

Today's webinar will begin shortly. We are waiting for attendees to log on.





Preparing an Effective Job Safety Analysis and Pre-Job Meetings

November 30, 2016

Presented by:
Edwin G. Foulke, Jr.

Phone: (404) 240-4273 | Email: efoulke@fisherphillips.com



Thank You For Your Commitment To Safety



“Winning is not a sometime thing, it is an all-time thing.”
~ Vince Lombardi

So Is Safety!

SAFETY TIP OF THE DAY #1

*Never take a sleeping pill and
a laxative at the same time.*

SAFETY TIP OF THE DAY #2

*If you don't know where you are going,
you might wind up someplace else.*

~Yogi Berra

Everyone Makes Mistakes

*“The greatest mistake is to imagine
that we never err.”*

-Thomas Carlyle

Is There a Difference Between Job Hazard Analysis (JHA) and Job Safety Analysis (JSA)?

- Answer: Not really.
- JSA has been defined as a procedure which helps integrate accepted safety and health principals and practices into a particular task or job operation.
- JHA has been defined as a technique that focuses on job tasks as a way to identify hazards before they occur.

Job Hazard Analysis

- In a JHA each basic step of the job is to identify potential hazards and to recommend the safest way to do the job.
- JHA's focus on the relationship of the employee with the work environment, the tools and the task, and identify potential hazards before they occur.
- In all JHS's the ultimate objective is to eliminate all potential hazards in every job at the facility.

Why is Job Hazard Analysis Important

- Every day employees are injured or bullied on the job.
- Improving safety at your workplace can help prevent injuries and illnesses.
- JHA's can help identify deficiencies in employee training.
- JHA's help determine and establish proper work procedures.
- JHA's are one component of a comprehensive safety and health management system.

The Value of a Job Hazard Analysis

- As noted previously – fewer employee injuries and illnesses.
- More effective/safer work methods.
- Reduced workers' compensation costs.
- Increased employee productivity.
- Assists training of new employees in the steps required to perform their job safely.
- Demonstrates company's commitment to safety.

Steps for JHA

- Involve Employees
- Review accident history
- Conduct preliminary job review
- List, rank, and set priorities for hazardous jobs
- Outline the steps or tasks

Involvement of Employees

- They have a unique understanding of the job, and this knowledge is invaluable for finding hazards.
- Involving employees will help minimize oversights, ensure a quality analysis.
- Get employees to "buy in" to the solutions because they will share ownership

Review Accident History

- Review workers comp records.
- Review OSHA 300 logs and 301's.
- Review First Aid logs.
- Review “Near-Miss” Records.
- Review Safety Observations and Employee Safety Descriptive.

Job Review

- Discuss with employees the hazards that they know exist.
- Brainstorm with them for ideas to eliminate or control those hazards
- If any hazards exist that pose an immediate danger, to an employee's life or health, take immediate action to protect the worker.
- Any problems that can be corrected easily should be corrected as soon as possible.

What Jobs are Appropriate for JSH

- Jobs with the highest injury or illness rates.
- Jobs with the potential to cause severe or disabling injuries or illnesses.
- Jobs that are new to your operation or have undergone changes in processes and/or procedures.
- Complex jobs or rarely performed jobs.

Outline the Steps

- Watch the employee perform the job and list each step as the worker takes it.
- Be sure to record enough information to describe each job action without getting overly detailed.
- Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps.

Outline the Steps

- Review the job steps with the employee to make sure you have not omitted something.
- Include the employee in all phases of the analysis—from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions

Identifying the Hazards

- A job hazard analysis is an exercise to discover the following:
 - What can go wrong?
 - What are the consequences?
 - How could it arise?
 - What are other contributing factors?
 - How likely is it that the hazard will occur?
 - How can it be eliminated or corrected?

Controlling the Hazards

- The order of precedence and effectiveness of hazard control is the following:
 1. Engineering controls.
 2. Administrative controls.
 3. Personal protective equipment.

Controlling the Hazards

- The most effective controls are engineering controls that physically change a machine or work environment to prevent employee exposure to the Hazard.
- The more reliable or less likely a hazard control can be circumvented, the better.
- If this is not feasible, administrative controls may be appropriate.
- This may involve changing how employees do their jobs.

Controlling the Hazards

- Discuss your recommendations with all employees who perform the job and consider their responses carefully.
- If you plan to introduce new or modified job procedures, be sure they understand what they are required to do and the reasons for the changes.

Engineering Controls

- Engineering controls include the following:
 - Elimination/minimization of the hazard;
 - Substitution of equipment or process to decrease hazard;
 - Isolation of the hazard with interlocks, machine guards, blast shields, or other means; and
 - Removal or redirection of the hazard such as with local and exhaust ventilation.

Administrative Controls

- Administrative controls include the following:
 - Written operating procedures, work permits, and safe work practices;
 - Exposure time limitations (used most commonly to control heat stress and ergonomic hazards);
 - Monitoring the use of highly hazardous materials;
 - Alarms, signs, and warnings;
 - Buddy system; and training.

PPE

- Personal Protective Equipment is acceptable as a control method in the following circumstances:
 - When engineering controls are not feasible or do not totally eliminate the hazard;
 - While engineering controls are being developed;
 - When safe work practices do not provide sufficient additional protection; and
 - During emergencies when engineering controls may not be feasible.

Periodic Review of JHA

- Reviewing job hazard analysis ensures that it remains current and continues to prevent accidents and injuries.
- It is possible that during the review process you will identify hazards that were not identified in the initial analysis.
- Review the JHA after accidents, you may determine that you need to change the job procedure to prevent similar incidents.
- Review after all close calls and discuss the situation with all employees that do the job.

Reasons for Pre-Job Meeting

- Set the agenda of work to be performed that day.
- Identify all areas employees will be working.
- Identify safety concerns to be addressed.
- Identify recent injuries, or near-misses at the worksite.
- Identify any new jobs or equipment at the worksite.
- Identify any improper actions resulting in safety violations.
- Opportunity for employees to discuss any safety issues or concerns.

Running the Pre-Job Meeting

- Highest ranking manager at site should start off meeting to show management commitment to safety.
- Safety manager should discuss safety issues.
- One supervisor or manager should discuss how safety is handled in his/her area.
- Several employees should discuss safety in their area.
- Open up for questions and comments.



Final Questions

“Judge a man by his questions, rather than his answers.”

~ Voltaire



Fisher & Phillips LLP
is dedicated exclusively to
representing employers in the practice of
employment, labor, benefits, OSHA, and immigration law
and related litigation.

**THESE MATERIALS AND THE INFORMATION PROVIDED DURING THE PROGRAM
SHOULD NOT BE CONSTRUED AS LEGAL ADVICE OR AS CRITICAL OF THE
CURRENT OR PAST ADMINISTRATIONS.**

Be Safe!



REMEMBER:

Bad decisions make good stories and usually the evening news.



Thank You

Presented by:

Edwin G. Foulke, Jr.

Phone: (404) 240-4273 | Email: efoulke@fisherphillips.com

In conjunction with ISN

Melanie Gordon

Phone: (214) 303-4936 | mgordon@isn.com