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Administrative Procedure

PRC-PRO-WKM-079

Job Hazard Analysis

Revision 5, Change 1

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**Project: CH2M HILL Plateau Remediation Company
Topic: Work Management**

Administrative Use

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CHANGE SUMMARY

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Description of Change

Rev 5-1: This minor change adds an exclusion to PRC-PRO-WKM-079 applicability section for Emergency Response Procedures (ERP's) that meet criteria specified in this change. This criteria is as follows:

CHPRC Emergency Response Procedures (ERP) that meet either of the following criteria are excluded from the requirements to perform a Job Hazard Analysis per this procedure. The hazard analysis process for these (ERP) procedures utilizes Hazards Assessor Subject Matter Expert (SME) experience to directly support hazard control decisions based on the hazards and conditions at the time of the event.

- Emergency procedures that respond to unplanned, significant events or conditions that require time-urgent response necessary to assess/characterize the event, mitigate a hazardous material release, rescue personnel, save valuable property, or protect personnel outside the immediate affected site, facility, or area of the incident and utilize Hazards Assessor Subject Matter Expert (SME) experience to directly support hazard control decisions.
- Emergency procedures that specify actions taken when Emergency Action Level (EAL) criteria is met or when an initial command post has been established that utilize Hazards Assessor Subject Matter Expert (SME) experience to directly support hazard control decisions.

This change also removes the annual review requirement for AJHA's for technical procedures and work instructions that involve rad work; this requirement was added in error last revision.

Rev 5-0: Clarified procedure to address inconsistent language and confusing format. Defined roles and responsibilities (Skill based determination) for the procedure technical authorities when performing hazard analysis for technical procedures developed per PRO-589. Added definition for expired and about-to-expire Standing AJHA's and assigned responsibility for identifying, tracking, and revising expired standing AJHA's. Added HPI concepts for a Questioning Attitude for developing effective hazard controls, concepts and strategies. addressed the following CR's:

CR-2011-1953 #1 - Revise PRO-079 to address skill based decision for procedures.

CR-2011-2032 #4 - Revise PRO-079 to include "Questioning Attitude" tool for SME's and reference PRC-MP-MS-40403 appendix A.

Cr-2011-2511 #1 - Add responsibilities for tracking, reviewing, and updating expired or about to expire Standing AJHA's.

CR-2011-3286 #1 - Revise PRC-PRO-WKM-079 to specifically require documentation of SME analysis content to support the selection of hazard controls.

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1.0 INTRODUCTION

1.1 Purpose

This procedure establishes the minimum requirements for integrating activity-based job hazard analysis into all field work. Job hazard analysis is used to identify, evaluate, control, and communicate potential hazards and environmental impacts relative to discrete work activities/tasks to be performed. Job hazards analysis is an integral part of the CH2M HILL Plateau Remediation Company (CHPRC) work management process defined in PRC-PRO-WKM-12115, *Work Management*, and PRC-PRO-MS-589, *CH2M HILL Plateau Remediation Company Procedures*, for proceduralized activities.

This procedure implements and integrates the following documents:

- CHPRC General Industrial Hazard Analysis (GHA),
- Craft Specific Hazard Analysis (CHA),
- *Worksite Hazard Analysis for Skill-Based Work* (WHA), Site Form A-6004-539, and
- Web based Automated Job Hazard Analysis (AJHA) tool with the job hazard analysis process.

The procedure identifies how and when the GHA, CHA, WHA, and AJHA are to be used in support of the hazards identification and controls implementation process for work activities. Refer to definition of these terms and links in Appendix A, Glossary.

NOTE: *The GHA and CHA documents were developed by the Safety, Health, Security and Quality organization in conjunction with Hanford Atomic Metal Trades Council (HAMTC) Safety representatives and stewards. Any changes or modification requests for the above documents shall be sent to the Job Hazard Analysis Point of Contact (POC)/Technical Authority (TA) for this procedure.*

The WHA within the job hazards analysis process for skill-based work was developed with the desired outcome to have workers and supervisors follow a prescribed process to understand and own the evaluation of “worksite hazards” for skill-based work.

This document also implements portions of DOE O 226.1A, *Implementation of Department of Energy Oversight Policy*, and CRD M 231.1-2 (Supp Rev *), *Occurrence Reporting and Processing of Operations Information*, through use of feedback and lessons learned early in the planning process, and providing feedback when work is completed.

PRC-GD-WKM-17132, *Automated Job Hazards Analysis Process Guide*, has been developed to provide information and instruction to support consistent and effective implementation of job hazard analysis. It includes guidance on performing initial hazard identification and analysis, determining the need for carrying out AJHA planning sessions and use of the GHA, CHA and WHA within the job hazard analysis process. Refer to this Guide during the hazard analysis process and AJHA development.

A detailed flow diagram with the required elements for executing the job hazard analysis process is included as Figure 1.

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1.2 Scope

This Level 2 Management Control Procedure applies to the analysis of task-specific hazards which may be encountered during the execution of maintenance, operations, construction, deactivation, decontamination, demolition and decommissioning (4D), surveillance, and environmental remediation work performed by CHPRC Team employees involved in CHPRC work scope.

- Application to CHPRC Team contractors and subcontractors will be as specified or excluded in the Statement of Work or approved safety plan.

This method of hazard analysis is not designed to produce the desired hazard information which results from applying such techniques as Emergency Planning Hazard Assessment (EPHA), chemical/nuclear process hazard analysis, natural phenomena hazard assessment, or facility-level hazard (safety) analysis.

1.3 Applicability

This procedure applies to work activity hazard analysis performed as required by procedures PRC-PRO-WKM-12115 and PRC-PRO-MS-0589 under the CHPRC.

CHPRC Emergency Response Procedures (ERP) that meet either of the following criteria are excluded from the requirements to perform a Job Hazard Analysis per this procedure. The hazard analysis process for these ERP procedures utilizes Hazards Assessor Subject Matter Expert (SME) experience to directly support hazard control decisions based on the hazards and conditions at the time of the event.

- Emergency procedures that respond to unplanned, significant events or conditions that require time-urgent response necessary to assess/characterize the event, mitigate a hazardous material release, rescue personnel, save valuable property, or protect personnel outside the immediate affected site, facility, or area of the incident and utilize Hazards Assessor SME experience to directly support hazard control decisions.
- Emergency procedures that specify actions taken when Emergency Action Level (EAL) criteria is met or when an initial command post has been established that utilize Hazards Assessor SME experience to directly support hazard control decisions.

1.4 Implementation

This procedure is effective upon publication.

2.0 RESPONSIBILITIES WITHIN THE JOB HAZARDS ANALYSIS PROCESS**2.1 AJHA Coordinator**

AJHA Coordinators are typically: planners, procedure writers and responsible procedure TAs who are designated to perform AJHA Coordinator responsibilities.

- Initiates the job hazard analysis process for identification, analysis, and implementation of appropriate controls
- Assists the Responsible Manager (RM) and Field Work Supervisor (FWS) in determining the hazard analysis needed for a particular work activity.

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- Assists the procedure TA's as needed in determining the hazard analysis needs for technical procedures.
- Facilitates the AJHA process with the Work Planning Team
- Facilitates efforts to resolve any SME conflicts with hazards and controls.
- Lists all AJHA Team participants in the *CHPRC Work Planning Roster/Comments Form* (Site Form A-6005-916) or AJHA Involvement screen. (Each site walkdown, site reviews, each team meeting, observers, etc.)

