



Department of the Air Force  
HQ AEDC (AFMC)  
Arnold AFB, TN 37389

## Safety, Health, and Environmental Standard

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**Title:** JOB SAFETY ANALYSIS

**Standard No.:** A10

**Effective Date:** 12/17/2012

The provisions and requirements of this standard are mandatory for use by all personnel engaged in work tasks necessary to fulfill the AEDC mission. Please contact your safety, industrial health and/or environmental representative for clarification or questions regarding this standard.

Approved:



Contractor/ATA Director  
Safety, Health, and Environmental



Air Force Functional Chief





# Safety, Health, and Environmental Standard

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## JOB SAFETY ANALYSIS

### 1.0 INTRODUCTION/ SCOPE/APPLICABILITY

- 1.1 Introduction – This standard provides criteria for preparing a Job Safety Analysis (JSA) Form GC-1707 or Job Safety Review (JSR) Form GC-1862, as appropriate, for various tasks.
- 1.2 Scope – All suitable jobs at AEDC should be analyzed and documented using a JSA or JSR. (Examples are provided as annexes to this standard.) Particular attention should be paid to jobs that have historically resulted in accidents and/or have the potential for producing severe injury, or jobs which are newly created. Subcontractors may use equivalent documentation or request a blank copy of these forms from their project manager or contract monitor.
- 1.3 Applicability – This standard applies to AEDC personnel and subcontractors whose responsibilities and activities involve work, services, support, or test activities on and/or in facilities or systems at AEDC. Organizations develop work- and/or test-specific JSAs using the content herein as minimum guidelines for JSA development.

### 2.0 BASIC HAZARDS/HUMAN FACTORS

The JSA and JSR are intended to document and identify methods of control of elimination of basic hazards.

### 3.0 DEFINITIONS

Base Operating Contractor – A long-term contractor directly accountable to the Air Force for the AEDC mission; term used to identify the AEDC Operation, Maintenance, Information Management and Support Contractor.

Job – A job is a sequence of separate steps or activities that together accomplish a work goal. Broadly defined jobs (conduct a test) or narrowly defined jobs (hammer a nail) are unsuitable for Job Safety Analysis (JSA) or Job Safety Review (JSR) as defined below. Jobs suitable consideration (e.g. off load a truck, remove and replace a guard rail, repair a machine, change a motor, replace a pump, etc.) may be established by the supervisor.

Job Safety Analysis (JSA) (Form GC-1707) – A safety analysis technique which lists task steps, identifies hazards for each step, devises a safe plan of corrective action to eliminate or control each hazard, and lists equipment and resources to achieve the safe plan.

Job Safety Review (JSR) (Form GC-1862) – A streamlined safety analysis technique for routine jobs meeting all of the criteria specified below.

1. The job is routine (At least one assigned person has experience on the job)
2. The job must be able to be completed in three days or less, and a new JSR must be initiated each day.
3. Three persons or less are assigned to the job.

Outside Contractor/Subcontractor – An organization employed by a contractor or the Air Force to do construction, maintenance, repair or other work at AEDC. There is no employment relationship, control or supervision of the subcontractor's employees by AEDC contractors. Also referred to as the construction contractor.

Supervisor – Supervisor, craft coach, team leader, craft lead man, or any other person serving in a lead capacity for a group of workers assigned to a task that is being analyzed using a JSA/JSR.

Task Team Member – Any person who contributes to the accomplishment of the task and/or has input to the JSA/JSR.

