



# **Job Hazard Analysis Program**

**Rev. April 2024**

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## **I. POLICY**

The objective of the Job Hazard Analysis (JHA) Program is to ensure safety hazards encountered in the workplace are properly identified and workers are protected against hazards. Controlling exposure to occupational hazards is essential for the protection of all City employees.

## **II. AUTHORITY**

California Code of Regulations, Title 8, Sections 3203 and 1511

## **III. SCOPE**

This program applies to all field employees.

## **IV. RESPONSIBILITIES**

### **RISK MANAGEMENT**

- A. Review requests and coordinate the execution of Job Hazard Analysis;
- B. Review assigned tasks within a job description for compliance with state laws and labor regulation;
- C. Create reports based on the findings that may include recommendations for changes to procedures, equipment, and/or required personal protective equipment (PPE);
- D. Collaborate with Department staff to implement proposed solutions which can include, but is not limited to additional operational equipment, training, or PPE; and
- E. Monitor progress of proposed solutions and institute corrective actions if needed.

### **DIRECTORS, MANAGERS, AND SUPERVISORS**

- A. Coordinate with the Risk Management Specialist to conduct a thorough and complete analysis of the tasks assigned to a given job description;
- B. Review reports submitted by Risk Management and discuss proposed hazard mitigation strategies;
- C. Ensure compliance by staff with accepted hazard mitigation strategies as well as state and federal laws and labor regulations; and
- D. Provide PPE where determined appropriate and necessary.

### **AFFECTED EMPLOYEES**

- A. If selected to be observed, handle tasks as normal;
- B. Be honest and truthful when asked a question during the JHA;
- C. Be attentive and engaged when receiving notification of any policy or procedural changes;
- D. Actively participate in any trainings determined to be necessary to address found hazards; and
- E. Provide notice to either immediate supervisor or Risk Management if issues arise resulting from any implemented solution.

## V. PROGRAM

### NOTICE AND INITIATION

- A. Requests to conduct a JHA can be made by either employee request, the occurrence of an incident or near miss, or the notification of a concern for employee safety by either City staff or residents.
- B. Notice will be given to the relevant department regarding this request and relevant information will be gathered for review.
- C. Risk Management will review the request and determine if an investigation is warranted based on the nature of the concern, the time since the last investigation was conducted, and review of any other relevant information.
- D. If an investigation is determined to be necessary, notice will be provided to the department to make the necessary arrangements to facilitate the request.

### JOB HAZARD ANALYSIS

- A. A review of the City's accident history will be conducted to determine any high frequency areas of incident.
- B. A preliminary job review will be conducted which may involve surveying employees within the position of known hazards within their immediate work area and surroundings.
- C. Identified hazards will be ranked, with priority given to those most likely to occur, or pose the most severe consequences, and on-site observations will be arranged to review these tasks.
- D. On-site observations will be conducted with employees within that job description, making note of the steps required to complete each specified task, as well as their exposure to any hazardous materials, or processes that have a moderate to high rate of injury.
- E. City policies and procedures that were in force as of the day of notice will be reviewed for their applicability to the hazards identified during preliminary job review.
- F. State and federal laws and labor regulations that were in force as of the day of notice will be reviewed for their applicability to the hazards identified during preliminary job review.
- G. Training records for employees within that job description, or that are exposed to that hazard, will be reviewed.
- H. An assessment will take place of the area in which the assigned task is being conducted, as well as all relevant factors involved in the actual execution of the task.

Note: Use Attachment A to conduct JHA. Additional pages may be required to list all tasks.

### CONTROLLING HAZARDS

- A. Once specific hazards are identified for employees, it is the responsibility of department staff involved and Risk Management to evaluate each hazard and determine the appropriate control method. Risk Management employs the following hierarchy of hazard controls to mitigate workplace hazards.
  - 1. Elimination/Substitution: If the hazard can feasibly be removed from the workplace or can be substituted by a less hazardous operation, this is the first option. Elimination of the hazard ensures the worker will not be exposed and the injury/illness risk is eliminated along with the hazard.