2.2 Technical Discipline SME

SMEs are individuals who are identified by management. These individuals are:

- Qualified or who have previous experience (e.g., Industrial Safety, Industrial Hygiene, Nuclear Safety Professional, etc.) performing particular tasks.
- By education, training, or experience recognized expert on a particular subject, topic, or system.
- Used in professional or technical functions where their acquired knowledge and skills, in a particular field or subject, may be helpful in providing interpretive expertise, fact finding, problem solving, or understanding of a situation. (Refer to PRC-PRO-TQ-40164, *Personnel Training and Qualification*.)

SMEs perform the following:

- Analyzes lessons learned for improvement opportunities.
- Conducts the hazard identification and analysis for the defined activity within scope of their discipline as part of the AJHA team.
- Serves as a technical resource for requirements and regulations.
- Identifies applicable health monitoring controls.
- Completes Specific Analysis actions for identified hazards during completion of an AJHA and select or add controls as appropriate.
- Determines and provide activity-specific details during selection of job hazard analysis controls. Use the "details" and "comments" sections of the AJHA are used to provide appropriate detail and controls specific to the defined task or step.
- Prepares forms/permits as required that are within the technical scope of their SME discipline.
- Reviews the AJHA and Work instructions to ensure that the controls specified for each hazard are complete, controls can be easily understood by the reader, and that all controls taken together do not conflict.
- Approves the AJHA after assuring all hazards and controls within their discipline are appropriate for the task and not in conflict with other mitigating actions.

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2.3 Responsible Manager (RM)

An individual accountable and responsible for the implementation of work management for a specific body of work from its inception to completion by providing continuity of purpose and understanding throughout the work planning and implementation process. If an RM action is required and the RM assigned to a work document is unavailable, another RM may perform the required actions/approvals if the RM is qualified at the same project, documents RM actions taken on the work record, and notifies the RM of record as soon as the RM is available.

The following responsibilities for an RM in the job hazard analysis process apply:

- Implements Integrated Safety Management (ISM) Core Functions and Guiding Principles and Environmental Management System (EMS) Core Elements through the job hazard analysis process.
- Confirms that work is/is not radiological work according to the definition in CHPRC-00073, *CH2MHILL Plateau Remediation Company Radiological Control Manual Glossary*.
- Determines if work activities, developed per PRC-PRO-WKM-12115, are skill-based or beyond skill-based with input from the FWS, planners, and workers, as needed.
- Communicates expectations to the Planning Team for the hazard identification and control process.
- Provides final arbitration and comment resolution concerning the hazard analysis process.

2.4 Work Planning Manager

The following responsibilities in the work management process apply:

- Serves as the Project Work Control SME for the hazard analysis process.
- Assigns Work Planners to coordinate the AJHA process.
- Collects and distributes relevant lessons learned and feedback to the work planners.
- Supports the training, qualification and mentoring of work planners for the AJHA Process.

2.5 Work Planning Team

- Assists in development of work instructions, sequence of work steps, and hazard controls to safely and efficiently perform the work.
- Determines the need for activity-specific details (beyond skill-based) during selection of job hazard analysis controls.
- Ensures controls can be easily understood and effectively used (user friendly) by those who perform work.
- Concurs with the hazard controls that must be incorporated into the work instructions.

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- Participates in the hazard analysis determination process for Skill-Based work, and the AJHA Process when requested.
- Participates in the identification of the best tools, methods, work practices, and special material requirements for the proposed work.
- Reviews the GHA and CHA documents pertaining to their individual craft, and provide input for change as requested by your HAMTC stewards.
- Supports FWSs in conducting Worksite Hazard Analysis prior to commencing work for skill-based work activities.
- Provides feedback on work performed, both negative and positive, in support of continuous improvement processes.

2.7 Field Work Supervisor (FWS)

An individual who supervises work teams to ensure the safe and compliant performance of work. The following responsibilities in the hazard analysis process apply:

- Assists the planning team in the hazard analysis process.
- Reviews the GHA and CHA documents with their personnel in support of the determination of skill-based work activities. The GHA and CHA documents can also be used for safety or tailgate meetings as a reminder of daily hazards their personnel face, and as a base-line hazard analysis document to support content selections in the Employee Job Task Analysis (EJTA) and the Integrated Training Matrix (ITEM).
- Completes the WHA Form, A-6004-539, to validate the work is still skill-based after identification of all site hazards and notification to the RM of discrepancies.
- Communicates to affected workers the scope of work, and the hazards, requirements, and controls for the work to be performed (e.g., pre-job briefing).
- Ensures the work site conditions align with the controls in the work document.

2.8 Technical Authority (TA) – (Subject Matter)

- Interfaces with the Technical Discipline SMEs to establish the technical requirements and regulations that will apply to the hazard analysis process.
- Resolves disputes between technical disciplines SMEs during an AJHA session. Resolution may require research or outside expertise. Document results in AJHA or related work documents.
- Analyzes lessons learned for programmatic opportunities for improvement.
- Performs a technical review of the AJHA system (topical area screens) to ensure content is current with CHPRC requirements when requested by AJHA Administration or AJHA users.
- Submits AJHA application changes to AJHA Administration in accordance with AJHA Change Control Plan, Appendix C.
- Attends AJHA Users Group session upon request to resolve AJHA content concerns or addresses proposed changes.

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2.9 Technical Authority (TA) – (Procedures)

An individual accountable for responsibilities as outlined in the development and maintenance of procedures per PRC-PRO-MS-589. The following responsibilities in the hazard analysis process for technical procedures apply:

- Determines if procedures, developed per PRC-PRO-MS-589, are skill-based or beyond skill-based with input from FWS, planners, SME's, and workers, as needed.
- Documents the AJHA/Skill Based decision in the methods described in PRC-PRO-MS-589 for new and revised technical procedures.
- Performs responsibilities identified in this procedure, for the hazard analysis process for technical procedures.
- Performs responsibilities of an AJHA coordinator if assigned.

2.10 Technical Authority for PRC-PRO-WKM-079, Job Hazard Analysis

- Develops, updates and publishes the GHA, CHA, and AJHA documents in accordance with the AJHA Change Control Plan, Appendix C.
- Coordinates with PRC Technical Authorities on input into the AJHA application.
- Coordinates with TAs and SMEs for input on training requirements associated with the Hazard Control.
- Works with the HAMTC Safety Representatives to develop the CHA for each position under HAMTC.
- Maintains a web database for PRC personnel to print the GHA and CHA documents.
- Co-Chairs the AJHA Users Group monthly meetings.
- Maintains PRC-PRO-WKM-079 and PRC-GD-WKM-17132 documents.
- Approves the use of alternate hazard analysis methods specified in statements of work for subcontractors.

2.11 HAMTC Safety Representatives:

- Assists with the development of the CHA documents.
- Coordinates the review of draft CHA documents with the HAMTC Craft Stewards for review, input, and confirmation of content for each position specific CHA document.
- Represents HAMTC at the AJHA Users Group Monthly meetings.

2.12 HAMTC Craft Stewards:

- In support of the CHA, solicits input from their members, review, and confirms content of the CHA documents.

Job Hazard Analysis**Published Date: 05/09/12****Effective Date: 05/09/12****2.13 Facility Support Administrators (FSA):**

An individual assigned by the facility/project as an administrator/point of contact for use of the Web based AJHA tool at the facility/project. The following responsibilities apply:

- Assists facility/project personnel in the use of the Web based AJHA tool.
- Returns Completed or Standing AJHA's to "Initiated" in order to make minor editorial changes.
- Performs periodic "Review due" and "Review past due" reviews of the AJHA database and follow-up notification of appropriate AJHA Coordinators.
- Administers the facility/project AJHA personnel inventory/responsibilities, perform AJHA checkout/unlock functions, archive & un-archive AJHA's, add project titles, perform AJHA photo/image uploads, and other AJHA access and control functions.

