

## **Chapter 4**

### **Hazard Identification**

#### **4-1. General**

The identification of unsafe practices and physical conditions through safety inspections is essential to a successful accident prevention program.

#### **4-2. Inspections**

To eliminate the cause of accidental injuries and property damage, safety inspections must be conducted at all levels. Minimum requirements are below:

a. During the performance of normal duties, all personnel will survey their operations, facilities, equipment, and procedures for safety hazards and initiate or recommend necessary action to eliminate any hazards

b. Installation Safety Office personnel will inspect worksite facilities at least annually; some areas such as maintenance shops, ranges, and motor pools will be inspected semi-annually. Collateral Duty Safety Officers will inspect office and classroom facilities. The Army safety standards applied will include: OSHA adopted standards, 29 CFR 1910, 1960, and 1926; National Fire Protection Association (NFPA) Standards; National Electric Code (NEC); DOD standards; DA, TRADOC, Installation Management Command (IMCOM); and local regulations. These inspections may be conducted with or without prior notification.

(1) A written report of deficiencies observed during the inspection will be provided to the commander/director citing hazard severity, safety management achievements and deficiencies, and recommended corrective actions. A copy of all surveys will be maintained by the Installation Safety Office. A Fort Lee Form 789, Safety and Health Deficiency Report, is located at the back of this regulation.

(2) The unit/activity inspected will respond to the Installation Safety Office in writing concerning corrective action taken on each deficiency within the time frame indicated on the inspection report, usually 30 calendar days. Follow up procedures should be established by the activity to ensure each deficiency is corrected. A record of uncorrected deficiencies should remain in an active file and reviewed periodically until all deficiencies are corrected.

#### **4-3. Abatement plans**

a. The establishment of abatement plans is provided in 29 CFR 1960, Occupational Safety and Health Programs for Federal Employees. These plans are required by DOD and DA for all violations with Risk Assessment Codes (RAC) 1 or 2 requiring more than 30 days to correct.

b. Violations often require abatement plans because preparing, processing, scheduling, and performing the work requires more than 30 days. For this reason, forward the DPW safety-related work orders to the Installation Safety Office. The Installation Safety Office will evaluate and assign a risk assessment code to the work order, forward it to DPW, and follow up until the hazard is corrected.

#### **4-4. Recreational/athletic areas and activities**

These areas and activities will be inspected at the beginning of each season.

#### **4-5. Reports of unsafe or unhealthful working conditions**

a. Handle reports of unsafe or unhealthful working conditions at the operational level whenever possible to ensure timely correction in the following order of priority:

- (1) Oral reports directly to the supervisor.
- (2) Reports through operational channels.
- (3) Phone calls or memos to the Installation Safety Office.
- (4) The Army Hazard Reporting System.

b. The Army Hazard Reporting System provides a route for personnel to bring complaints directly to the installation level, bypassing intermediate commands or supervisory elements.

(1) Reports of hazards should be submitted on DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Condition, located at the back of this regulation. Supervisors will ensure that copies of this form are available at the operating level.

(2) Reports will be submitted to the Installation Safety Office and will be investigated IAW DA Pam 385-40, Army Accident Investigations and Reporting. Reports of alleged unsafe and unhealthful working conditions which are not within the purview of the Installation Safety Office will be forwarded to the appropriate organization for response. Responses will be furnished to the Installation Safety Office within 10 working days.

(3) Both military and Civilian personnel will be protected from coercion, discrimination, or reprisals for participating in the Army Safety and Occupational Health Program and exercising lawful occupational safety and health rights.

(4) Persons submitting signed reports who request anonymity will not be revealed by the Director of Safety to anyone other than necessary staff members or other appropriate installation-level staff.

(5) Reports that appear to involve immediate life-threatening situations will be investigated immediately by qualified safety and health officials.

(6) All other reports will be investigated by safety and health personnel. The originator, if known, will be notified of the results of the investigation in writing within 10 working days following receipt of the hazard report. Informal communication between the originator and the Installation Safety Office are encouraged.

