

FSGA/HAAF GARRISON
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GARRISON SAFETY SOP – ANNEX G

JOB HAZARD ANALYSIS PROCEDURE



FSGA/HAAF Safety Program SOP
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1. Purpose:

This Garrison Safety and Occupational Health (SOH) SOP Annex provides the procedures and assigns the responsibilities for the review, analysis, and planning of all FSGA/HAAF Garrison job tasks, process/equipment changes or new processes/equipment introduction. This critical element of Garrison SOH program is a proactive, ongoing process designed to identify and assess hazards and hazardous situations in both commonly performed jobs and non-routine jobs (those performed infrequently or outside the workers' normal duties). A job hazard analysis (JHA) will aid the Garrison workforce with identifying and controlling unrecognized hazards, as well as hazards that might emerge when a new process or piece of equipment is introduced. The primary objective of this Annex is the development of an effective hazard assessment program aimed at the elimination of hazards and unnecessary loss.

NOTE: 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.

2. Scope:

This Annex to the Garrison SOH SOP applies to all military and civilian personnel assigned to the FSGA/HAAF Garrison. It is intended to provide adequate information so all levels of leadership, SMS, and civilian workforce can properly implement the Garrison SOH Program.

3. References

29 CFR 1960, OSHA Basic Program Elements for Federal Employee Occupational Safety and Health Programs

AR 385-10, The Army Safety Program

DA Pam 385-10, Army Safety Program

DA Pam 385-30, Risk Management

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 primary means of recordkeeping for the Garrison Safety Office (GSO) will be the Army Safety Management Information System (ASMIS) located at <https://mishap.safety.army.mil> . Record titles and descriptions are available on the ARIMS website <https://www.arims.army.mil>

5. Policy:

FSGA/HAAF Garrison is committed to providing for the occupational safety and health of all personnel, preventing accidental loss of material resources (e.g., property damage), and avoiding interruptions to essential services resulting from accidents and other incidents. An effective occupational safety and health program must include procedures to evaluate job hazards and to eliminate or control the related risks to personnel or property. Although identification of possible property damage losses is important, the primary objective of a JHA is to identify the risk of injury associated with systems or equipment, a task, or series of tasks, and to recommend solutions to reduce the risk to a standard or acceptable level.

6. Responsibilities:

Supervisors will:

- Ensure a Baseline Safety Hazard Analysis (BSHA) is completed for their area of responsibility. See Appendix A for the BSHA.
- Annually review and update the BSHA to ensure all tasks that have hazards are identified. The BSHA is used to determine which tasks require a JHA.
- Appoint employees to complete JHAs in their work center on Job Hazard Analysis (JHA) form. See Appendix B for JHA.
- Provide training to appointed individual on JHA preparation.
- Assist the work center employee in assigning RACs. Risk Assessment Code (RAC) development is found in Appendix C.
- Assist the work center employee in assigning Mitigation Controls (short or long term). If a Long-Term Mitigation Control is identified, the responsible person needs to be indicated in the appropriate box on the JHA.
- Review all JHAs in their respective work center ensuring that they are complete and encompass the entire operation/task.
- Submit all JHAs for job tasks/processes performed in the work center to the Garrison Safety Office (GSO) for review.
- Ensure approved JHAs are kept with the equipment or in the area the task is to be completed.
- Review and train existing/new/transferred employees with JHAs applicable to tasks they will perform.
- Review all JHAs annually to ensure they are current. Update as necessary and ensure they are maintained in a manner easily accessible and readily available to all personnel within their work center.

Directorate of Public Works (DPW), Contract Office Representatives (CORs) will:

- Complete or ensure a JHA is completed for new equipment/modified equipment changes.
- Obtain input from equipment requesting organization on JHA content.
- Obtain input from contractors performing installations of new equipment/modifications of existing equipment.
- Submit all JHAs for new or modified equipment to the Garrison Safety Office (GSO) for review.
- Ensure the JHA is with the equipment or in the area the task is to be completed at the time of the work to be performed.

Garrison Safety Office (GSO) will:

- Review all Work Center Operations JHAs to ensure that all information is provided and filled out on JHA form.
- Assist the work center supervisor in assigning RACs to each identified hazard.
- Assist the work center supervisor in assigning Mitigation Controls (short or long term).
- Provide JHA training to employees.
- Assist supervisors with JHA annual reviews as requested.
- Approve and finalize JHAs, except when the final RAC results in a 1 or 2. In these circumstances the JHA will be elevated to the appropriate Commanding Officer for approval.