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3.0 PROCESS

The CHPRC GHA lists the general hazards all employees may be exposed to during normal daily operations. All employees are trained to recognize these hazards through the CHPRC General Employees Training conducted annually, known as CGET.

The CHA lists by craft discipline the hazards each craft personnel are exposed to while conducting activities within the scope of their positions. Craft members, by discipline, are trained and experienced to recognize and mitigate those hazards consistent within their discipline (e.g., Carpenters, Janitors, etc.).

These documents only address the hazards associated with the craft, not the hazards that may be present in the environment where the work will be conducted. These two documents support supervisors as they evaluate the worksite through use of the WHA for the assigned activity. The worksite is reviewed against the GHA, CHAs, and the Skill-Based criteria outlined in Appendix B. Work meeting these criteria is known as skill-based work.

Both the GHA and CHAs are published on the Hanford Local Area Network (HLAN) web site. (<http://ajha.rl.gov/ajhawebsite/secure/psl/lookup.cfm>). An icon can be added to your desktop for the GHA and CHA documents from Software Distribution, "Hanford Site Applications," and "Position Specific Analysis Inventory Shortcut."

If work is beyond the Skill-Based criteria, then further planning is required and a Work Planning Team is formed by the RM or Procedure TA, to conduct further hazard identification and analysis using the AJHA tool.

3.1 Review the Work Scope

NOTE: *Figure 1 will aid the User in following these Process Steps.*

Actionee	Step	Action
Requestor/ Originator, Validation Authority, AJHA Coordinator	1.	<p>REVIEW work scope to be performed to ensure it is adequately defined.</p> <ul style="list-style-type: none"> • WHAT is to be done? • WHERE will it be done? • HOW will it be done? • WHEN will it be done? (day, night, weather conditions) • WHAT tools and equipment will be used? • WHAT personnel will be required to complete the activity?
	2.	<p><u>IF</u> work scope is not adequately defined, <u>THEN</u> UPDATE work scope in accordance with PRC-PRO-WKM-12115 <u>OR</u> PRC-PRO-MS-589.</p> <ul style="list-style-type: none"> • The work scope and work instructions should be defined to as much level of detail as practicable to facilitate the identification of health and safety hazards and environmental impacts prior to starting the job hazard analysis process.

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3.2 Conduct Hazard Analysis

3.2.1 Initial Hazard Analysis - Review Work to Determine/Identify Hazards for Specific Activity

Actionee	Step	Action
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RM/Procedure TA	1.	<p>Based on the defined scope of work and draft work instructions, REVIEW the activity, the work site, the GHA, the CHA, and the skill-based criteria to identify hazards, <u>AND</u> DETERMINE if the activity is skill-based or requires further analysis.</p> <ul style="list-style-type: none"> • REFER to definition of these terms in Appendix A, Glossary, and Appendix B for skill-based work criteria.
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NOTE: *The Planner/FWS may enter the hazard determination within JCS with concurrence from the RM who verifies this designation their review and approval of the work package.*

2. DOCUMENT the decision that the work is Skill-based through one of the following examples:
 - Using the selection box designated for this purpose (such as Skill-Based, AJHA required, etc.) with signature in the site Job Controls System (JCS).
 - Technical procedures developed per PRC-PRO-MS-589 shall document the Skill-Based decision within the procedure or on paperwork associated with procedure development or changes. Either would include approval signatures that would also attest to meeting the skill-based criteria outlined in Appendix B.
 - Duplication of skill-based criteria (Appendix B) with specific activity, signature block and date added.
3. IF the work hazards and conditions exceed the skill-based criteria in Appendix B, THEN work is considered beyond skill-based, GO TO Section 3.2.2; Otherwise, CONTINUE with Step 3.2.1.4.

FWS	4.	<p>WALK-DOWN the job site <u>AND</u> IDENTIFY/EVALUATE the hazards and activities to confirm the skill-based determination (both activities within the defined work scope and adjacent activities) using the WHA form. The WHA will be used when an activity has been determined to be skill-based work.</p> <ul style="list-style-type: none"> • <u>IF</u> a WHA exists for this proposed location, <u>THEN</u> VERIFY whether any new hazards or activities exist <u>AND</u> MARK-UP existing WHA accordingly. • CHECK the hazards or activities on the WHA form as they are identified in the field.
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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
FWS		<ul style="list-style-type: none"> • <u>IF</u> it is not safe to conduct a field walkdown due to safety, environmental or As Low as Reasonably Achievable (ALARA) practices/concerns, <u>THEN</u> USE video, pictures, drawings, etc. that accurately represent current field conditions, in lieu of an actual field walk down. • A WHA is <u>not</u> required for proceduralized activities, developed per PRC-PRO-MS-589, where the procedure has addressed the hazards of the environment in which the activity is performed. Where the environment was not addressed, the worksite environment must be reviewed with the WHA. • One WHA may be used for like locations or like activities. LIST both on the spaces provided on the WHA, <u>OR</u> LIST on the back of the document. • OBTAIN SME input if any of the following conditions exists: <ul style="list-style-type: none"> ○ The walk-down identifies hazards or activities that are beyond skill-based work. ○ The walk-down identifies a hazard outside any stated criteria in Appendix B. • Depending on the results of any SME involvement, further hazard analysis and planning may be required.
Workers	5. 6. 7.	<p>ENSURE approved Personal Protective Equipment (PPE) for the walkdown activity are available to be worn.</p> <p>PARTICIPATE in the worksite walk-downs/reviews.</p> <p>VERIFY conditions in the field:</p> <ul style="list-style-type: none"> • <u>IF</u> new hazards are identified, <u>OR</u> the stated controls are not possible, <u>THEN</u> CONTACT the FWS. <p>REVIEW WHA <u>AND</u> CONFIRM that the controls for those hazards and activities are familiar and understood.</p> <p><u>IF</u> you are NOT sure you have the appropriate hazard controls and PPE identified, <u>OR</u> you are NOT confident in your ability to perform the work safely, <u>THEN</u> CONTACT the FWS.</p>
FWS	10.	<p>MAINTAIN the WHA in the work package, attached to the work document, or procedure history file as appropriate.</p>

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3.2.2 Detailed Hazard Analysis Using AJHA Tool For Beyond Skill-Based Activities

Actionee	Step	Action
Work Planning Manager/Procedure Lead	1.	ASSIGN planner or procedure writer or procedure TA the AJHA Coordinator responsibility to initiate, coordinate, and complete the job hazard analysis process.
	2.	ASSIST in assuring effective completion of AJHA sessions.
AJHA Coordinator	3.	BEGIN initial hazard identification SCREENING by identifying site and task specific hazards, exposures, or constraints (include interfacing hazards and co-located work impacts) based on known and expected site conditions, and potential for changing conditions.
	4.	REVIEW applicable work history (e.g., work documents which may include a previous AJHA and lessons learned).
	5.	IDENTIFY environmental, safety, and health requirements. These requirements are included in such documents as the Radiological Control Manual and Environmental Protection Processes, Crane and Rigging Manual, and Occupational Safety and Health procedures, etc.
	6.	DETERMINE if equipment, materials, or special tools could introduce new hazards.
	7.	CONDUCT preliminary job site review/walk-down to review site conditions and adjacent activities for any potential hazards for the work activity being analyzed or to the adjacent activities being performed. <ul style="list-style-type: none"> a. INCLUDE workers, SMEs and other operations personnel as appropriate. b. CONDUCT a preliminary field walk-down or worksite review to gain real-time knowledge of work environment conditions and adjacent activities to identify potential hazards. c. <u>IF</u> it is not safe to conduct a field walkdown due to safety, environmental or ALARA concerns, <u>THEN</u> USE video, pictures, drawings, etc. that accurately represent current field conditions, in lieu of an actual field walk down.