(7) If the originator is dissatisfied with the response, he/she may appeal to the Senior Commander who will review the findings and take appropriate action.

(8) If the originator is dissatisfied with the Senior Commander's response, he/she may appeal to their higher headquarters; then further appeal to the Army designated Safety and Occupational Health Official; and finally the DOD designated Safety and Occupational Health Official if appeals are rejected at any point in the chain.

(9) Personnel are encouraged not to bypass review levels prescribed above.

(10) Personnel are advised that if an appeal is not acted upon within 20 workdays, they may appeal to the next higher level for review.

#### **4-6. Job Hazard Analysis (JHA)**

a. A JHA is a tool that supervisors/leaders use to identify safety hazards associated with each job task of a Service Member or Civilian employee and to find the best or most effective ways to avoid contact with the source of the hazard. Supervisors and safety professionals will use the JHA to find the level of risk associated with a given task.

b. First-line supervisors should prepare a JHA worksheet, Fort Lee Form 930, Job Hazard Analysis Worksheet, located at the back of this regulation. The first-line supervisor should know everything there is to know about their employees' jobs, and the best means of protecting them. They will be approved by the commander/director. After the initial JHA is done, it can be updated anytime.

c. A completed JHA can be attached to the SOP as the safety annex. This identifies the risks involved in the operation and provides safety guidance.

d. *Procedure.*

(1) JHAs should be completed by someone with a thorough knowledge of the particular job. Supervisors should personalize this JHA for each job within their realm of responsibility. A generic office worker JHA is provided at figure 4-1. If existing training manuals give step-by-step procedures for specific tasks, supervisors do not need to prepare a JHA for those tasks unless the procedures do not adequately cover safety considerations.

(2) Performing a JHA is a 3-step process. The steps are:

(a) *Step 1.* In column 1 (left), list the steps of a given job task. Decide the depth of the JHA to be done. If you decide to analyze the basic steps only, remember to keep the step listing in that order. If you want an in-depth analysis, you should list every major and minor step in a task.

(b) *Step 2.* In column 2 (center), list the potential hazards as they relate to each job task. List the reason for the hazard existing. Examples are: flying debris which is an eye hazard, or sharp edges on mechanical shears which is a cutting hazard.

(c) *Step 3.* In column 3 (right), state the recommended procedure or action to follow while performing the specific job task without becoming involved in an accident. To be effective, your procedure or action should be practical and easy to do. Simple procedures or actions are: wear a face shield while operating grinder or use push stick/block when using table saw.

JOB HAZARD ANALYSIS	JOB: Administration	DATE:	Page <u>1</u> of <u>1</u> pages	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> REVISED
Instructions on Reverse Side	Title of Person Who Does Job: All Employees When Performing Administrative Tasks	Supervisor:	Analyzed By:	
Organization:		Approved by Activity Director/Commander:		
Recommended Personal Protective Equipment:				
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		
Sitting at Desk	-Back discomfort -Numbness in lower extremities	-Properly adjusted chair -Footrest, if legs dangle		
Operating a Computer	-Back Discomfort	-Properly adjusted chair -Proper posture		
	-Eye Strain	-Focus monitor -Reduce glare on monitor with screen or moving monitor		
		-Regular eye exams -Even illumination		
	-Neck/shoulder strain	-Arrange work station to eliminate extreme postures		
	-Arm/hand discomfort	-Proper keyboard placement -Perform mini-rest breaks or relief activities		
		-Provide wrist support -Avoid resting arms or wrists on sharp edges		
Moving office supplies/equipment	-Back strain	-Plan ahead. Use material handling equipment (dollies, chairs with wheels, etc.)		
	-Slips -Pinching	-Use buddy system -Ensure clear walkway	- Move small even loads - Lift with knees	

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**Figure 4-1. Sample Fort Lee Form 930, Job Hazard Analysis**