## 4.0 REQUIREMENTS/RESPONSIBILITIES

### 4.1 Requirements

- 4.1.1 At AEDC no work task that is suitable for a JSA shall be accomplished without first preparing a JSA. When routine jobs meet the criteria listed in the definition of a Job Safety Review above, a JSR may be used in lieu of a JSA. **If criteria are unclear, supervision must be consulted before the decision is made to use a JSR.**
- NOTE:** Work tasks whose hazards have been analyzed and suitable countermeasures developed using a system safety hazard analysis per AEDC Safety, Health, and Environmental Standard A4 System Safety do not require a JSA/JSR. However, *this will generally not be the case since system safety hazard analyses are usually done on a much broader scale than the task level of the JSA/JSR.*
- 4.1.2 Both pages of the JSA must be completed in order to have a valid JSA. If the JSR is used, both sides must be completed and a new JSR initiated each day in order to have a valid JSR.
- 4.1.3 Work accomplished by an outside contractor at AEDC shall not proceed without preparation of a JSA by the worker(s) performing the tasks of the job. This preparation must be coordinated with the appropriate AEDC supervisor by the project manager or contract monitor.
- 4.1.4 The JSA/JSR for work in progress shall be kept at the jobsite for reference by workers involved in the task.
- 4.1.5 All workers shall be briefed on the requirements outlined in the JSA/JSR for the tasks that they are to accomplish before the work begins, especially if they did not participate in preparation of the JSA/JSR.
- 4.1.6 All aspects of the job must be covered on a JSA even if multiple crafts are required. A single JSA/JSR for the job prepared by all crafts together or multiple JSA's per craft is acceptable.
- 4.1.7 Some work is very fluid and requirements and tasks change depending on the environment and work conditions. When this happens, JSA/JSRs must be modified or tailored to include new or changing tasks.
- NOTE:** If work is being performed under a JSR and requirements change significantly, a JSA may be required before proceeding. Contact your supervisor.
- 4.1.8 Routine tasks that do not change/remains consistent may be covered on a single JSA/JSR; however, the JSA must be reviewed and initialed/dated daily, or when changes in conditions occur, the scope of the job and/or hazards change or, when any work stoppage exceeds four hours. A new JSR must be initiated each day.
- 4.1.9 Test article changes for which User customers are paying for occupancy require a JSA. The JSA should be prepared in advance for each scenario of test article installation to minimize cost and turnaround time for AEDC customers.
- 4.1.10 JSAs must be kept on file in the supervisor's office for 30 days after completion of the job for which it was prepared. JSRs must be retained until the end of the day.
- 4.1.11 JSA/JSRs that could assist an organization in similar future work should be kept as a reference document for as long as the organization requires.
- 4.1.12 A JSA/JSR may be used to assist in the development of safe procedures for the operating environment.

### 4.2 Responsibilities

#### 4.2.1 Organizational Director

Should an organization choose to use an alternate form other than the GC-1707 or GC-1862, the director of that organization must ensure it provides the same level of planning detail or greater. The proposed form must be coordinated with the Base operating contractor Safety and Health Director for approval before being used.

**NOTE:** AEDC Safety, Health and Environmental Standard A6 outlines outside contractor JSA requirements.

#### 4.2.2 Functional Manager and/or Project Manager

- 4.2.2.1 Ensure all personnel comply with this standard when applicable.
- 4.2.2.2 Ensure engineering staff make input to the JSA to provide vital system information that might not normally be available at the working level.

4.2.2.3 Ensure employees involved in work tasks make every effort to be involved in the preparation of the JSA/JSR and have input to a safe plan of action.

#### 4.2.3 Supervisor

4.2.3.1 Ensure work orders issued to line workers provide enough information for workers to prepare a valid JSA/JSR.

4.2.3.2 Ensure workers are aware of the criteria required for use of the JSR and not allow it to be used when the more detailed JSA is required.

4.2.3.3 Before approving the JSA, the Supervisor or Working Foreman shall, verify the content of the JSA with regard to the following:

4.2.3.3.1 Is the JSA properly completed, legible, available and understandable to affected employees?

4.2.3.3.2 Is the JSA checklist portion of Form GC-1707 completed properly?

4.2.3.3.3 Is the process or task that the JSA addresses broken down into the appropriate number of steps?

**NOTE:** A JSA that provides too few steps may not adequately address all the hazards of the task, while a JSA that provides too many steps may become complicated and hard to understand.

4.2.3.3.4 Is there a safe plan of action for each identified hazard?

4.2.3.3.5 Are training and PPE requirements adequately addressed?

4.2.3.3.6 Does the JSA adequately identify inspection requirements for fall protection, cranes, forklifts, and similar equipment?

4.2.3.3.7 Are adequate planning, engineering drawings, specifications, and any technical information made known to workers prior to task assignment?

4.2.3.3.8 Have all task team members reviewed and initialed the current JSA?

4.2.3.3.9 Did all task team members initial the JSA each time work was interrupted by shift change, holiday, etc?

#### 4.2.4 Employees

Consult with supervision to determine whether a JSA or JSR is appropriate for each job. Remember: JSRs are for routine jobs only when the crew size is three or less and the job requires three or less days to complete; therefore, JSR task descriptions will not be as detailed as those required for a JSA.