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
AJHA Coordinator	8.	DOCUMENT the site review or Walk-Down observations, notes, and hazards identified for use during future Work Planning Team meetings and inclusion of hazards and control in the AJHA. <ul style="list-style-type: none"> a. ENTER available information into the “Task Information” section of the AJHA tool. b. ENTER initial hazard identification screening results into the “Hazard Prelim” screen of the AJHA. These answers will be reviewed, discussed, and if necessary corrected during the AJHA team meeting. c. <u>IF</u> any SME analysis is identified during initial hazard review, <u>THEN REQUEST</u> the appropriate SME perform an initial analysis such that the results of the SME analysis can be discussed during the AJHA team meetings.
RM/Procedure TA	9.	DETERMINE AJHA planning team composition. Personnel assigned to the team need to have the appropriate functional area expertise to plan the work.
AJHA Coordinator	10.	PROVIDE to the Work Planning Team the proposed work scope, draft work instructions or procedure, and AJHA number. The intent of this action is to provide the Work Planning Team members the opportunity to review the initial hazard screening and help the team members come prepared to the team meeting
	11.	Based on initial hazard identification screening results, REQUEST scheduling of the Work planning team meeting.
	12.	CONVENE Work Planning Team meeting <u>AND COMPLETE</u> the new AJHA by performing steps 3.2.2.13 through 3.2.2.23 below.
Work Planning Team	13.	DOCUMENT all AJHA Team participants in form A-6005-916 or in the involvement section of the AJHA application. Form A-6005-916 is retained as part of the work package as required by PRC-PRO-WKM-12115.
	14.	REVIEW work step(s) and requirements; summarize in the Task Information screen.

NOTE: *The AJHA Planning Team is usually composed of Work Planners, craft disciplines involved, and SMEs assigned to be responsible for all phases of Work Package preparation.*

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
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- NOTE:**
- *Contingent conditions, and mitigating actions, shall be considered during the hazard identification portion of the work planning process.*
 - *A work place hazard means a physical, chemical, biological, or safety hazard with a potential to cause illness, injury, or death to a person or damage to the environment (e.g., environmental impact,) facilities, and equipment.*

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| Work Planning Team | <p>15. Based on the work instructions/procedure steps, notes, and comments from the site walk-down, DISCUSS AND ANALYZE hazards identified in the initiated AJHA during the initial hazard analysis (Hazards Preliminary screen and Hazards and Control Details screens). Additional Site reviews or walk-downs with SMEs or the AJHA team may be necessary to ensure all hazards are identified.</p> <p>16. DISCUSS results of the completed Specific Analysis actions AND ENSURE controls provide sufficient details for worker(s) instructions.</p> <p>17. SELECT controls based on the following hierarchy; ADD control details as appropriate, AND APPLY controls to the appropriate task.</p> <ul style="list-style-type: none"> a. Elimination or substitution of hazards where feasible and appropriate; b. Engineering controls where feasible and appropriate; c. Work practices and administrative controls that limit worker exposures; d. Personal protective equipment. e. All controls must be supported by a regulatory requirement or a documented SME analysis. |
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| SME | <p>18. DOCUMENT any required hazard analyses in the AJHA tool in the Comments field associated with the respective hazards, or on a required program form, such as RWP, AMW, Respiratory Protection form, Asbestos Work Permit, etc..</p> |
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| Work Planning Team | <p>19. Based on the site walk-down notes and comments, and SME Analysis results; IDENTIFY any potential contingencies and related actions or controls for inclusion into the work instructions.</p> |
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Actionee	Step	Action
NOTE:	•	<i>Controls that are defined in the AJHA as Beyond Skill-Based require inclusion in the procedure or work instructions unless excluded.</i>
	○	<i>Exclusion requires a logical justification and concurrence of the Work Planning Team and documentation in the General Details section for the specific control within the AJHA tool.</i>
	•	<i>Steps 21-23 may be finalized outside of the AJHA Work Planning Team group session, but all elements should be discussed while the team is together. The final AJHA should accurately reflect the group’s consensus.</i>
Technical discipline SMEs	20. REVIEW requirements and regulations.	
	21. SELECT <u>AND</u> REVIEW hazards and controls for accuracy, and potential conflicts.	
	a. UTILIZE the “Questioning Attitude” tool, located in PRC-MP-MS-40403 Appendix A, <i>Human Performance Program</i> procedure to develop effective hazard controls that utilize Human Performance Improvement (HPI) concepts and strategies to prevent, detect, and mitigate consequences of an event.	
	b. ADD specific details to hazard and control statements to ensure workers understanding for implementation.	
	c. REVIEW the AJHA to ensure all hazards and related controls can be easily understood by the reader.	
AJHA Coordinator	22. DOCUMENT concurrence from Technical Disciplines (refer to Involvement screen of the AJHA tool).	
	23. FINALIZE AJHA (finalize screen) selecting one of two types of AJHA finalized statuses:	
	• Complete: Used for one-time specific activity.	
	• Standing: Used for repetitive type activities, or proceduralized activity.	
	• ENTER appropriate AJHA expiration date:	
	○ When developed to supplement a technical procedure, at a date to correspond with the periodic review cycle for that procedure. Not to exceed 3 years.	
	○	
	○ When developed to supplement “repetitive” type work instructions, developed per PRC-PRO-WKM-12115, at a date to correspond with the repetitive work document expiration date.	
AJHA Coordinator	24. PLACE controls outlined in associated documents such as a Material Safety Data Sheet (MSDS) in the work instructions/procedures.	

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<i>Actionee</i>	<i>Step</i>	<i>Action</i>
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NOTE: *It may not be necessary to document those hazards marked Skill-Based in the AJHA application that are known to be basic to the craft and identified in the CHA for those personnel involved in the specific activity/task. These controls are expected to be implemented by the worker, where required, based on their position specific training and qualifications.*

25. PLACE controls that are defined as Beyond Skill Based into the work instruction/procedure unless excluded.

3.2.3 Minor Editorial Changes to a Completed /Standing AJHA

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
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NOTE:

- *Once an AJHA is completed, only the Facility Support Administrator (FSA) can return the AJHA to the Initiated status.*
- *When changes are made to a completed AJHA that impact other areas previously approved by the SME, the AJHA program will automatically remove any associated SME approval signatures. The AJHA will then need to be re-approved and finalized.*

FSA	1. RETURN the Completed or Standing AJHA to “Initiated” and make the minor editorial change.
FSA/AJHA Coordinator	2. DOCUMENT the reason for the changes in the “Justification” block that appears when the return to Initiated is selected.
	3. RETURN the AJHA to a completed status.
	4. <u>IF</u> not a minor editorial change, <u>THEN REVISE</u> AJHA.