2. Engineering Controls: Utilizing design and engineering, the hazard is mitigated and does not present an exposure hazard to the employee. An example of engineering controls is the use of ventilation (fume hood, snorkel vent) to evacuate hazardous fumes, mists, or vapors from the workplace preventing inhalation by employees.
3. Administrative Controls: Administrative controls minimize the identified hazard by implementing specific standard operating procedures into the workplace. An example of an administrative control is worker rotation to prevent motion injuries.
4. Personal Protective Equipment (PPE): The use of PPE is considered a last defense against workplace hazards. However, certain job duties require the use of PPE as the only measure of protection against a hazard. If PPE is the chosen method of protection, it must be selected, provided, and utilized as outlined in this program.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- A. PPE must be selected to ensure an appropriate level of protection is provided to employees to protect them against known hazards in the workplace.
- B. To properly select PPE, conduct and document a PPE assessment for each work task or job duty.
- C. Select PPE appropriate for the hazard identified. PPE must comply with applicable American National Standards Institute (ANSI) requirements. When selecting PPE for protection against a job hazard, the following should be considered:
  1. Eye and Face Protection: Employees must be provided eye protection when there is a potential for eye/face injury from flying particles, toxic chemicals, thermal or radiation hazards, and lasers. PPE must be adequate to protect the worker from the hazard present and meet the ANSI Z87.1-2010 standard.
  2. Head Protection: Employees must be provided head protection when there is a potential for head injury from falling objects, electrical shock, or side impact. Head protection must be adequate to protect the worker from the hazard present and meet the ANSI Z89.1-2009 standard.
  3. Hand Protection: When there is a potential for cuts, lacerations, punctures, chemical/thermal burns, temperature extremes, biological/infectious materials, and absorption through the skin by chemicals, the employee must be provided appropriate hand protection to prevent injury. Hand protection must be selected according to the hazard present and shall afford the appropriate level of protection to the employee.
  4. Foot Protection: Employees working in areas where there is a danger of slipping, objects falling on or compression injuries, piercing the sole and where feet may be exposed to electrical or chemical hazard, the employer must provide foot protection. Foot protection shall provide adequate means of injury prevention from the hazards encountered in the workplace and meet the ANSI Z41.1-1991 standard.
  5. Body Protection: Work duties presenting hazards, which may contact the employee's body, should be addressed through appropriate body protection. This may include chemically resistant aprons, disposable suits, lab coats, electrical safety clothing, and cut resistant materials. Protective body equipment must be selected to provide protection against the identified hazard.
  6. Hearing Protection: Workers exposed to excessive noise as part of their job duties may be required to wear hearing protection. If a worker is expected to be exposed to excessive sound levels, their supervisor must contact Risk Management to ensure sound level and dosimetry

measurements are conducted or on file and the employee is enrolled in the hearing conservation program.

7. Respiratory Protection: Workers exposed to respiratory/inhalation hazards may be required to wear a respirator as a means of protection against the hazard. Any employee required to wear a respirator must be enrolled in the City of Redlands Respiratory Protection Program. Risk Management will ensure the proper respirator is chosen for the hazard present, ensure medical clearance is provided, conduct fit testing for the employee and provide training.
  8. Fall Protection: Workers exposed to fall hazards shall comply with the City of Redlands Fall Protection Program. A competent person, assigned under the Fall Protection Program, must be involved in decisions related to fall hazards.
- D. Once the appropriate PPE is selected, Department staff must communicate the selection with the employees, provide the PPE to the employee free of charge, provide and document training, and ensure PPE is properly worn in the workplace.
  - E. Training: Once hazards are identified and the hazard is mitigated through elimination, engineering controls, administrative controls, and/or the selection of PPE, all affected employees receive appropriate training relating to the hazards identified.

#### IMPLEMENTATION AND FOLLOW-UP

- A. Department staff will work with Risk Management to revise any existing policies and procedures and then educate affected employees about the changes.
- B. After implementation, follow-up interviews and incident report monitoring will be conducted to gauge the effectiveness of the proposed solutions.
- C. If deemed appropriate, a follow-up JHA will be conducted within two years of the initial request.

#### **VI. RECORDKEEPING**

All reports and training records prepared in association with the Job Hazard Analysis Program will be maintained by Risk Management.

#### **VII. ADDITIONAL REFERENCES**

<https://www.dir.ca.gov/Title8/3203.html>

<https://www.dir.ca.gov/Title8/1511.html>

<https://www.osha.gov/Publications/osha3071.pdf>

**ATTACHMENT A:**

	<b>Injury &amp; Illness Prevention Program</b> <b>Job Hazard Analysis Form</b>
35 Cajon Street , Suite 200 • Redlands, CA 92373 Phone: 909-798-7514 • Fax: 909-335-4762 • www.cityofredlands.org	

<b>Task Description:</b>	
<b>Name of Facility or Department:</b>	
<b>Job Title(s):</b>	
<b>Analyzed by:</b>	
<b>Date:</b>	

<b>Required PPE:</b>

<b>Required/Recommended Trainings:</b>

TASK	HAZARDS	CONTROLS

Note: Use additional pages as needed.