4.2.4.1 Break the job down into successive steps or activities and plan how these actions are to be performed. For example, a single step labeled "remove and replace valve" is not an adequate description of the work tasks for a JSA written for a valve replacement job.

4.2.4.2 Identify hazards for potential accidents on the job along with associated safe work procedures to eliminate or control the hazards of the job.

4.2.4.3 Identify equipment and resources required to do the job safely.

4.2.4.4 Based on personal knowledge and previous operating history, attempt to predict abnormal operations and their effect on the task.

4.2.4.5 Whenever task conditions change and new hazards are observed, modify the current JSA and communicate the hazards and controls to the employees conducting the task.

4.2.4.6 Review and initial the completed JSA before beginning work and again following any interruption in work greater than four hours.

#### 4.2.5 Base operating contractor Safety, Health, and Environmental (SHE)

Assist in the safe development and implementation of projects, operations, and procedures involving JSAs. Monitor for compliance with this standard.

### 5.0 TRAINING

5.1. All base operating contractor employees shall complete initial JSA/JSR training provided by SHE.

5.2 Training to convey changes in JSA/JSR requirements shall be conducted by supervision.

5.3 Outside contractors shall ensure employees are knowledgeable in the completion and use of the JSA, or equivalent outside contractor job safety documentation.

**6.0 INSPECTION/AUDITS**

Base operating contractor SHE shall conduct spot and annual inspections which include verifying proper use of the JSA/JSR.

**7.0 REFERENCES**

AEDC Safety, Health, and Environmental Standard A6 User and Subcontractor Safety  
AFOSHSTD 91-501, Air Force Consolidated Occupational Safety Standard  
OSHA Publication No. 3071, Job Hazard Analysis

**8.0 ANNEXES**

- A. Job Safety Analysis Example
- B. Job Safety Review Example

**9.0 SUPPLEMENT**

NFAC A321-0801-XSP A10 Job Safety Analysis

**SHE Standard A10, Job Safety Analysis**

**Annex A: Job Safety Analysis Example**

**JOB SAFETY ANALYSIS**

JOB OR PROJECT NUMBER/NAME <b>Example JSA</b>	LOCATION <b>Building 1478, Carpenter Shop</b>	WORK ORDER NO. <b>0000000/00</b>
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- WRITE JOB/TASK IN THE SPACE PROVIDED AND DIVIDE THE TASK INTO INDIVIDUAL STEPS, AS APPROPRIATE.
- IN THE HAZARD COLUMN, LIST ALL POSSIBLE HAZARDS ANTICIPATED IN THE INDIVIDUAL STEP OF THE TASK OR JOB
- IN THE SAFE PLAN COLUMN, PROVIDE THE CORRECTIVE ACTIONS THAT WILL BE TAKEN TO PREVENT THE HAZARDS.
- IN THE RESOURCES COLUMN, LIST THE EQUIPMENT AND RESOURCES THAT ARE NEEDED TO ACHIEVE THE "SAFE PLAN."
- EACH TEAM MEMBER WHO WORKS UNDER THIS JSA MUST REVIEW AND VERIFY BY PRINTING HIS OR HER NAME AND INITIALING BELOW; WHEN THE CONTINUATION SHEET IS USED, THAT SHEET MUST ALSO BE VERIFIED. WHEN WORK IS INTERRUPTED DUE TO SHIFT CHANGE, HOLIDAY, ETC., ALL EMPLOYEES MUST INITIAL THAT THE JSA/SAFE PLAN IS STILL IN PLACE BEFORE RESUMING WORK.

DESCRIBE JOB OR TASK, <b>Offload pallets from flat bed truck.</b>	DATE (MM/DD/YYYY)
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STEP	DESCRIBE INDIVIDUAL TASK STEPS	HAZARD	SAFE PLAN	EQUIPMENT & RESOURCES
1.	Un-strap pallets from truck and remove straps	Hand cuts from straps or winch, could hit someone from thrown straps	Let driver un-strap, maintain a safe area around truck.	None for me; gloves for driver.
2.	(Un-strap pallets—continued)	Slip, trip, and fall	Watch footing, keep area clear of obstructions	Safety shoes, gloves; hard hat; safety glasses
3.	Get forklift	Normal driving hazards	Checkout fork truck using checklist	Rag, checklist, pen
4.	Offload pallet with fork truck	Damage pallet with forks; drop load; run into something;	Check weight w/in limits; carry close to mast	Spotter
5.	(Offload pallet—continued)	Pinch points Crush	Keep hands clear of pinch points Keep feet clear of lowered objects	None
6.	Return fork truck	Normal driving hazards	Use caution	None
7.	Guide truck from area	Other vehicles in area; personnel Crush	Use spotter Ensure spotter is out of danger	Spotter
8.				
9.				
10.				

