FSGA/HAAF GARRISON
FT. STEWART, GA 31314

GARRISON SAFETY SOP – ANNEX G

POSITION AND JOB HAZARD ANALYSIS PROCEDURES

FSGA/HAAF Safety Program SOP
2 March 2026

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1. Purpose:

This Garrison Safety and Occupational Health (SOH) SOP Annex is to establish procedures and assign responsibilities for identifying, evaluating, and controlling workplace hazards using Position Hazard Analysis (PHA) and Job Hazard Analysis (JHA). This SOP is designed to ensure compliance with U.S. Army and Occupational Safety and Health Administration (OSHA) standards, with the goal of preventing accidents, injuries, and occupational illnesses.

2. Scope:

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is the responsibility of all personnel to adhere to the procedures outlined herein to ensure a safe and healthy work environment.

3. References:

a. AR 385-10, The Army Safety Program

b. DA PAM 385-10, Army Safety and Occupational Health Program Procedures

c. DA PAM 385-30, Risk Management

d. 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters (OSHA)

e. USACE EM 385-1-1, Safety and Health Requirements Manual

f. IMCOM 385-10, Chapter 18

g. IMCOM-Readiness, Supervisor Safety Training and New Employees Safety Orientation, 14 Nov 25

4. Records Management:

Records created throughout the processes prescribed by this Annex will be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS) and DA Pam 25-403 (Guide to Recordkeeping in the Army). The Army Safety Management Information System (ASMIS) 2.0 is the official tool used to manage the Army's safety program located at https://mishap.safety.army.mil . Record titles and descriptions are available on the ARIMS website https://www.arims.army.mil.

5. Policy:

The Fort Stewart/Hunter Army Airfield (FSGA/HAAF) Garrison establishes this policy to ensure the safety and health of all personnel. This is accomplished by proactively identifying and mitigating workplace hazards to prevent personal injury, property damage, and mission interruption. This policy mandates the use of Position Hazard Analysis (PHA) and Job Hazard Analysis (JHA) as primary tools for risk management.

6. Definitions:

a. Position Hazard Analysis (PHA): A specific analysis prepared for each position (job series) to document the hazards associated with the tasks of that role. This form identifies the potential hazards an employee may encounter based on their specific position and duties. (PHA Form, Appendix A).

b. Job Hazard Analysis (JHA): Is a technique that focuses on the job tasks to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools and the work environment. After uncontrolled hazards have been identified, steps will be taken to eliminate or reduce them to an acceptable level. This is a detailed analysis of a single work process from start to finish (JHA Form, Appendix B).

c. Hazard: A condition or activity with the potential to cause harm, injury, illness, or property damage.

d. Hierarchy of Controls: A system for determining the most effective methods to control hazards, prioritized from most to least effective: Elimination, Substitution, Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE).

7. Responsibilities:

a. Supervisors will:

(1) Conduct and document a JHA for all tasks performed within their work centers.

(2) Involve employees in the hazard analysis process to leverage their direct knowledge of the tasks.

(3) Implement and enforce control measures identified in the PHA/JHA.

(4) Ensure all employees are trained on identified hazards and the correct use of required PPE.

(5) Review and update PHAs/JHAs at least annually, or when a job changes, new equipment is introduced, or after an mishap.

(6) Report and investigate all accidents to identify root causes and prevent recurrence.

(7) Provide training to appointed individuals on JHA preparation.

(8) Submit all JHAs for job tasks/processes performed in the work center to the Garrison Safety Office (GSO) for review.

(9) Ensure approved PHA/JHAs are kept with the equipment or in the area where the task is to be completed.

(10) Review and train existing/new/transferred employees with PHA/JHAs applicable to tasks they will perform.

b. Employees will:

(1) Actively participate in the JHA/PHA process for their job or position.

(2) Comply with all established safety procedures and control measures.

(3) Correctly use and maintain all required PPE.

(4) Immediately report any unsafe condition, activity, near-misses, or accidents to their supervisor.

c. Garrison Safety Office (GSO) will:

(1) Develop, manage and administer the overarching garrison safety program, which includes procedures for creating, reviewing, and updating PHA/JHAs.

(2) Provide technical guidance, assistance, and training to personnel on the PHA/JHA process.

(3) Review and provide feedback on completed PHAs and JHAs to ensure thoroughness and compliance.

(4) Conduct periodic workplace safety inspections to verify the implementation of hazard controls.

