVISOR—Look at hazards and potential accidents in terms such as "Striking Against," "Struck By," "Slips and Falls," "Stain," and Hazardous Environment Exposure "
JSA by _____		Date: ___/___/___		Reviewed by _____
				Date: ___/___/___
ADDITIONAL INFORMATION. SUPERVISOR'S or SAFETY MANAGER'S COMMENTS:				

REFERENCE	GENERAL INSTRUCTIONS PROVIDED (Do's & Don'ts)	SPECIFIC INSTRUCTION(S) provided to Employee ☛ To Supervisor: Use a supplementary sheet to record additional information.
		<input checked="" type="checkbox"/> THE DRIVER AND ALL PASSENGERS MUST WEAR SEAT BELTS IN EVERY CAR USED FOR BUSINESS.

ADMINISTRATIVE RECORD: JSA discussed with _____ by _____ [Supervisor]. Date ____ / ____ / ____

To Supervisor SEND THE EMPLOYEE-SIGNED JSA To the HUMAN RESOURCES OFFICE for Filing.