EXAMPLE

**WHEN WORK IS INTERRUPTED BEYOND THE END OF THE SHIFT, ALL EMPLOYEES MUST INITIAL THAT THE JSA/SAFE PLAN IS STILL IN PLACE BEFORE RESUMING WORK.**

JSA REVIEWED AND ACCEPTED BY TASK TEAM MEMBERS	DAY					JSA REVIEWED AND ACCEPTED BY TASK TEAM MEMBERS	DAY					JSA REVIEWED AND ACCEPTED BY TASK TEAM MEMBERS	DAY					JSA REVIEWED AND APPROVED BY SUPERVISOR(S)	DAY							
	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	5			
	INITIALS	INITIALS	INITIALS	INITIALS	INITIALS		INITIALS	INITIALS	INITIALS	INITIALS	INITIALS		INITIALS	INITIALS	INITIALS	INITIALS	INITIALS		INITIALS	INITIALS	INITIALS	INITIALS	INITIALS			
PRINTED NAME	DATE	DATE	DATE	DATE	DATE	PRINTED NAME	DATE	DATE	DATE	DATE	DATE	PRINTED NAME	DATE	DATE	DATE	DATE	DATE	PRINTED NAME	DATE	DATE	DATE	DATE	DATE			
Zeke H. Eaton	ZHE 8/3/08	ZHE 8/4/08	ZHE 8/5/08	ZHE 8/8/08	ZHE 8/9/08																Elgin P. Springbok	EPS 8/3/08	EPS 8/4/08	EPS 8/5/08	EPS 8/8/08	EPS 8/9/08
M.D. Neal	MDN 8/3/08	MDN 8/4/08	MDN 8/5/08	NA 8/8/08	ZHE 8/9/08																					