(5) Maintain records of workplace accidents and analyze data to identify trends and advise command on safety improvements.

8. Procedures

a. Identifying Workplace Hazards:

Supervisors, in conjunction with employees, will identify hazards by:

(1) Reviewing existing information, such as accident and near-miss reports, equipment manuals, and Safety Data Sheets (SDS).

(2) Conducting physical inspections of the work area to observe operations and conditions.

(3) Interviewing employees about their tasks and any potential hazards they have encountered.

(4) Considering the following categories of hazards: Safety, Biological, Chemical, Ergonomic, Physical, and Work Organization.

b. Completing the Position Hazard Analysis (PHA):

(1) Identify Position and Tasks: Document the employee's name, job title, and a list of the primary tasks associated with the position.

(2) Identify Task Hazards: For each primary task, identify potential safety, physical, chemical, and biological hazards.

(3) Recommend Controls: For each hazard, recommend specific control measures to mitigate the risk.

(4) List Requirements: Document all equipment, chemicals, required training, and inspection requirements associated with each task.

(5) Review and Signature: The supervisor and employee must both review the completed PHA. Both will sign the form to acknowledge they have discussed and understand the hazards and control measures.

c. Completing the Job Hazard Analysis (JHA) Form

(1) Select the Job: Prioritize jobs for analysis based on risk (e.g., jobs with high injury rates, potential for severe injury, new or modified tasks).

(2) Break Down the Job: Observe the job being performed and list each task step in sequential order. Be specific but avoid excessive detail.

(3) Identify Hazards: For each step, identify all potential hazards. Ask "what could go wrong?"

(4) Determine Preventive Measures: For each identified hazard, develop a specific control measure using the Hierarchy of Controls. Clearly state the action to be taken.

(5) Document: Record the job steps, identify hazards, and determined control measures on the appropriate JHA form.

(6) Communicate and Train: Use the completed JHA to train employees on how to perform the job safely.

d. Reviews and Updates:

(1) JHAs and PHAs are living documents and must be reviewed and updated at a minimum:

(a) Annually.

(b) When a new hazard is introduced into the workplace (e.g., new equipment, process, or materials).

(c) After any accident or near-miss to determine if the analysis failed and requires revision.

(2) The review process shall involve employees to ensure the analysis remains accurate and effective. All updates will be documented and communicated to affected personnel.

9. Forms Instructions:

NOTE 1: PHA/JHA forms are shown below. Locally generated/modified forms are acceptable if they meet regulatory intent. Downloadable/fillable forms are available on the GSO webpage: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office

NOTE 2: This process does not replace the Deliberate Risk Assessment Worksheet (DRAW) which should be used for large events. This process focuses on reoccurring work processes, standard work center environments, and tool/equipment usage.

a. The following are basic guidelines for filling out the **PHA form (Append A)**.

(1) Name: Employee Name

(2) Job Series: Ex. GS0018

(3) Job Title: Ex. Warehouse Tech

(4) Job Number: From SF52

(5) Prepared By: Preparer's name.

(6) Analyzed By: Supervisor or SOHO's name.

(7) Date: Date of PHA.

(8) Command Name and Organization Code: Ex. USAG, W0VAAA

(9) Section 3: Select all that apply.

(10) Position Task(s): List tasks required for employee position.

(11) Safety and/or Occ Health Hazards: List any recognized per each task.

(12) Controls: 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.

(13) Continuation Pages, as required.

b. The following are basic guidelines for filling out the **JHA form (Append B)**.

(1) Department: IE: Directorate and Branch

(2) Skills Required: Job Series/Title

(3) Analysis By: Work center employee's name that completed the JHA.

(4) Reviewed By: Supervisor annually.

(5) SOH Approved By: GSO Specialist (if a final RAC is 1 or 2, it will be submitted to GSO for review and then approved by the applicable Commanding Officer).

(6) Required Personal Protective Equipment (PPE): List of specific PPE identified.

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

(8) Job Preparation: Identify any task that needs to be completed prior to the job.

(9) Hazardous Material: List all hazardous material by chemical name (all employees shall review all Safety Data Sheets before starting task).

(10) Special requirements: List any specific requirement, including ventilation, multiple employees, work/rest cycle, or special equipment warm up time.

(11) JHA #: Enter in the following format: Office Symbol, four-digit year, and sequential number (Example: AMIM-WHD-SO-2026-01).