3.3 “Review Due” and “Review Past Due” Standing AJHA’s

<i>Actionee</i>	<i>Step</i>	<i>Action</i>
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NOTE: *Periodic Reviews of Standing AJHA’s developed for technical procedures are addressed by PRC-PRO-MS-589 section 3.14. PRC-PRO-MS-589 identifies frequencies, roles, and responsibilities for periodic reviews of technical procedures and associated Standing AJHA’s.*

FSA	1. PERFORM “Review Due” and “Review Past Due” reviews of Standing AJHA’s for repetitive work activities as follows: <ul style="list-style-type: none"> a. PERFORM periodic reviews of the AJHA database to identify Standing AJHA’s that have a status of “Review Due” or “Review Past Due” (see appendix A, Glossary). These reports are available through simple search options in the AJHA inventory for each facility.
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|---------------------|--|
| FSA | b. INFORM the appropriate AJHA Coordinator, of each Standing AJHA's that have a status of "Review Due" or "Review Past Due", and of the need to review, assess the need for, and update (Revise, Clone, or Archive) their Standing AJHA's. |
| RM/Procedure
TA | c. DETERMINE appropriate action to either Revise, Clone, or Archive the Standing AJHA's. |
| AJHA
Coordinator | 2. COORDINATE the process for replacement (Revise, Clone, or Archive) of the expiring/expired Standing AJHA's. |

3.4 CHPRC Team Contractors and Subcontractors

Application to CHPRC Team contractors and subcontractors will be as specified or excluded in the Statement of Work or approved safety plan.

- The Buyer's Technical Representative (BTR) will need to ensure that the appropriate job hazards analysis requirements are communicated to the CHPRC Contract Specialist in accordance with established procurement policies and specifications.
- Use of the processes and tools outlined in this document, in PRC-GD-WKM-17132, and the AJHA Tool may be used to help identify and evaluate potential hazards and environmental impacts relating to the proposed contract work activities/tasks.
- Include the results of this evaluation in the development of the SOW as defined in PRC-PRO-AC-186, *Statements of Work*, PRC-PRO-SH-40078, *Contractor Safety Processes*, and PRC-PRO-CN-14990, *Construction Management*.

As an example, CHPRC Subcontractors may document their hazard analysis as follows, when directed via contract or Statement of Work:

- Use of the AJHA application in conjunction with the requesting CHPRC project/facility.
- Use of the AJHA application provided on the internet for CHPRC Subcontractors use,
- Or Subcontractor submitted job hazard analysis process approved by Occupational Safety and Health through the BTR.

Sub-contractors choosing to use the Web based AJHA application will need to contact the PRC-AJHA Administration to set up the sub-contractor's company specific AJHA facility.

4.0 FORMS

Worksite Hazard Analysis for Skill-Based Work, A-6004-539
CHPRC Work Planning Roster/Comment Form, A-6005-916

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5.0 RECORD IDENTIFICATION

All records are required to be managed in accordance with PRC-PRO-IRM-10588, *Records Management Processes*. Office of Civilian Radioactive Waste Management (OCRWM) records are also managed in accordance with PRC-PRO-QA-19579, *OCRWM Records Management*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
AJHA Report (Hard Copy)	Responsible Manager/Procedure TA	Record copy retained with the work originating document and is appended to the completed work package at the time of closure review. If associated with facility-approved procedures performed without a work package, facility retention until no longer needed, then retire to Records Holding Area (RHA) in accordance with RIDS.	Lifetime
Skill -Based Determination Documentation	Responsible Manager/Procedure TA	Record copy retained in the work originating document/procedure history file. Electronic copy maintained in the JCS (for work documents).	Lifetime
<i>Worksite hazard Analysis for Skill-based work</i> , Site form A-6004-539	Field Work Supervisor	Record copy retained with the work originating document. If associated with facility-approved procedures performed without a work package, Facility retention until no longer needed, then retire to RHA in accordance with RIDS. Working file copies of WHAs are not considered record material.	Lifetime
General Industrial Hazard Analysis Document	Job Hazard Analysis TA	Document will be maintained in a site database available to all HLAN users for printed copies. Original will be maintained in Work Control files until no longer needed, then retire to Record Holding according to RIDS.	Lifetime
Craft Position Specific Hazards Analysis Documents	Job Hazard Analysis TA	Document will be maintained in a site database available to all HLAN users for printed copies. Original will be maintained in Work Control files until no longer needed, then retire to Record Holding according to RIDS.	Lifetime

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Name of Record	Submittal Responsibility	Retention Responsibility	OCRWM Retention Schedule (If OCRWM Related)
AJHA Feedback Database – Summary report, Post-job Reviews and ALARA reviews	AJHA Administration	Record copy retained with the work originating document. Original documentation retained in electronic database by AJHA Administration staff.	Lifetime
AJHA RWP Database	AJHA Administration	Record copy retained with the work originating document. Original documentation retained in electronic database by AJHA Administration staff.	Lifetime

6.0 SOURCES

6.1 Requirements

NOTE: For the tables in this section under the requirement “type” column, “V” means verbatim, and “I” means interpreted.

#	Requirement	Type V or I	Source
1.	Ensure that environmental, safety, and health risks and impacts associated with work processes are minimized while maximizing reliability and performance of work products. (i.e. Apply the graded approach when applicable)	V	CRD 414.1C (1)(b)(5)
2	Systematically integrate safety into management and work practices at all levels so that missions are accomplished while protecting the public, the worker, and the environment.	V	CRD M 450.4-1 ISMS
3	Perform routine job activity-level hazards analysis.	V	CFR 851.21 Section (a)(6)
4	Activity-level hazards analysis are documented through use of the PRC General Industrial Hazard Analysis (GHA, CHA, and the Web AJHA tool available at: http://webst03.rl.gov/ajhawebsite/secure/psl/lookup.cfm .	I	CFR 851.21 Section (a)(5)(6)
5.	Based on the criteria in Appendix B, Initial Hazard Analysis Determination Criteria, determine if the work is Skill-Based. When the work does not meet the criteria outlined in Appendix B, the hazards shall be analyzed and documented using the AJHA tool.	I	CFR 851.21 Section (a)
6.	Evaluate operations, procedures, and facilities to identify workplace hazards.	V	10 CFR 851.21(a)(5)

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7.	Review site safety and health experience information and consider interaction between workplace hazards and other hazards such as radiological hazards.	V	10 CFR 851 (a)(7)(8)
8.	Administrative and engineering controls to prevent and mitigate hazards shall be tailored to the work being performed and associated hazards	V	CRD M 450.4-1 ISMS
9.	For hazards identified either in the facility design or during the development of procedures, controls must be incorporated in the appropriate facility design or procedure.	V	CFR 851.22 Section (a) (1)
10.	Train and qualify personnel to be capable of performing their assigned work. Provide continuing training to personnel to maintain their job proficiency.	V	10 CFR 830.122(b)(1)(2)
11.	Provide training and information to workers who have worker safety responsibilities that is necessary for them to carry out those responsibilities.	V	10 CFR 851.25(3)(c)
12.	All employees with the ability to create an AJHA, Technical Authorities, and SME in the AJHA application shall complete Site Training Course No. 172703 (<i>The Web Based AJHA Tool</i>). The following courses are highly recommended for individual roles within the job hazard analysis process: Course No. 172707 (<i>Hazard Review for Subject Matter Experts and Technical Authorities</i>), Course No. 172709 (AJHA Facility Support Administrator Training) and Course No. 172708 (<i>Using the Web RWP Database</i>).	I	10 CFR 830.122 (b)(1)(2) 10 CFR 851.25 (3)(c)
13.	Involve workers and their elected representatives in the development of the worker safety and health program goals, objectives, and performance measures and in the identification and control of hazards in the work place.	V	10 CFR 851.20.(a)(4)
14.	Identify existing and potential workplace hazards.	V	10 CFR 851.21.(a)
15.	Select controls based on the following hierarchy: (1) Elimination or substitution of the hazards where feasible and appropriate; (2) Engineering controls where feasible and appropriate; (3) Work practices and administrative controls that limit worker exposures; and (4) Personal protective equipment.	V	10 CFR 851.22.(b)