GC-1707, EXAMPLE FOR USE IN SHE STANDARD A10, JOB SAFETY ANALYSIS

**This is an uncontrolled copy when printed.**

JOB SAFETY ANALYSIS CHECKLIST		
JOB OR PROJECT NUMBER/NAME		DATE (MM/DD/YYYY)
A NEW JSA IS REQUIRED IF THE JOB SCOPE OR WORK CONDITIONS CHANGE. IF WORK IS INTERRUPTED FOR LONGER THAN 4 HOURS, ALL EMPLOYEES MUST REVIEW AND INITIAL THE JSA BEFORE RESUMING WORK.		
REQUIRED PERMITS	HAZARDS	SAFE PLAN
<input type="checkbox"/> Master Work Permit <input type="checkbox"/> Hold Order/ Caution Order <input type="checkbox"/> Lock Out/Tag Out or <input type="checkbox"/> Administrative Control <input type="checkbox"/> Confined Space <input type="checkbox"/> Scaffold <input type="checkbox"/> Hot Work <input type="checkbox"/> Excavation <input type="checkbox"/> Critical Lift <input type="checkbox"/> Energized Work Permit <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Slips, Trips and Falls	<input type="checkbox"/> Inspect for trip hazards <input type="checkbox"/> Hazards marked <input type="checkbox"/> Tools & material properly stored <input type="checkbox"/> Extension cords properly secured <input type="checkbox"/> Work zone free of debris <input type="checkbox"/> Additional information below
	<input checked="" type="checkbox"/> Pinch Points	List potential pinch points: _____ <input type="checkbox"/> Working near mobile equipment <input type="checkbox"/> Hand/Body positioning: <input type="checkbox"/> Additional information below
	<input type="checkbox"/> Hand Hazards	List sharp tools, material, equipment: _____ <input type="checkbox"/> Deburring tool <input type="checkbox"/> PPE <input type="checkbox"/> Protected sharp edges as necessary <input type="checkbox"/> Additional information below
	<input type="checkbox"/> Heavy Lifting/ Ergonomic Hazard	<input type="checkbox"/> Reviewed proper lifting tech <input type="checkbox"/> Identified material requiring lifting equipment <input type="checkbox"/> Hand protection required <input type="checkbox"/> Proper tools/equipment <input type="checkbox"/> Additional information below
	<input type="checkbox"/> Crane or other Lifting Equipment	<input type="checkbox"/> Signalman assigned <input type="checkbox"/> Tag lines in use <input type="checkbox"/> Area around crane barricaded <input type="checkbox"/> Lifting equip. inspected <input type="checkbox"/> Personnel protected from overhead load
	<input type="checkbox"/> Vehicular Traffic or Heavy Equipment	<input type="checkbox"/> Traffic Barricades <input type="checkbox"/> Cones <input type="checkbox"/> Signs <input type="checkbox"/> Flagmen <input type="checkbox"/> Lane closure <input type="checkbox"/> Communication with equipment operator <input type="checkbox"/> Additional information below
REQUIRED PPE	<input type="checkbox"/> Fire Hazard	<input type="checkbox"/> Permit <input type="checkbox"/> (2) 10lb (or equiv.) Fire Extinguishers <input type="checkbox"/> Fire watch <input type="checkbox"/> Adj. Area protected <input type="checkbox"/> Unnecessary flammable mat. removed <input type="checkbox"/> Additional information below
<b>Eye Protection:</b> <input checked="" type="checkbox"/> Safety Glasses <input type="checkbox"/> Face Shield <input type="checkbox"/> Chemical Goggles <input type="checkbox"/> Welding Hood  <b>Hand Protection:</b> <input checked="" type="checkbox"/> Work Gloves <input type="checkbox"/> Cut Resistant <input type="checkbox"/> Nitrile Gloves <input type="checkbox"/> Surgical Gloves <input type="checkbox"/> Rubber Gloves <input type="checkbox"/> Elect. Insulated Gloves <input type="checkbox"/> Arm Sleeves <input type="checkbox"/> Cryogenics  <b>Foot Protection:</b> <input checked="" type="checkbox"/> Safety Toe Boots <input type="checkbox"/> Metatarsal Protection <input type="checkbox"/> Rubber Boots w/ Safety Toe <input type="checkbox"/> Rubber Boots Covers <input type="checkbox"/> Dielectric Footwear  <b>Respiratory Protection:</b> <input type="checkbox"/> Dust Mask <input type="checkbox"/> Air Purifying <input type="checkbox"/> Supplied Air <input type="checkbox"/> SCBA <input type="checkbox"/> Emergency Egress  <b>Protective Clothing:</b> <input type="checkbox"/> Cotton Coveralls <input type="checkbox"/> Fire Retardant <input type="checkbox"/> HV Nomex <input type="checkbox"/> Nomex <input type="checkbox"/> Poly Coated Tyvek <input type="checkbox"/> Saranex <input type="checkbox"/> Tyvek <input type="checkbox"/> Other (Specify) _____ <b>Other PPE (Specify)</b> <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Hand & Power Tools:	<input type="checkbox"/> Inspect general condition <input type="checkbox"/> GFCI in use <input type="checkbox"/> Identified PPE required for each tool <input type="checkbox"/> Reviewed safety requirements in operators manual(s) <input type="checkbox"/> Guarding <input type="checkbox"/> Additional information below
