

# SINGLE SOURCE SAFETY DOCUMENT

## CHAPTER 4

### HAZARD IDENTIFICATION

**4-1. GENERAL.** The identification of unsafe practices and physical conditions through safety inspections is essential to a successful accident prevention program.

**4-2. INSPECTIONS.** To eliminate the cause of accidental injuries and property damage, safety inspections must be conducted at all levels. Minimum requirements are below:

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

b. Installation Safety Office personnel will inspect worksite facilities at least annually; some areas such as maintenance shops, motorpools, and childcare facilities may be inspected more frequently. Additional/Collateral Duty Safety Officers will inspect their organizations facilities within their area of responsibility at least quarterly. The safety standards applied will include: OSHA adopted standards (e.g., 29 CFR 1910, 1960, and 1926), National Fire Protection Association Standards, National Electric Code, DOD Standards, Military Standards, DA, IMCOM, and local policies. These inspections may be conducted with or without prior notification.

(1) A written report of deficiencies observed during the inspection will be provided to the commander/director citing hazard severity, safety management achievements and deficiencies, and recommended corrective actions. A copy of all surveys will be maintained by the commander/director for at least one year. A sample of Fort Hamilton Safety Form 385-1 Program Evaluation Metrics (Figure 4-1). Additional forms may be used to identify deficiencies.

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

### **4-3. ABATEMENT PLANS.**

a. The establishment of abatement plans is provided in 29 CFR 1960, Occupational Safety and Health Programs for Federal Employees. These plans are also required by DOD and DA for all violations with Risk Assessment Code (RAC) 1 or 2.

b. Violations often require abatement plans because preparing, processing, scheduling, and actually doing the work requires more than 30 days. For this reason, forward the safety-related work orders to the Installation Safety Office. The Installation Safety Office will evaluate and assign a risk assessment code(s) on work order(s) and forward it to DPW. The Installation Safety Office will complete a DA Form 4756, Installation Hazard Abatement Plan (Figure 4-4) for all (RAC) 1's or 2's and follow up with DPW on all (RAC) 1's or 2's until the hazard is corrected. All (RAC) 3, and 4 hazards will be followed up by the organization submitting the safety-related work order until all deficiencies are corrected.

**4-4. RECREATIONAL/ATHLETIC AREAS AND ACTIVITIES.** These areas and activities will be inspected at the beginning of each season by DFMWR and a copy of the inspection results will be provided to the Installation Safety Office within 5 working days of completion. Follow 4-3, b. above for safety-related work orders.

**4-5. REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS.**

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

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

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

(1) Reports of hazards should be submitted on DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Condition (Figure 4-2). Supervisors will ensure that copies of this form are available at the operating level.

(2) Employee Report of Alleged Unsafe or Unhealthful Working Condition reports will be submitted to the Installation Safety Office and will be investigated IAW DA Pam 385-40. Reports of alleged unsafe and unhealthful working conditions which are not within the purview of the Installation Safety Office will be forwarded to the appropriate organization for response. Responses will be furnished to the Installation Safety Office within 5 working days.

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

(4) Persons submitting signed reports who request anonymity will not be revealed by the Installation Safety Office, qualified safety or health officials to anyone other than necessary staff members or other appropriate installation-level staff to abate the occupational safety and health issue or concern.

(5) Reports that appear to involve immediate life-threatening situations will be immediately submitted to the Installation Safety Office and investigated immediately by qualified safety or health official. The originator, if known, will be notified of the results of the investigation in writing within 3 working days following receipt of a hazard report that is immediate life-threatening.

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

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

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

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

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

#### **4-6. JOB HAZARD ANALYSIS (JHA)**

a. A Job Hazard Analysis is a tool that supervisors/leaders use to identify safety hazards associated with each job task of a soldier or civilian employee and to find the best or most effective ways to avoid contact with the source of the hazard. Supervisors and safety professionals will use the JHA to find the level of risk associated with a given task(s).

b. First-line supervisors prepare JHAs. The first-line supervisor should know everything there is to know about their employees' jobs, and the best means of protecting them. They will be approved by the employees' commander/director. After the initial JHA is completed, the JHA needs to be updated if an employee's health status or job tasks change.

c. JHA should be included in the units or organizations safety standard operating procedures (SOP). This identifies the risks involved in the operation and provides safety guidance. JHA will be kept in the employees' counseling or training folder by the first-line supervisor and reviewed by a safety officer during facility inspections.

d. Procedure.