(12) Task/Process Description: The name of the job task/equipment will be entered by the work center. IE: Chainsaw Operations, Loading/Unloading Trucks with Forklift, General Office Work, etc.

(13) Date: Analysis date (DD-MMM-YY).

(14) Basic Job Step: List each job step individually (not how to do the job step). This is to identify what is being done and the associated hazards. Each Basic Job Step performed must be listed in the sequential order it is performed to complete the overall task. For each job step, instructions "o" through "t" must be completed.

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

(16) Initial/Interim Risk Assessment Code (RAC): Assign a RAC for each identified hazard IAW DA PAM 385-30 Tables 3-3, 3-4, and Risk Assessment Matrix in Appendix C. The initial RAC is the RAC prior to Mitigation Controls being implemented.

(17) 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.

(18) 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.

(19) Final RAC: Assign RAC for each identified hazard IAW DA PAM 385-30 Tables 3-3, 3-4, and Risk Assessment Matrix in Appendix C. Final RAC is assessed with Mitigation Controls implemented.

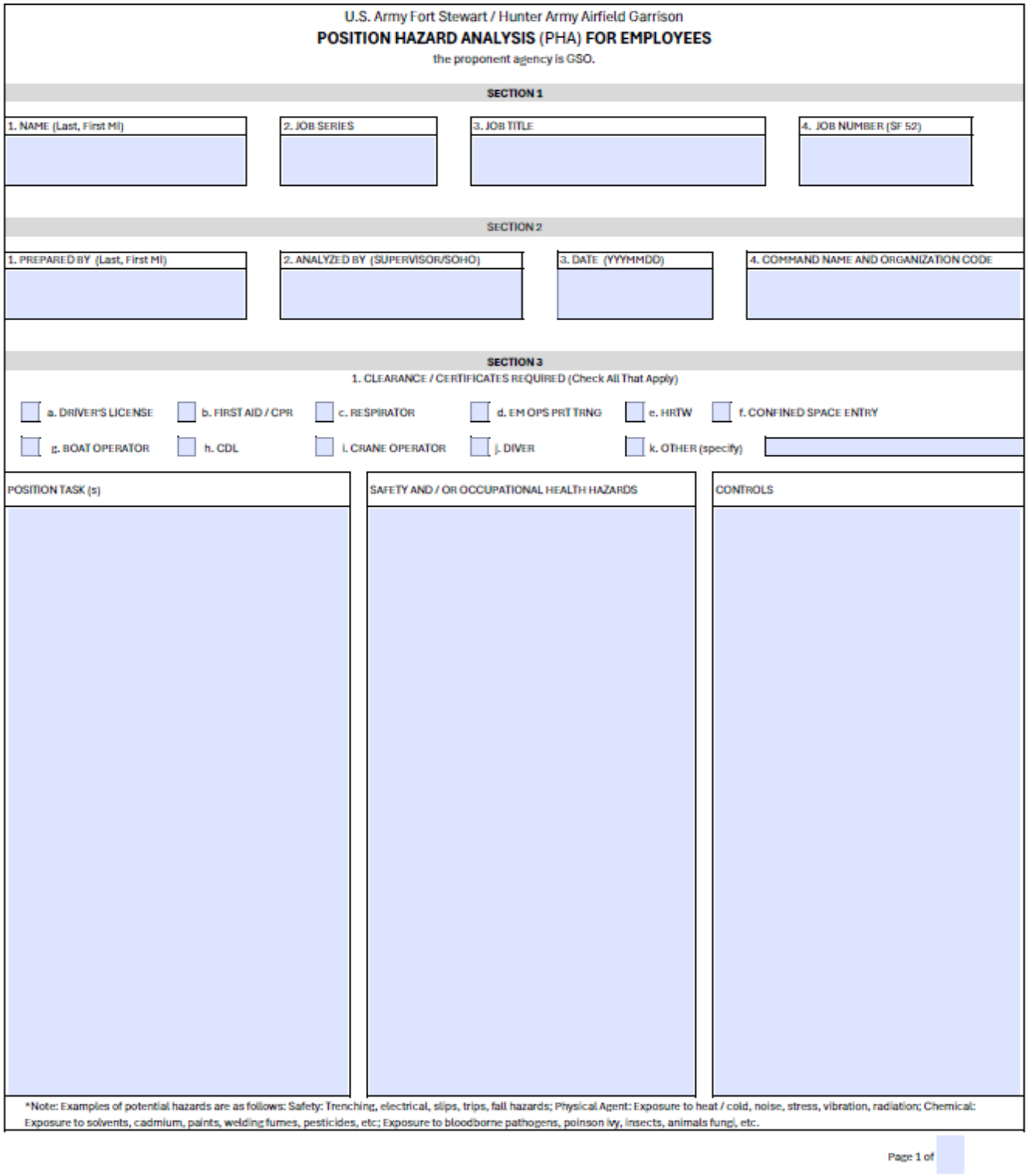
(20) Assigned To: List the person who will be responsible for ensuring the Long-Term Mitigation Controls are implemented. The person shall be an Engineer, Equipment Specialist, or Supervisor.