	<input type="checkbox"/> Electrical	<input type="checkbox"/> Lock Out/Tag Out <input type="checkbox"/> Confirm that equipment is de-energized <input type="checkbox"/> Flash zone defined <input type="checkbox"/> Reviewed electrical safety procedures <input type="checkbox"/> PPE identified <input checked="" type="checkbox"/> Arc flash Potential
<input type="checkbox"/> Heat Stress Potential	<input type="checkbox"/> Heat Stress Potential	<input type="checkbox"/> Heat stress monitoring (>70 deg) <input type="checkbox"/> Liquids available <input type="checkbox"/> Cool down periods <input type="checkbox"/> Sun Screen <input type="checkbox"/> Reviewed Heat Stress symptoms <input type="checkbox"/> Additional Info below
<input type="checkbox"/> Cold Stress Potential	<input type="checkbox"/> Cold Stress Potential	<input type="checkbox"/> Proper clothing (i.e., gloves, coat, coveralls) <input type="checkbox"/> Wind chill <32 deg <input type="checkbox"/> Reviewed Cold Stress symptoms <input type="checkbox"/> Warm up periods <input type="checkbox"/> Additional. info below
<input type="checkbox"/> Noise >85 dB	<input type="checkbox"/> Noise >85 dB	Hearing protection is required: <input type="checkbox"/> Ear plugs <input type="checkbox"/> Ear Muffs <input type="checkbox"/> Both <input type="checkbox"/> Additional information below
<input type="checkbox"/> Noise >110 dB	<input type="checkbox"/> Noise >110 dB	
<input type="checkbox"/> Ladders	<input type="checkbox"/> Ladders	<input type="checkbox"/> Inspect general condition before use <input type="checkbox"/> Ladder inspected within last quarter <input type="checkbox"/> Ladder tied off <input type="checkbox"/> Proper angle and placement <input type="checkbox"/> Reviewed ladder safety
<input type="checkbox"/> Excavations	<input type="checkbox"/> Excavations	<input type="checkbox"/> Permits <input type="checkbox"/> Inspected prior to entering by competent persons <input type="checkbox"/> Proper sloping/shoring <input type="checkbox"/> Pedestal <input type="checkbox"/> Trench box <input type="checkbox"/> Access/egress provided <input type="checkbox"/> Protection from accumulated water <input type="checkbox"/> Confined Space <input type="checkbox"/> Engineered shoring
<input type="checkbox"/> Scaffolds	<input type="checkbox"/> Scaffolds	<input type="checkbox"/> Inspect general condition before use by competent person <input type="checkbox"/> Properly secured <input type="checkbox"/> Guardrails/Toe boards <input type="checkbox"/> Footings <input type="checkbox"/> Materials stored on scaffold
<input type="checkbox"/> Working w/Chemicals	<input type="checkbox"/> Working w/Chemicals	<input type="checkbox"/> Reviewed MSDS hazards and precautions <input type="checkbox"/> Proper containers and labels <input type="checkbox"/> HAZCOM training <input type="checkbox"/> PPE
<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> Reviewed as-built <input type="checkbox"/> Subsurface surveys <input type="checkbox"/> Received digging permit <input type="checkbox"/> Complied with all clearance steps
<input type="checkbox"/> Overhead Utilities	<input type="checkbox"/> Overhead Utilities	<input type="checkbox"/> Power de-energization required <input type="checkbox"/> Insulation blankets required <input type="checkbox"/> Additional spotters required Required clearance distance = _____ Ft. <input type="checkbox"/> Safe work zone Marked
<input type="checkbox"/> Environmental	<input type="checkbox"/> Environmental	<input type="checkbox"/> Air emissions <input type="checkbox"/> Water discharge <input type="checkbox"/> Hazardous wastes <input type="checkbox"/> Other wastes <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Waste Minimization <input type="checkbox"/> Asbestos <input type="checkbox"/> Lead
<input type="checkbox"/> Work at Elevation	<input type="checkbox"/> Work at Elevation	Describe fall protection if over 4 feet:
<input type="checkbox"/> F. O. D.	<input type="checkbox"/> F. O. D.	<input type="checkbox"/> Received F.O.D. Training
<input type="checkbox"/> Natural or Site Hazards	<input type="checkbox"/> Natural or Site Hazards	<input type="checkbox"/> Weather <input type="checkbox"/> Terrain <input type="checkbox"/> Adjacent operations or processes <input type="checkbox"/> Biological (insects, rodents, snakes, Lime Disease)
MATERIALS/TOOLS/ EQUIPMENT		Safe Plan