(1) Tools needed to do a JHA are a Fort Hamilton Safety Form 385-8 - Job Hazard Analysis (Figure 4-3), pen or pencil, and a thorough knowledge of the particular job. Supervisors should personalize the JHA form for each job within their realm of responsibility. The Hamilton Job Hazard Assessment Certification Form is a roadmap to assist managers and employees in identifying safety hazards, therefore, managers can expand the form to fit their needs. If existing training or technical manuals provides step-by-step procedures for a specific task, supervisors need to review that manual with the employee and reference the manual on the JHA. For tasks with no training or technical manual, JHA needs to adequately cover safety considerations and procedures.

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

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

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

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

Figure 4-1

<b>FORT HAMILTON PROGRAM EVALUATION</b>		N/A	Full Compliance	Partial Compliance	Non- Compliance	Number Required	Number in Compliance
<b>METRICS</b>							
Unit/Facility:	Date:						
Required Programs							
AR 385-10, 7 Nov 08 / PAM 385-10, 15 Dec 08 / AR 385-63, 19 May 03							
1. Unit/Organization Safety SOPs written to address all applicable safety issues. (may be separate SOPs or together under a Safety SOP). Single Source Safety Document							
2. Ergonomics Awareness Plan is in place to include training and workstation assessment conducted by the unit / organization. DA PAM 385-10, 14-7							
3. Written Fire Prevention Plan prepared and all personnel are trained. Single Source Safety Document 14-2, f. (1) & (4)							
4. Written Confined Space Program; all permit-required confined spaces identified; all appropriate personnel trained. 29 CFR 1910.146(a) DA PAM 385-10, 14-4 Single Source Safety Document							
5. Personal Protective Equipment Program is implemented in all identified areas. AR 385-10, 8-6							
6. Material Handling Program written to include procedures for lifting, back safety, slip, trip and fall, movement & storage. All personnel are trained. DA PAM 385-10, 14-8							
7. Written POV program includes safety requirements for POV and motorcycles and implemented. AR 385-10, Ch. 11							
8. Radiation Safety Policy procedures & responsibilities are developed & implemented. Written inventory exists and is submitted to Safety Office. DA PAM 385-10, 7-2, 7-5							
9. Written Hazard Communication program includes policy, procedure & responsibilities. (Including a SOP, chemical inventory, job hazard analysis and MSDS for each product) CFR 1910.1200(a)(2) DA PAM 385-10, 14-2							
10. HAZCOM Orientation Training has been conducted for all personnel who may be exposed CFR 1910-1200(h)(i) DA PAM 385-10,14-2							
11. Job Hazard Analysis' conducted for each job function 29 CFR 1910.132(d)(1)					*	*	
12. Supervisors provide Job-Specific Safety Training for all appropriate personnel including protective equipment and safety procedures (i.e. welding, truck drivers, electricians, etc.) 29 CFR 1926.21(b)(1)					*	*	
13. Hearing Conservation met as required 29 CFR 1910.95 (c)(1)					*	*	
14. Bloodborne Pathogens Program. Power Point training may be used. 29 CFR 1910.1030 (c)(1)(i) DA PAM 385-10, 14-6					*	*	
15. Safety Officer is appointed on orders & completes the CR/SC online ADSO Safety Officer Course & attends the Fort Hamilton Safety Office training for Collateral Safety Officers. AR 385-10, 2-7 (g)(h) AR 385-10, 10-8					*	*	
16. Fire Marshal/Evacuation Coordinator is appointed on orders & completes the Post Fire Department training. AR 420-1, 25-24					*	*	
17. Fort Hamilton DES. Fire Inspection Reports maintained on file for annual inspections Single Source Safety Document 14-2, b(2)							
18. Copies of recent Unit/Org Safety Inspections/ Council Meetings /Staff Meetings. Single Source Safety Document 1-6, k(3)							
19. Awards Program conducted per SOP AR 385-10, Ch 8 DA PAM 385-10 Ch 6							
20. All civilians and Soldiers have completed Composite Risk Management Training Reference: DA Memorandum Dated 13 Oct, 2006, Subject: Army					*	*	
21. All Commanders & Supervisors received Composite Risk Management Training. AR 385-10, 10-2, 10-6					*	*	
22. Composite Risk Management is incorporated in local regulations, directives, SOPs, special orders, training plans, & operational plans. AR 385-10, 10-3							

Figure 4-1 – (Cont)