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16.	Ensure that all identified and potential hazards are prevented or abated in a timely manner. Prioritize and implement abatement actions according to the risk to the workers.	V	10 CFR 851.22. (a)(2)(i)
17.	Report hazards not previously identified or evaluated.	V	10 CFR 851 Appendix A
18.	<p>A Standing AJHA shall be reviewed and revised as needed:</p> <ul style="list-style-type: none"> • When developed to supplement a technical procedure, at a frequency to correspond with the periodic review cycle for that procedure. Not to exceed 3 years. • When an inactivated procedure is reactivated. • When the hazards of the work change. • When there is a significant change in the work environment. • When new equipment or tools are introduced. • When revised work instructions or process steps are implemented that may affect the performance of safe work. • When the work activity/task results in an accident, near miss, or issuance of a formal lesson learned. • When hazard controls are determined to be no longer effective. <p>NOTE: <i>Reviews may be documented by using the Activity Notes function in the AJHA application or creating a formal revision of the Standing AJHA.</i></p> <p>NOTE: <i>For selected work packages PRC-PRO-WKM-12115 may require performance of a Review Check for Updates Report (located in the AJHA Print Report Screen) every 90 days. Update the AJHA as necessary based on the results of this review.</i></p>	I	CFR 851.21 Section (a)(5)(6)(7)

10 CFR 1021, *National Environmental Policy Act Implementing Procedures*

10 CFR 830, *Nuclear Safety Management, Subpart A--Quality Assurance*

10 CFR 851, *Worker Safety and Health Program*

CRD M 231.1-2 (Supp), *Occurrence Reporting and Processing of Operations Information*

CRD O 433.1B (Supp), *Maintenance Management Program for DOE Nuclear Facilities*

CRD O 226.1A (Supp), *Implementation of Department of Energy oversight Policy*

DOE O 414.1D, *Quality Assurance*

CRD M 450.4-1, *Integrated Safety Management System Manual*

DOE/RL-96-68 Rev 3, *Hanford Analytical Services Quality Assurance Requirements Document*

U.S. Department of Energy Lessons Learned No. 2001-HQ-EH-2001-001, *Protecting Workers from Exothermic Chemical Reaction*, 03/22/01

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6.2 References

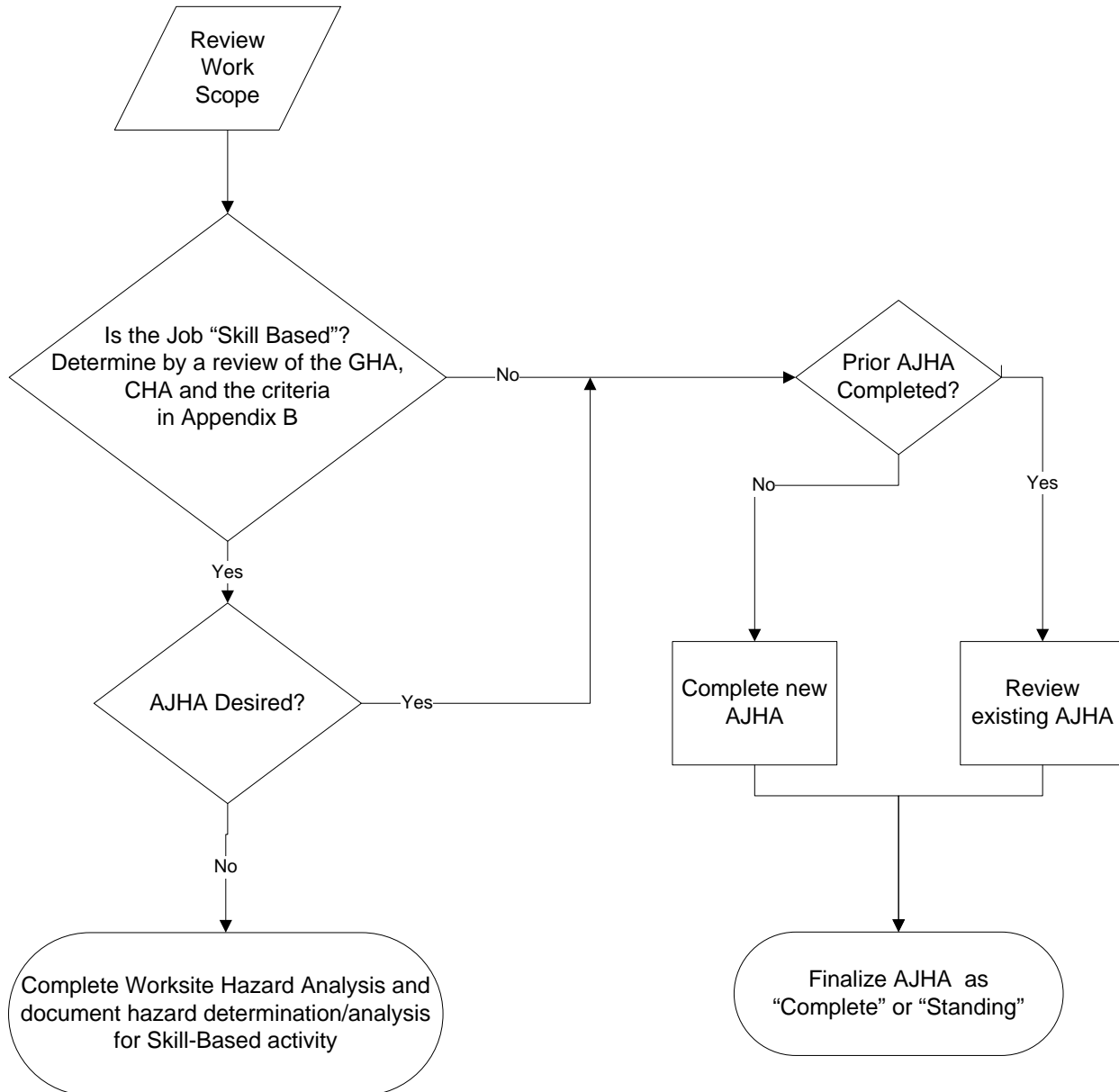
PRC-PRO-AC-186, *Statements of Work*
PRC-PRO-CN-14990, *Construction Management*
PRC-PRO-IRM-10588, *Records Management Processes*
PRC-MP-MS-40403, *Human Performance Program*
PRC-PRO-MS-589, *CH2M HILL Plateau Remediation Company Procedures*
PRC-PRO-QA-19579, *OCRWM Records Management*
PRC-PRO-RP-40109, *Radiological Work Planning*
PRC-PRO-SH-40078, *Contractor Safety Processes*
PRC-PRO-TQ-40164, *Personnel Training and Qualification*
PRC-GD-WKM-17132, *Automated Job Hazards Analysis Process Guide*
PRC-PRO-WKM-12115, *Work Management*
CHPRC-00073, *Radiological Control Manual*
Memorandum of Agreement between Washington River Protection Solutions and CH2M HILL Plateau Remediation Company, Number MOA-WRPS-CHPRC-2009, Revision 1
Memorandum of Agreement between Mission Support Alliance, LLC, and CH2M HILL Plateau Remediation Company

7.0 APPENDIXES

Appendix A - Glossary of Terms
Appendix B - Initial Hazard Analysis Determination Criteria
Appendix C - WEB AJHA Change Control Plan