Annex B: Job Safety Review Example

JOB SAFETY REVIEW		IDENTIFY POTENTIAL HAZARDS																															
<p><u>Bldg XXXX</u>                      <u>03/05/2012</u>  <small>LOCATION                              DATE</small></p> <p><input checked="" type="checkbox"/> ROUTINE JOB (At least one assigned person has experience on job.)  <input checked="" type="checkbox"/> JOB MUST COMPLETE IN THREE DAYS OR LESS.  <small>(New JSR must be initiated each day.)</small>  <input checked="" type="checkbox"/> THREE PERSONS OR LESS ASSIGNED TO JOB  <b>IF OUTSIDE THESE CRITERIA, REVIEW JOB WITH SUPERVISOR</b></p> <p><b>TASKS:</b></p> <p>1. <u>Pick up various materials from Bldg XXXX;</u>  <u>some items located above shoulders</u></p> <p>2. <u>Load items on truck</u></p> <p>3. <u>Deliver to Facility XXXX for carpenters</u></p> <p>4. _____</p> <p>5. _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> ARC FLASH POTENTIAL</td><td><input type="checkbox"/> MACHINERY/ROTATING</td></tr> <tr><td><input type="checkbox"/> ASBESTOS/LEAD HAZARDS</td><td><input checked="" type="checkbox"/> MANUAL LIFTING/BACK</td></tr> <tr><td><input checked="" type="checkbox"/> BLIND SPOTS</td><td><input type="checkbox"/> NOISE</td></tr> <tr><td><input checked="" type="checkbox"/> BODY POSITION</td><td><input checked="" type="checkbox"/> OVERHEAD HAZARD</td></tr> <tr><td><input checked="" type="checkbox"/> CHANGE IN ENVIRONMENT</td><td><input checked="" type="checkbox"/> PINCH POINTS</td></tr> <tr><td><input type="checkbox"/> CHEMICALS</td><td><input type="checkbox"/> REPETITIVE MOTION</td></tr> <tr><td><input type="checkbox"/> COMPRESSED GAS</td><td><input checked="" type="checkbox"/> SHARP OBJECTS</td></tr> <tr><td><input type="checkbox"/> CONFINED SPACE</td><td><input checked="" type="checkbox"/> SLIP/TRIP/FALL</td></tr> <tr><td><input type="checkbox"/> CRANE/FORKLIFT</td><td><input type="checkbox"/> STATIC ELECTRICITY</td></tr> <tr><td><input type="checkbox"/> ELECTRIC SHOCK</td><td><input type="checkbox"/> TOXIC ATMOSPHERE</td></tr> <tr><td><input type="checkbox"/> ENVIRONMENTAL</td><td><input checked="" type="checkbox"/> VEHICLE TRAFFIC/TOWING</td></tr> <tr><td><input checked="" type="checkbox"/> FALLING FROM HEIGHT</td><td><input type="checkbox"/> VIBRATION HAZARD</td></tr> <tr><td><input type="checkbox"/> FLAMMABLES</td><td><input type="checkbox"/> WELDING/HOT WORK</td></tr> <tr><td><input type="checkbox"/> HAND TOOLS/EQUIPMENT</td><td><input type="checkbox"/> WILDLIFE HAZARD</td></tr> <tr><td><input type="checkbox"/> HOT/COLD SURFACES</td><td><input checked="" type="checkbox"/> <i>Dust; debris (eyes)</i></td></tr> <tr><td><input type="checkbox"/> LIGHTING</td><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> ARC FLASH POTENTIAL	<input type="checkbox"/> MACHINERY/ROTATING	<input type="checkbox"/> ASBESTOS/LEAD HAZARDS	<input checked="" type="checkbox"/> MANUAL LIFTING/BACK	<input checked="" type="checkbox"/> BLIND SPOTS	<input type="checkbox"/> NOISE	<input checked="" type="checkbox"/> BODY POSITION	<input checked="" type="checkbox"/> OVERHEAD HAZARD	<input checked="" type="checkbox"/> CHANGE IN ENVIRONMENT	<input checked="" type="checkbox"/> PINCH POINTS	<input type="checkbox"/> CHEMICALS	<input type="checkbox"/> REPETITIVE MOTION	<input type="checkbox"/> COMPRESSED GAS	<input checked="" type="checkbox"/> SHARP OBJECTS	<input type="checkbox"/> CONFINED SPACE	<input checked="" type="checkbox"/> SLIP/TRIP/FALL	<input type="checkbox"/> CRANE/FORKLIFT	<input type="checkbox"/> STATIC ELECTRICITY	<input type="checkbox"/> ELECTRIC SHOCK	<input type="checkbox"/> TOXIC ATMOSPHERE	<input type="checkbox"/> ENVIRONMENTAL	<input checked="" type="checkbox"/> VEHICLE TRAFFIC/TOWING	<input checked="" type="checkbox"/> FALLING FROM HEIGHT	<input type="checkbox"/> VIBRATION HAZARD	<input type="checkbox"/> FLAMMABLES	<input type="checkbox"/> WELDING/HOT WORK	<input type="checkbox"/> HAND TOOLS/EQUIPMENT	<input type="checkbox"/> WILDLIFE HAZARD	<input type="checkbox"/> HOT/COLD SURFACES	<input checked="" type="checkbox"/> <i>Dust; debris (eyes)</i>	<input type="checkbox"/> LIGHTING	<input type="checkbox"/>
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<input type="checkbox"/> ENVIRONMENTAL	<input checked="" type="checkbox"/> VEHICLE TRAFFIC/TOWING																																
<input checked="" type="checkbox"/> FALLING FROM HEIGHT	<input type="checkbox"/> VIBRATION HAZARD																																
<input type="checkbox"/> FLAMMABLES	<input type="checkbox"/> WELDING/HOT WORK																																
<input type="checkbox"/> HAND TOOLS/EQUIPMENT	<input type="checkbox"/> WILDLIFE HAZARD																																
<input type="checkbox"/> HOT/COLD SURFACES	<input checked="" type="checkbox"/> <i>Dust; debris (eyes)</i>																																
<input type="checkbox"/> LIGHTING	<input type="checkbox"/>																																
	<p><b>MITIGATE/ELIMINATE HAZARDS</b></p> <p><input checked="" type="checkbox"/> ABATEMENT (Asbestos, Lead Paint)</p> <p><input type="checkbox"/> BARRICADES (Floor Openings, Lifting, Roofs, Haz Ops.)</p> <p><input checked="" type="checkbox"/> LOTO, COORDINATE INSPECTION</p> <p><input type="checkbox"/> MATERIAL HANDLING (Use proper lifting, rigging, chain-fall, tie-down, forklift, dolly, cart, rack)</p> <p><input type="checkbox"/> METERS, OBSERVER, PLAN, COMMUNICATION</p> <p><input checked="" type="checkbox"/> NEEDED PLATFORMS (Lifts, Scaffolding, <u>Ladders</u> Fall Protection)</p> <p><input checked="" type="checkbox"/> PPE (Gloves, Hearing, Fall, Shoes, Glasses, Hardhat, Knee Pads)</p> <p><input checked="" type="checkbox"/> REQUIRED PERMITS (<u>MWP</u> Entry, Dig, Burn, Hot Work, etc.)</p> <p><input checked="" type="checkbox"/> <i>Inspect ladder before using to reach material</i></p> <p><input checked="" type="checkbox"/> <i>Check vehicle before use; is AF 1800 complete?</i></p> <p><input checked="" type="checkbox"/> <i>Use spotter or traffic cones as needed.</i></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>																																
<p><b>PLAN TO DO YOUR JOB SAFELY BY TAKING TIME TO ASSESS YOUR WORK AND AREA FOR HAZARDS.</b></p> <ul style="list-style-type: none"> <li>- WHAT AM I TRYING TO ACCOMPLISH?</li> <li>- HOW DOES THE JOB BREAK DOWN?</li> <li>- HOW COULD I GET HURT? HAZARDS?</li> <li>- WHAT CAN I DO TO PREVENT AN ACCIDENT?</li> <li>- WHAT RESOURCES DO I NEED?</li> <li>- ARE THERE ANY CHANGES TO MY PLAN?</li> <li>- AM I IN THE LINE OF FIRE?</li> </ul> <p><b>RESPONSIBILITY TO THINK FIRST!    AUTHORITY TO STOP WORK!</b></p> <p>CREW SIGN-OFF SIGNATURES:  <u>SD Llewellyn</u>  <u>Zeke Eaton</u>  <u>Elgin Springbok</u></p>	<p>GC-1862, 20121129</p>																																