(21) Highest Initial/Interim RAC and Overall RAC: Enter Highest Initial/Interim RAC (1-4), and Overall RAC (1-4). Overall RAC is the highest Final RAC listed on the completed form.

(22) Continuation Pages, as required.

APPENDIX A – FSGA/HAAF Position Hazard Analysis (PHA)

Fillable Form Available: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office



U.S. Army Fort Stewart / Hunter Army Airfield Garrison

POSITION HAZARD ANALYSIS (PHA) FOR EMPLOYEES

the proponent agency is GSO.

SECTION 1

1. NAME (Last, First MI)	2. JOB SERIES	3. JOB TITLE	4. JOB NUMBER (SF 52)

SECTION 2

1. PREPARED BY (Last, First MI)	2. ANALYZED BY (SUPERVISOR/SOHO)	3. DATE (YYYMMDD)	4. COMMAND NAME AND ORGANIZATION CODE

SECTION 3

1. CLEARANCE / CERTIFICATES REQUIRED (Check All That Apply)

☐ a. DRIVER'S LICENSE ☐ b. FIRST AID / CPR ☐ c. RESPIRATOR ☐ d. EM OPS PRT TRNG ☐ e. HRTW ☐ f. CONFINED SPACE ENTRY

☐ g. BOAT OPERATOR ☐ h. CDL ☐ i. CRANE OPERATOR ☐ j. DIVER ☐ k. OTHER (specify)

POSITION TASK (s)	SAFETY AND / OR OCCUPATIONAL HEALTH HAZARDS	CONTROLS

*Note: Examples of potential hazards are as follows: Safety: Trenching, electrical, slips, trips, fall hazards; Physical Agent: Exposure to heat / cold, noise, stress, vibration, radiation; Chemical: Exposure to solvents, cadmium, paints, welding fumes, pesticides, etc; Exposure to bloodborne pathogens, poinson ivy, insects, animals fungi, etc.

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Appendix B – FSGA/HAAF Garrison Job Hazard Analysis (JHA)

Fillable Form Available: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office

JOB HAZARD ANALYSIS/RISK ASSESSMENT – Fort Stewart / Hunter Army Airfield
For use of this form see GSO SOP, Annex G Job Hazard Analysis Procedures

Department:	Skills Required:	Analysis By:	Reviewed By & Date:	SOH Approved By & Date:

Required Personal Protective Equipment:
Tools & Equipment Required:
Job Preparations:
Hazardous Materials: / Special Requirements:

Highest Initial/ Interim RAC:		OVERALL RAC:	
(Highest "Final RAC" is OVERALL Risk Assessment Code for this activity)			

JHA No:	Task/Process Description:				Date:	
Basic Job Steps (List steps in order of operation)	Potential Accidents or Hazards (e.g. flying debris, dust, vapors)	Initial/ Interim RAC	Mitigation Controls		Final RAC	Assigned To
			Short Term	Long Term		

JHA No:	Task/Process Description:				Date:	
Basic Job Steps (List steps in order of operation)	Potential Accidents or Hazards (e.g. flying debris, dust, vapors)	Initial/ Interim RAC	Mitigation Controls		Final RAC	Assigned To
			Short Term	Long Term		

PREVIOUS EDITIONS OBSOLETE

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Appendix C – Risk Assessment Code (RAC) Development

The following tables show how to determine probabilities and severities and how to use the risk assessment matrix for Hazard Assessment.

- **Probability:** When using probability ranges, it is recommended that you begin at the top of the table. Then using the descriptions, ask is this how often it will happen. If the answer is no, then go down to the next row and repeat the question. When you can no longer answer "no" to the question, reach the bottom of the table or are unsure, then select that probability range just above.