Job Hazard Analysis

Figure 1 -- Job Hazard Analysis Process



* You may chose to use an AJHA at anytime during this process

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Appendix A - Glossary of Terms

TERM	DEFINITION
Active, Completed, and Approved Analysis	A hazard analysis conducted and documented by the appropriate SME and that consists of hazards and controls implemented via various approved methods, such as postings, active Radiological Work Permit (RWP), Beryllium Work Permit (BWP), Occupational Safety and Industrial Hygiene (OS&IH) analysis, lockout/tagout, etc.
AJHA Coordinator	The individual designated by the Project/Facility as having the responsibility for completing the AJHA and related Reports. The AJHA Coordinator may be any person authorized by the Project/Facility to perform the job hazard analysis function during the work planning process. This position is usually filled by the planner, procedure writer or procedure TA. NOTE: <i>The term AJHA Coordinator is synonymous with AJHA Facilitator; these terms may be used interchangeably.</i>
Craft Specific Hazard Analysis	An established document that includes the hazards analysis for general work activities that a journeyman craftsman performs routinely with limited work instructions. The controls listed in this hazards analysis are those that the craftsman with journeyman skills is expected to utilize in the performance of their daily work. As such, the controls do not necessarily need to be documented in work instructions. This hazard analysis is to be used in conjunction with PRC-PRO-WKM-079, <i>Job Hazard Analysis</i> , and Appendix B. After reviewing the work scope, location, the hazards involved, determine if the Craft Specific Hazard Analysis adequately addresses the hazards identified in the work activity. If the work activity is beyond Skill-Based", further analysis is required through use of the AJHA application.
General Industrial hazard Analysis	An established document that includes the hazard analysis that applies to all personnel employed by CH2M HILL Plateau Remediation Company. This hazard analysis applies to those hazards that are not normally covered in work instructions, or technical procedures. Specific to those hazards having caused or been a part of the cause of injuries received by CHPRC employees during the past months on the Hanford Site. The GHA reflects those hazards and controls all employees are trained to address through the CGET. This hazard analysis is used in conjunction with the Craft Specific Hazards Analysis document, and does not cover the environment in which these activities may be performed.
Graded Approach	The process of <i>tailoring</i> hazard controls to the work being performed, applying a level of planning and rigor that is commensurate to the level of risk, complexity, and work coordination. Graded approach seeks to achieve a balanced combination of craft skills, written guidance/worker instructions, and worksite supervision.
Hazard	A work place hazard means a physical, chemical, biological, or safety hazard with a potential to cause illness, injury, or death to a person or damage to the environment (e.g., environmental impact), facilities, and equipment.

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TERM	DEFINITION
Hazard Controls	Measures to eliminate, limit, or mitigate hazards to workers, the public, or the environment, including (1) physical, design, structural, and engineering features; (2) safety structures, systems, and components; (3) safety management programs; (4) technical safety requirements; and (5) other controls necessary to provide adequate protection from hazards.
Routine	The proposed activity to be performed is a repetitive activity/task where the performers have demonstrated proficiency.
Skill-Based Work	Work that is determined to meet all the criteria outlined in Appendix B, Initial Hazard Analysis Determination Criteria.
Standing AJHA	<p>The method used to document job hazard analysis for a defined scope of work which is <u>activity-based</u>, considered routine in nature, and is performed on a regular or repetitive basis under stable conditions. Standing AJHA's are active over a specified period of time (see section 6.1.18). A Standing AJHA may be applied to work performed in more than one location when the activities/tasks in the work environment are consistent (e.g., hazards and controls do not vary), with conditions expected to remain constant. A Standing AJHA may be revised, or a new one developed, when the activities/tasks change.</p> <p>When a Standing AJHA is used, the work scope and the site where the work is to be performed shall be reviewed to ensure that the information in the AJHA accurately reflects the current work conditions.</p>
Standing AJHA - Review Due	An AJHA status given to Standing AJHA's when the current date is 30 days or less from the Standing AJHA's "Past Due" (expiration) date, i.e., meaning the AJHA <u>will</u> expire in 30 days or less.
Standing AJHA - Review "Past" Due	An AJHA status given to Standing AJHA's when the current date is equal or exceeds the Standing AJHA's "Past Due" (expiration) date, i.e., meaning the AJHA <u>has</u> expired.
Worksite Hazard Analysis	The WHA process is for identifying, evaluating, controlling, and communicating potential hazards at the work locations associated with skill-based work. This analysis will ensure no new hazards or adjacent activity at the worksite will introduce hazards that will change the skill-based work determination. One WHA for a location can be used for various activities. The WHA will be retained with the related work documents.

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Appendix B - Initial Hazard Analysis Determination Criteria

The following elements must be considered during the hazard analysis determination process:

- Where is the job happening?
- What is the work environment?
- What activities and environment are adjacent to the work?
- What are the task demands on the worker and what are the individual's capabilities?
- What are the critical steps in the tasks?
- What can go wrong (include contingent events)?
- What are the consequences?
- Consider the following hazards:
 - Striking against or being struck by an object
 - Getting caught in or between objects
 - Use of tools, machines, or equipment
 - Potential exposure to hazardous materials (e.g., beryllium exposure - if the work is to be performed in an area that is posted as having potential beryllium contamination, an industrial hygienist needs to be contacted to ensure that a beryllium exposure assessment has been performed that covers this task.)
 - Potential exposure to hazardous energy sources or potential for exposure to hazardous material
 - Working from elevations
 - Lifting, pushing, pulling motions

Housekeeping

Work that is within all the following criteria is defined as Skill-based Work:

- Work is within the hazards and controls boundaries identified in the GHA, CHA, EJTA and ITEM for the worker(s) involved in this activity.
- The proposed activity to be performed is a repetitive activity/task where the performers have demonstrated proficiency.
- All hazard and controls associated with the proposed activity, beyond the GHA and CHA, have an active, completed, and approved analysis, which consists of hazards and controls implemented via various approved methods, such as postings, active RWP, analysis approved by Industrial Hygiene or Safety, lockout/tagout, etc.
- The proposed activity is non-radiological or low hazard radiological work as pre-screened in accordance with PRC-PRO-RP-40109, *Radiological Work Planning*.
- There is a low potential for any new hazards to be introduced.

An evaluation of the worksite will be conducted using the WHA form to identify hazards at the work site and any adjacent activities to ensure all identified hazards are within all the above criteria for skill-based work.

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Appendix C - WEB AJHA Change Control Plan**1.0 PURPOSE**

This Change Control Plan (CCP) delineates the requirements and processes to manage changes to the WEB AJHA application.

2.0 SCOPE

The CCP applies to all Projects, Facilities, and other organizations that implement the Web AJHA. The Plan applies to AJHA changes, modifications and enhancements to include minor functionality changes, content changes, correcting of deficiencies, facility specific tailoring, and continuous improvement suggestions for the AJHA tool, RWP database, Feedback database, GHA, and CHA documents

3.0 CHANGE ROLES AND RESPONSIBILITIES**3.1 AJHA ADMINISTRATOR**

- Implement upgrades, modifications, and maintenance of associated documentation
- Coordinates the TA review and approval process
- Tests, approves, and releases changes, enhancements, and problem resolutions.
- Reports and resolves any problems with the User Community.
- Coordinates input to the AJHA Change Log

3.2 TECHNICAL AUTHORITIES

- Ensure that AJHA is maintained current with environmental, safety and hygiene requirements in accordance with this Plan.
- Review and approve change requests that affect technical content within their respective subject areas of authority.
- Authorize all data content changes (i.e. hazards, controls, Help screens and Mini-helps) as required by Company internal requirements.