23. Supervisors & All personnel who direct the actions of others used the Composite Risk Management (CRM) process during planning & execution of operations. All subordinates are trained in CRM AR 385-10, 10-2, 10-3						
24. All accidents are reported. AR 385-10, 3-2					*	*
25. Supervisors ensure all personnel comply with accident reporting, hazard identification, reporting unsafe/unhealthy conditions or practices. AR 385-10, 3-8 DA PAM 385-10 8-4						
26. All personnel identified as required to wear a respirator completed training in the hazards, wear, maintenance, protection factors and cleaning of the respirator. 29 CFR 1910.134(a)(2) & (c)(1)					*	*
27. Safety procedures implemented in SOP for sports/recreation programs & preconditioning programs. Sports/recreation accident prevention in safety awareness program. AR 385-10, Ch 6						
28. All personnel operating motorcycles attend the Motorcycle Safety Training conducted at Beginners & experience rider levels per ARMY policy. AR 385-10, 11-9b(3), TR 385-2,8-4					*	*
29. Military/GSA Vehicle Operators driving AMV/GSA vehicles have received Accident Avoidance Training AR 385-55, AR 600-55 AR 385-10, a(5)						
30. All personnel serving as Range Safety Officers completed the installation Range Officer Briefing prior to serving in that role. DA-PAM 385-63, 1-6 r					*	*
31. Ensures all personnel within the command are briefed on and comply with installation range procedures & safety requirements including required personal protective equipment. DA PAM 385-63, 1-4 r					*	*
32. Supervisors conduct/designate periodic safety briefs for all subordinates (i.e. POV, seasonal, recreational, etc.) AR 385-10, 1-5(b)(9)						
33. All civilian and military supervisors have safety objectives included in support forms. Single Source Safety Document 1-6(7) AR 385-10, 1-5(b)(12)						
34. Safety standards for training included in all supervisors' job standards. AR 385-10, 1-5(b)(7)						
<b>ADDITIONAL FOR MILITARY ONLY</b>						
35. All Additional Duty Safety Officers/NCOs completed the online ADSO course & local safety officer course. (Copy of ADSO Certificate must be available) AR 385-10, 10-8					*	*
36. All Commanders completed the Commanders Safety Course AR 385-10, 10-6(a)					*	*
37. All BN Commanders and Company Commanders are enrolled in the Combat Readiness Center's (CRC) Army Readiness Assessment Program (ARAP) within 60 days of taking command. SECARMY/CS a memo dtd 8 Feb 06					*	*
38. All Soldiers used the Army Travel Risk Planning System (TRiPS) prior to taking leave, pass, or TDY. TRADOC Safety Plan AR 385-10, 6-3						
39. All military personnel under 26 years of age who possess a civilian/military driver's license have been given at least four hours of classroom instruction in traffic safety. AR 385-10, 11-7 (a)(3)					*	*
40. Commanders will implement the ATSTP by providing the "Soldiers Introduction to Driver's Training" traffic safety training during initial entry training or as soon as practical upon entry into the service. Module 1 CD Provided by Safety Office TRADOC 385-2, 8-3(c) AR 385-10, 11-7(a)(1)					*	*
41. Bus Driver Training Program is completed by all bus drivers. AR 600-55.2.2(c)					*	*
42. Multi-piece Rim Tire training conducted 1910.177(c)(1) & (c)(1)(i)					*	*
43. Army Motor Vehicle Program is written to include training, qualifications & accountability. AR 385-10, Ch 11						
44. All Soldiers having accidents and/or moving violations are counseled. AR 600-55, 4-5					*	*
45. All Soldiers having accidents and/or moving violations attended remedial driving. AR 190-5, 2-5, AR 600-55, 4-5					*	*

FORT HAMILTON SAFETY FORM 385-1, AUG 2012

Figure 4-2

<b>EMPLOYEE REPORT OF ALLEGED UNSAFE OR UNHEALTHFUL WORKING CONDITIONS</b>		
For use of this form, see DAPAM 385-10; the proponent agency is OCSA.		
<i>This form is provided for the assistance of any complainant and is not intended to constitute the exclusive means by which a complaint may be registered with the local Safety Office (Ref OSHA Poster on rights of employees and their representatives).</i>		
The undersigned (check one)		
<input type="checkbox"/> Employee	<input type="checkbox"/> Representative of employees	<input type="checkbox"/> Other (Specify) _____
believes that a job safety or health hazard exists at the following place of employment		
_____		
Does this hazard(s) immediately threaten serious physical harm? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If 'yes' checked, immediately contact your supervisor or safety representative.		
Name of official in charge	_____	Telephone _____
Operation/Activity	_____	
Exact location of worksite	_____	
1. Kind of operation	_____	
2. Describe briefly the hazard which exists there including the appropriate number of employees exposed to or threatened by such hazard	_____	
3. List by number and/or name the particular occupational safety and health standard(s) which may have been violated, if known	_____	
4. (a) To your knowledge, has this hazard been the subject of any union/management grievance or have you (or anyone you know) otherwise called it to the attention of, or discussed it with the employer or any representative thereof?	_____	
(b) If so, please give the results thereof, including any efforts by management to eliminate or reduce the severity of the hazard	_____	
5. Please indicate your desire:		
<input type="checkbox"/> I do not want my name revealed to the official in charge.		
<input type="checkbox"/> My name may be revealed to the official in charge.		
WORK LOCATION	TELEPHONE NO.	DATE
_____	_____	_____
TYPED OR PRINTED NAME OF EMPLOYEE OR EMPLOYEE REPRESENTATIVE	SIGNATURE	
_____	_____	 _____