7. JHA Initial Process

- A JHA shall be created for each job task/equipment/process that has potential to cause harm to employees in every FSGA/HAAF Garrison work center.
 - Employees will complete the JHA and submit to their supervisor for review on using the JHA found in Appendix B of this annex.
 - The supervisor will review the JHA to ensure all required information is entered onto the JHA to include all procedural steps, correct RACs, and mitigation controls. Supervisor ensures that if a long-term mitigation control is called for, the responsible person's name is entered in the "Assigned To" box. Risk Assessment Code (RAC) development is found in Appendix C.
 - The supervisor will then review the JHA to ensure that all information is correct. All discrepancies will be returned to the originator for correction. Corrected JHAs must be resubmitted for approval within 5 working days. The supervisor will list their name in the "Reviewed By" box on the JHA form as an indication of concurrence.
 - The JHA will be submitted electronically for review by the GSO.
 - Upon receiving the JHA, the Safety Specialist will review, make recommendations, or approve, sign, and return.
 - The GSO will approve all JHAs with final RACs ranging from 3 to 5. Any task that has a final RAC of 1 or 2 will be elevated to the appropriate Commanding Officer for approval.
 - JHAs shall be kept with the equipment or area the task is located so employees can readily refer back to it when any job task is unclear, or for training purposes to make employees knowledgeable of operation hazards and mitigation controls.

8. Reviews and Updates

- JHAs will be reviewed annually by the Work Center Supervisor to ensure the JHA is up to date with the process and/or equipment.
- If any changes are made in the work environment or to the equipment, the JHA will require an update by the supervisor. Once completed, it must be resubmitted to the GSO following the procedures in the previous section.

9. JHA Form Completion

- The following are basic guidelines for filling out the JHA form (Annex B). Supervisors will provide assistance and ensure JHA is completed appropriately. Additional assistance shall be provided by the GSO upon request.
 - Directorate and Division: IE: DPTMS Training
 - Branch: IE: Range Ops, Range Safety
 - Analysis By: Work center employee's name that completed the JHA.
 - Reviewed By: Supervisor or work leader of the work center.
 - 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).
 - Required Personal Protective Equipment (PPE): List all specific PPE identified in the JHA.
 - Tools and Equipment Required: List all special tools and all other general equipment.
 - Job Preparation: Identify any task that needs to be completed prior to the job task being started.
 - Hazardous Material: List all hazardous material by chemical name (all employees shall review all Safety Data Sheets before starting task).
 - Special requirements: List any specific requirement, to include ventilation, multiple employees, work/rest cycle, or special equipment warm up time.
 - JHA #: Enter in the following format: Office Symbol, four-digit year, and sequential number (Example: AMIM-SH-SO-2024-01).
 - 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
 - Date: Analysis date (dd-MMM-yy).
 - 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.
 - 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.
 - 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.

- 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.
- 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.
- 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.
- 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.
- Highest Initial/Interim RAC and Overall RAC: Enter Highest Initial/Interim RAC (1-5), and Overall RAC (1-5). Overall RAC is the highest Final RAC listed on the completed form.

APPENDIX A – FSGA/HAAF Baseline Safety Hazard Analysis (BSHA)

FSGA/HAAF Garrison Baseline Safety Hazard Analysis (BSHA) For use of this form see Garrison SOH SOP, Annex G – Job Hazard Analysis Procedures				
Date (dd-mmm-yyyy):	Directorate & Division:	Supervisor:		Division Chief:
Facility:	Location:		Person Performing Analysis:	
Job Task	Hazards Associated with Task	JHA		JHA Title
		Y	N	

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

[illegible]

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 – Mishap Risk Management Table 3-3 - 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.

DA Pam 385-30 – Mishap Risk Management Table 3-4 Severity Categories				
Severity	Symbol	Quantitative Value	Quantitative Value	Definition
Catastrophic	I	1 or more deaths or permanent total disabilities.	Loss exceeding \$1M	Loss of ability to accomplish the mission or mission failure. Death or permanent total disability (accident risk). Loss of major or mission- critical system or equipment. Major property (facility) damage. Unacceptable collateral damage.
Critical	II	1 or more permanent partial disabilities or temporary total disability resulting in more than 3 months lost time.	Loss exceeding \$200K but less than \$1M	Significantly (severely) degraded mission capability or unit readiness. Permanent partial disability, temporary total disability exceeding 3 months time (accident risk). Extensive (major) damage to equipment or systems. Significant damage to property. Significant collateral damage.
Marginal	III	1 or more injuries or illnesses resulting in less than 3 months lost time.	Loss exceeding \$20K but less than \$200K	Degraded mission capability or unit readiness. Minor damage to equipment or systems, or property. Lost days due to injury or illness not exceeding 3 months (accident risk).
Negligible	IV	1 or more injuries or illnesses requiring first aid or medical treatment.	Loss less than \$20K	Little or no adverse impact on mission capability. First aid or minor medical treatment (accident risk). Slight equipment or system damage, but fully functional and serviceable. Little or no property damage.

Risk Assessment Matrix - Using the determined "Probability" and determined "Severity", select the appropriate category below.						
Severity		Probability				
		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
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 C - ANNUAL GSO REVIEWS

DATE	REVIEWED BY	CHANGES Y/N	SUMMARY OF CHANGES