



JOB HAZARD ANALYSIS

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PURPOSE

This section establishes requirements for use of the Job Hazard Analysis (JHA), which must be completed prior to the initiation of all specific jobs or tasks. This system is the job safety analysis method chosen by Rival Services to help confirm safety, health, and environmental protection on the jobsite.

The JHA will be used to evaluate the work to be done, the area where it is to be accomplished, and identify the steps necessary to safeguard the wellbeing of personnel and the environment during operations.

SCOPE

The following requirements and safe work procedures apply to all field employees of Rival Services ("Rival"). For the purposes of this policy, "employee" includes any agency or leased laborers under direct supervision of the Company where we collect and report their man-hours.

RESPONSIBILITY

Supervisors are responsible for ensuring that all employees on the jobsite have been trained in the proper usage of the JHA, ensuring that the JHA is used for each job or task at their location, and that upon completion of the analysis the actions identified as necessary for safeguarding workers, equipment, and the environment are taken.

Safety Coordinators are responsible for the administration of the JHA system. This includes providing forms, conducting periodic inspections of the system, reviewing and filing the documents for review during safety audits, ensuring corrective actions are identified to appropriate supervisors, and keeping the HSE Manager advised of the status of the system.

Employees are responsible for completion of the JHA at the request of their supervisor, complying with all elements identified in the JHA, identifying and reporting safety, health and environmental protection deficiencies for correction to their supervisor and, if necessary, contacting Safety personnel for assistance in resolving safety, health and environmental issues. Once a JHA has been completed for a worksite, employees shall ensure that all personnel entering the location are familiar with the elements of the completed JHA and have signed the form signifying understanding and compliance.

JHA IMPLEMENTATION

The conscientious use of the JHA in all work applications is critical to its success. Too often, serious incidents result from the lack of safety, health and environmental protection planning. The JHA is the principal means of task planning and instruction.



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The following elements are important:

- All personnel must be trained in the JHA system.
- A JHA form (see Rival HSE policy 9.2.1) must be published and available for use.
- The supervisor will issue a JHA form to the designated worker who represents a group or crew prior to beginning the planned work.
- The designated worker and/or crew will, under the direction of the supervisor:
 - Perform an analysis of the work task. In order to foster safety awareness and ensure that all employees are certain of the job process, every employee should contribute when discussing the JHA. The analysis must take place at the work location.
 - Match those steps of the work task with any hazards associated with each step and isolate the corresponding actions necessary to eliminate, minimize, or control the hazard.
 - Incorporate environmental aspects such as site/area drainage, adverse weather conditions, and soil types. Related health issues such as waste processing or hazardous chemicals containment should also be discussed.
 - Supervisor must identify hazards are classified/prioritized and addressed based on the risk associated with the task.
 - Other concerns which should be included in the analysis include “administrative” hazards, such as the presence of Short Service Employees (SSE’s), the hours of accumulated service for personnel working on the site, etc. Employees should be fully rested in order to perform their jobs safely and efficiently.
 - Always identify the pertinent elements of the site Emergency Action Plan when conducting a JHA, such as rally points and safe areas.
 - Complete the analysis by checking to ensure that all applicable additional items listed on the JHA form have been identified and marked according to relevance.
 - Have the individual crewmembers that are performing this task sign the JHA form to acknowledge their understanding of the items covered on the JHA.
 - The immediate supervisor will review the JHA and sign off its completion if he/she agrees that the analysis is accurate.
 - The immediate supervisor, Safety Coordinator, or delegated personnel should monitor the jobsite to ensure that all safety measures are observed, and that the personnel on site are aware of current JHA procedures.
 - The hazards and safeguards outlined within the JHA must be clearly communicated to other parties seeking access to the worksite, and a signature must be obtained which certifies both their understanding and compliance prior to admittance.
- The use of the JHA will be assessed during each planned inspection and during routine surveillance conducted by supervisors.
- The JHA will be returned to the site safety office upon completion of the work task. The safety staff, or site supervisor when there is no safety coordinator assigned, must randomly choose 25% of the completed JHA forms and perform a 100% quality check within one



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business day. Records must be kept of these reviews. Discrepant forms must be identified to the foreman who completed it and he/she must be counseled as to the proper method of conducting the JHA.

- The safety coordinator will brief the supervisor on the status of JHA reviews and impart the names of personnel who successfully plan their work and complete the JHA in an accurate and comprehensive manner, as well as those who are deficient in these areas.
- A JHA will be used and filled out for the following conditions:
 - Whenever the scope of the job changes significantly;
 - New personnel are added to the crew;
 - Site conditions change beyond those originally identified;
 - A near miss, incident, or other work stoppage (including the usage of Stop Work authority) occurs; or
 - A concern is raised as the result of a personal hazard assessment.
- The JHA will normally be retained for 60 days. If an incident occurs, the JHA will become part of the documentation for that incident. Typically, incident information is archived in permanent record storage.

EVALUATION

Evaluations of the JHA system will be conducted, at least annually, by the Safety Coordinator or during a corporate safety audit. During the evaluation, the following will be assessed:

- Availability of JHA forms.
- Awareness of the system by employees and supervisors.
- Completion of training to complete the JHA.
- The use of the JHA prior to all work.
- Full completion of all elements of the JHA, including signature blocks for supervisors and workers.
- Whether the Manager and supervisors have taken action as necessary to complete corrective actions as warranted by the JHA.
- Whether the JHAs are reviewed and filed as needed in the safety office.