3.3 PROJECT/FACILITY AJHA FACILITY SUPPORT ADMINISTRATORS

- Coordinate Project/Facility change requests for any project/facility specific tailoring of AJHA content or for continuous improvement items.
- Review and approve project/facility specific change requests prior to submittal to AJHA Administration.
- Report any problems in system performance to AJHA Administration.
- Obtain feedback from fellow workers on concerns or opportunities for improvement in the AJHA application or the job hazard analysis process.

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4.0 AJHA CHANGE NOTIFICATIONS AND COMMUNICATIONS PROCESSES

Various means of communication are established between AJHA Administration, Project/Facility POCs, and the AJHA User Community. These include:

- The AJHA Administration uses the AJHA Message Board housed in the AJHA Application to post noteworthy information.
- The AJHA Administrators uses an AJHA User Notification System to email all AJHA Users concerning important information, such as system status (maintenance, outages, and return to service), new releases or features, installation instructions, implementation tips, training bulletins, and other items.

5.0 AJHA SYSTEM CHANGES, MODIFICATIONS AND ENHANCEMENTS

5.1 Data Change Requests and Reviews

For purposes of tailoring the AJHA to meet project/facility specific requirements, Projects/Facilities can request changes to the AJHA content in the following areas. Change requests that require TA review and approval are noted below.

Hazard Questions in the Identify Hazards Screen:

Addition of Hazard Questions

Modification to existing Hazard Questions

The removal of hazard questions that will never apply to that project/facility

Controls, forms, or permits unique to a facility

Facility specific training and security requirements

NOTE: *Whenever a hazard question/control change request is submitted, the request must be submitted to the AJHA Administrator, and should use information listed in the Hazard Tree Modifications form in section //, or using a redline of the related hazard and control report.*

Controls or Actions Triggered by the Hazard Questions;

- Additions to Mandatory Controls and Select Additional Controls can be made. Select Additional Controls can be moved to Mandatory Controls.
- Existing controls can be deleted if not applicable, and wording of existing controls can be modified. This requires TA review and approval.

SMEs Involvement's Triggered by the Hazard Questions (When applicable);

- Involvement triggers can be added to Hazard Questions, or involvement can be triggered earlier in the Hazard Question "Tree" structure.
- Involvement triggers for additional types of SMEs, technical disciplines, or review groups/committees can be added.

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- Involvement triggers can be eliminated or relaxed, where there is no mandatory requirement for involvement, and when the change is still within the intent of the ISMS teamwork expectation. This requires TA review and approval.

HELP Screens Associated with the Hazard Questions:

- Facility specific requirements and other HELP information can be added as prepared by the facility.
- Additions or modifications can be made to the standardized HELP content. This requires TA review and approval.
- Help screens are updated by the AJHA Administration, using the Help Maintenance tool.

Mini-Help Associated with the Hazard Questions:

- Additional Mini-Help is populated by the AJHA Administration.
- Standard Mini-Help can be modified. This requires TA review and approval.

Permits and Forms:

- Facility specific permits and forms can be added. Form Owner's review and approval is required only if the facility specific form/permit is intended to replace one mandated by a Company requirement.
- AJHA Administration will coordinate with the Form Owner's and Site Forms to maintain AJHA forms current when forms are modified/updated/revised.
- Existing permits/forms can be deleted or modified. Form/permit modification requires programming changes and a formal release of AJHA code. Form Owner's review and approval is required.
- There are two approaches to forms/Permits associated with AJHA, 1) Forms/permits where data is entered and stored on the form, and 2) Reference to an existing hard copy form/permit. In this approach only the form/permit number and revision number is entered and associated with an AJHA.

GHA and CHA documents:

- Changes in hazards or controls will require review and approve by the respective Technical Authorities, Union Safety Representatives and company OS&H Manager.
- AJHA Administration will coordinate with the respective union representatives and Technical Authorities, and management when the GHA and CHAs are modified.

5.2 Processing Facility Specific Changes

- The Facility POC or Facility Support Administrator coordinates facility specific change requests, ensures their acceptability at the facility level, and forwards the requests to the AJHA Administrator or AJHA Mailbox.
- If the change does not require TA review and approval, the AJHA Administrator logs, prioritizes, and schedules the change. If for some reason the change cannot be implemented, the AJHA Administrator notifies the requestor and attempts to resolve the issue.

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- For any change that requires TA review and approval, the AJHA Administrator forwards the change request to the appropriate TA. If any clarification or discussion is required, the TA communicates with the POC or other appropriate facility personnel to determine acceptability or resolve any issues.
- If a change request is not acceptable and cannot be resolved, the TA notifies the AJHA Administrator and provides the rationale for non-acceptance. Generally, any non-acceptance should be founded in a requirements conflict.
- All acceptable change requests are processed by AJHA Administration. When the change is tested, approved by the TA and Project/Facility AJHA POC, and released, the Company POC/Facility Support Administrator notifies their AJHA Users.

Once testing is complete and the revisions determined to function as expected, a request is made for the Web Master to move the objects to the production area. After the software and data have been updated and the version listings have been changed, the production version is installation tested.

NOTE: *The information needed to process an addition or modification to a hazard question, is shown in the following documents, "Change Request Information Requirements" and the "AJHA Change Request Form. A "redline" of the AJHA Hazard and Control Content Report is also acceptable. Changes to the GHA and CHAs will be made by red-lines copies of the printed documents submitted by the requester. This information must be provided to the AJHA Administrator.*

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CHANGE REQUEST INFORMATION REQUIREMENTS

INFORMATION NEEDED TO MODIFY THE AJHA HAZARDS TREE

1. Level that the hazard question appears Level 1, 2, or 3).
2. Hazard question text that appears in the tree listing.
(NOTE: Hazard questions must trigger related controls, forms/permits, OR SME approvals.)
3. Mini help text for the hazard (Definition or supporting information/criteria for selection)
4. Any “mandatory controls” for a “yes” answer (or state none).
5. Mini help text for the mandatory control (Definition, implementation detail, or supporting information)
6. Any “select additional controls” for a “yes” answer (or state none).
7. Mini help text for the mandatory control (Definition, implementation detail, or supporting information).
8. Any “permits/forms” triggered by a “yes” answer (or state none).
9. Any “subject matter experts” triggered by a “yes” answer (or state none).
10. Any Mini-Help associated with the question (or states none).
11. Any HELP Screen content including references for requirements with internet addresses (hyperlinks) (or state none).
12. The basis for the recommended change.

NOTE: *All questions must be worded such that a “yes” response triggers an action. “Yes” always means that the hazard or issue exists and that something must be done. “No” always means that the hazard or issue does not exist and no action is required. This functionality cannot be altered.*

Job Hazard Analysis

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AJHA Change Request Form

Site Name	Hanford, Construction, Sub-Contractors		Date	
Requesters Name			Phone #	
Apply this change to All facilities or just to the facilities listed?	All facilities.			
Change What	Existing Text (Enter the existing text or enter the word "New")	Proposed Change (Enter the new text as you want it to appear or enter No Change)		
Parent Hazard (level 1 or 2)	New			
Hazard Text Level (1, 2, or 3) <input type="checkbox"/>	New			
Help Screen Revision	New			
	(Identify the existing, enter None, or enter "New")	(Identify the new item to be triggered)		
Mini Help Text	New			
Controls to be Triggered	New			
Control Mini Help	New			
SMEs to be Triggered	None			

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Forms/Permits to be Triggered	None	
Basis for the recommended content change		
AJHA Function		
Basis for the recommended functional change		