Figure 4-3

Fort Hamilton Job Hazard Assessment Certification Form

<b>JOB HAZARD ANALYSIS</b>	JOB:	DATE:	Page ____ of pages	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED
<b>Instructions on Reverse Side</b>	Title of Person Who Does Job:	Supervisor:	Analyzed By:	
Organization:	Approved by Activity Director/Commander:			
Recommended Personal Protective Equipment:				
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		
<b>INSTRUCTIONS FOR COMPLETING JOB HAZARD ANALYSIS FORM</b>				

Job Hazard Analysis (JHA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed, clarification and hazard awareness, as a guide in new employee training, for periodic contracts, and for retraining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures. Set priorities for doing JHA: Jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Figure 4-3 (Cont)

Fort Hamilton Job Hazard Assessment Certification Form

Here is how to do each of the three parts of a Job Hazard Analysis:

**SEQUENCE OF BASIC JOB STEPS**

Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements. For example, the job might be to move a box from a conveyor and putting it on a hand truck is one logical set of movements, so it is one job step. Everything related to that one logical set of movements is part of that job step.

The next logical set of movements might be pushing the loaded hand truck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the hand truck to the receiving area might be the final step of this type of job.

Be sure to list all the steps in a job. Some steps might not be done each time – checking the casters on a hand truck for example. However, that task is a part of the job as a whole, and should be listed and analyzed.

**POTENTIAL HAZARDS**

Identify the hazards associated with each step. Examine each step to find and identify hazards-actions, conditions, and possibilities that could lead to an accident.

It is not enough to look at the obvious hazards. It is also important to look at the entire environment and discover every conceivable hazard that might exist.

Be sure to list health hazards as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time.

It is important to list all hazards. Hazards contribute to accidents, injuries, and occupational illnesses.

In order to do part three of a JHA effectively, you must identify potential and existing hazards. That is why it is important to distinguish between a hazard, an accident, and an injury. Each of these items has a specific meaning.

**HAZARD** – A potential danger. Oil on the floor is a hazard.

**ACCIDENT** – An unintended happening that may result in injury, loss, or damage. Slipping on the oil is an accident.

**INJURY** – the result of an accident. A sprained wrist from the fall would be an injury.

Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.

**RECOMMENDED ACTION**

Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

Among the actions that can be taken are:

1) engineering the hazard out; 2) providing personal protective equipment; 3) job instruction training; 4) good housekeeping; and 5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains).

## Figure 4-3 (Cont)

### Fort Hamilton Job Hazard Assessment Certification Form

List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job.

Be specific. Say exactly what needs to be done to correct the hazard, such as, "lift using part of your leg muscles." Avoid general statements like "be careful."

Give a recommended action or procedure for every hazard.

If the hazard is a serious one, it should be corrected immediately. The JHA should then be changed to reflect the new conditions.

Figure 4-3 (Cont)

Fort Hamilton Job Hazard Assessment Certification Form

Example JHA

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

Figure 4-3 (Cont)

Fort Hamilton Job Hazard Assessment Certification Form

Moving office supplies/equipment	-Back strain	-Plan ahead. Use material handling equipment (dollies, chairs with wheels, etc.)	
	-Slips -Pinching	-Use buddy system -Ensure clear walkway	- Move small even loads - Lift with knees

Figure 4-4

<b>INSTALLATION HAZARD ABATEMENT PLAN</b> For use of this form, see DA PAM 385-10; the proponent agency is OCSA.		
1. PROJECT NO.	2. DATE PREPARED	3. DATE REVISED
4. ACTIVITY/ORGANIZATION	5. HAZARD LOCATION(S)	6. RISK ASSESSMENT CATEGORY
7. CITATION OF SPECIFIC OSHA AND OTHER STANDARD VIOLATED		
8. DESCRIPTION OF PROPOSED CORRECTIVE ACTION OR REMEDIAL MEASURES		
9a. ESTIMATED COST OF CORRECTIVE ACTION \$	9b. APPROPRIATION	
9c. PROGRAM ELEMENT NUMBER	9d. BUDGET COST ESTIMATED (BCE: Yes <input type="checkbox"/> No <input type="checkbox"/> )	
10. ESTIMATED ADDITIONAL OPERATING AND MAINTENANCE COSTS, IF ANY \$		
11. DESCRIPTION OF INTERIM HAZARD CONTROL MEASURES IN EFFECT		
12. OTHER RELEVANT INFORMATION		
13. ESTIMATED ABATEMENT COMPLETION DATE		
PREPARED BY		APPROVED BY