EXAMPLE

# A321-0801-XSP A10 Job Safety Analysis Supplement

This supplement has been approved for the NFAC Site.

**Review:** This supplement will be reviewed and updated using the same cycle as AEDC Safety, Health, and Environmental (SHE) Standard A10 Job Safety Analysis.

**Reference:** AEDC SHE Standard A10 Job Safety Analysis

**Scope:**

This supplement establishes guidance for personnel in implementing a process to identify hazards and provides appropriate mitigation steps for all work activities at the NFAC.

This supplement applies to all personnel conducting operations, maintenance, testing and support at NFAC, NASA AMES.

**NFAC Worksite Application:**

All work activities at NFAC should be analyzed and documented using the Safe Plan of Action (SPA) procedure (HSEP 2.16) and its associated forms (NFAC SPA form A321-0801-XSF-01 or A321-0801-XSF-02). Particular attention should be paid to jobs that have historically resulted in accidents and/or have the potential to produce severe injury, or jobs which are newly created.

The intent of the AEDC Job Safety Analysis referred to in AEDC Safety Standard A10 and the NFAC SPA is implemented by the execution of the NFAC B1 Master work Permit supplement (A321-0801-XSP-B1).

Refer to NFAC Master Work Permit (A321-0801-XSP-B1) for SPA responsibility and procedures.