DA Pam 385-30 – Risk Management
Table 3-1 - Probability categories

Probability	Symbol	Definition
Frequent	A	Occurs very often; known to happen regularly.
Likely	B	Occurs several times; a common occurrence.
Occasional	C	Occurs sporadically but is not uncommon.
Seldom	D	Remotely possible; could occur at some time.
Unlikely	E	Can assume will not occur but not impossible.

- **Severity:** Severity approximates the amount of potential harm, damage, or injury associated with a given hazard scenario or mishap occurring. It is the second of two risk components.
  - Severity and probability are independent of each other. In other words, determining severity has no relationship to determining the probability.
  - It is often hard to determine an objective amount or cost for the hazard's outcome. Therefore, severity ranges have been established to aid in this process. They delineate a range of mishap outcomes similar to the probability ranges. They are shown in table 3–4, below.
  - Once more, the recommended procedure is to start at the top and work down the table, selecting the range representing the maximum credible damage or loss.
  - When selecting, the assessor must consider the impact on the mission, possible human loss and equipment or system damage. For instance, an accident might result in no one hurt, but a simple piece of equipment, worth only a few hundred dollars, is broken. While this might be classified as marginal from standpoint of human and equipment loss, its loss could result in having to cancel the mission, task, and job.

Appendix C – Risk Assessment Code (RAC) Development (Continued)

DA Pam 385-30 – Mishap Risk Management Table 3-4 Severity Categories				
Severity	**Symbol**	**Quantitative Value**	**Quantitative Value**	**Definition**
Catastrophic	I	1 or more death or permanent total disability	Loss equal to $2 million or more	Death, unacceptable loss or damage, mission failure, or unit readiness eliminated
Critical	II	1 or more permanent partial disability or hospitalization of at least 3 personnel	Loss equal to or greater than $500 thousand but less than $2 million	Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability
Marginal	III	1 or more injury or illness resulting in lost time.	Loss equal to or greater than $50 thousand but less than $500 thousand	Minor injury, illness, loss, or damage; degraded unit readiness or mission capability
Negligible	IV	1 or more injuries or illnesses requiring first aid or medical treatment.	Loss less than $50 thousand	Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability

Risk Assessment Matrix - Using the determined "Probability" and determined "Severity", select the appropriate category below.						
		Probability				
Severity		**Frequent (A)**	**Likely (B)**	**Occasional (C)**	**Seldom (D)**	**Unlikely (E)**
Catastrophic	I	I-A **(1)**	I-B **(1)**	I-C **(2)**	I-D **(2)**	I-E **(3)**
Critical	II	II-A **(1)**	II-B **(2)**	II-C **(2)**	II-D **(3)**	II-E **(4)**
Marginal	III	III-A **(2)**	III-B **(3)**	III-C **(3)**	III-D **(4)**	III-E **(5)**
Negligible	IV	IV-A **(3)**	IV-B **(4)**	IV-C **(4)**	IV-D **(5)**	IV-E **(5)**

Appendix D – Abbreviations

AR	Army Regulation
ARIMS	Army Records Information Management System
ASMIS	Army Safety Management Information System
BSHA	Baseline Safety Hazard Analysis
CFR	Combined Federal Regulation
DA Pam	Department of the Army Pamphlet
DoDI	Department of Defense Instruction
FSGA	Fort Stewart Garrison
GC	Garrison Commander
GSO	Garrison Safety Office
HAAF	Hunter Army Airfield
JHA	Job Hazard Analysis
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
PHA	Position Hazard Analysis
RAC	Risk Assessment Code
SOH	Safety and Occupational Health
SOP	Standard Operating Procedure
USO	Unit Safety Officer (formerly known as CDSO, CDSR, and ADSO)

APPENDIX F – ANNEX G GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES
8 OCT 24	MASNICK.GREGORY.SEAN.1058383160 Digitally signed by MASNICK.GREGORY.SEAN.1058383160 Date: 2024.10.08 08:19:49 -04'00'	N	NA
2 MAR 26	HILL.KIMBERLY.ANN.1062501835 Digitally signed by HILL.KIMBERLY.ANN.1062501835 Date: 2026.03.02 09:28:58 -05'00'	Y	Add compliance (PHA) w/ IDWH Memo