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## Purpose

This procedure provides information for defining and explaining the Work Control process used to direct, conduct, and document work relative to Environmental, Health & Safety (EHS) requirements.

## Applicability

Groups that are required to determine risk levels are prior to starting work:

- Skilled trades
- Groundskeepers
- Chemistry labs
- 3d arts (woodshop and lapidary)
- Skilled Trades Center
- CTEC (including electrical and construction at Chino AG)
- Culinary Arts
- EMS (not nursing)
- Construction shop for the PAC

This procedure applies when an initial risk assessment (using Appendix D) indicates that work poses a risk level higher than “3”. Yavapai College employees will use this procedure when performing routine or non-routine work when they assess that the work meets this threshold. Additionally, it applies to faculty and students when they perform work with a risk level higher than “3” in the classroom or laboratory.

## Definitions

1. Job Safety Analysis (JSA) – a safety tool used to define hazards of the task steps of a work process and the controls to minimize the risk from those hazards
2. Routine work is defined as:
  - a. Regularly completed tasks when they are conducted according to approved procedures and/or approved work practices
  - b. Normal duration work
3. Non-Routine work is defined as:
  - a. A task that is an exception or considered one-of-a-kind
  - b. Routine work that cannot be conducted according to approved procedures and/or approved work practice
  - c. Work assessed as having a High or Extreme risk rating:
    - i. Confined space entry
    - ii. Work at heights requiring personal fall protection systems
    - iii. Ground personnel in heavy equipment work zones
    - iv. Live and electrical work up to 600VAC
    - v. Cranes and critical lifts
    - vi. Boom lifts
    - vii. Excavations five feet or greater in depth
    - viii. Activities that require the use of respiratory protective equipment

- d. Non-routine work may also be defined as work that requires additional planning because of its complexity or risk
- 4. Pre-Task Plan (PTP) – A safety tool used to document the planning completed prior to work commencing. The planning includes hazard assessment, required permits, and required PPE.

## Responsibilities

1. Deans, Directors, and their respective Division Heads
  - a. Ensure that all elements of this document are implemented and being followed
  - b. Provide JSA updates to the EHS Manager
2. Managers
  - a. Plan activities
  - b. Determine work classification
  - c. Conduct risk assessment
  - d. Monitor for changes in the work environment that could adversely affect conditions/hazards
  - e. Conduct and document safety meetings
  - f. Review JSA with employees at time of creation and annually thereafter
3. Employees
  - a. Fully participate in JSA/PTP development and safety meetings
  - b. Fully participate in Risk Assessment when tasked by managers
  - c. Perform work in compliance with applicable approved procedures, work steps, and hazard controls
  - d. Sign off on the JHA and/or PTP before work is started

## Stop work authority

All employees have full authority to stop work and initiate immediate corrective action or control. The YC Injury and Illness Prevention Policy (in development) documents and conveys the right and responsibility of every person to stop work if any unsafe condition is perceived. Employees have the right and responsibility to report unsafe acts and/or conditions, areas of concern, and to interrupt or stop work without fear of reprisal. No employee shall be asked to complete a task when an employee demonstrates it is unsafe.

## Included Documents

1. Job Safety Analysis (Appendix A)
  - a. At the time a JSA (Appendix A) is created, and annually thereafter, managers will review it with employees involved in the work activities and amend the JSA based on employee feedback and changed conditions.
2. Pre-Task Plan (Appendix B)
  - a. A PTP is a planning tool used to discuss the work to be performed, ensure hazards are identified, and discuss the controls (work practices, PPE, etc.) involved with the safe performance of daily work.
  - b. The PTP serves as the hazard assessment tool for routine work if a JSA has not been created for the job.

- c. PTP review serves as a way for employees to provide their input on safely performing the work by discussing lessons learned from prior experiences or changing conditions.
3. Safety Meeting Attendance Record (Appendix C)
4. Risk Assessment Matrix (Appendix D)
  - a. Brainstorm a comprehensive list of potential hazards
  - b. For each potential hazard, determine the likelihood it will occur
  - c. Calculate potential loss using either quantitative measurements (dollars), qualitative measurements (descriptive scale) or a mix of both
  - d. Assign a corresponding risk rating to each hazard, based on the likelihood and impact you selected.
  - e. Document risk rating on the JSA/PTP

## Classification of work

The manager responsible for the employees conducting the work ensures the correct classification is assigned to the work being performed.

## Conducting work

### Routine Work

1. Routine work requires a JSA and shall be carried out in accordance with approved procedures, work steps, and hazard controls. If a JSA has not yet been created, a PTP may instead be used prior to starting work.
2. Suspend work when there is a significant change in conditions.
  - a. Work may not resume until conditions have been evaluated and addressed by all involved employees and referenced on the PTP.
  - b. Employees are responsible for managing access to their work areas and for ensuring all affected students and staff are aware of changing conditions that could adversely affect their health and safety.
3. Maintain a current copy of the JSA or PTP at the work location (work site, in their company vehicle, etc.) until work is complete.

### Non-Routine Work

1. Non-Routine Work requires a PTP and shall be performed according to approved procedures, work steps, and hazard controls.
  - a. Include Management in Non-Routine Work scheduling.
  - b. Managers will take the lead in developing the PTP for non-routine work unless the work is classified as normal duration low risk activity. In this case, a JSA may be used.
2. PTPs will provide job-specific hazard assessment that addresses each step of the work process, the hazards involved, and the controls for those hazards.
  - a. Employees performing the job shall participate in the preparation of the PTP.
  - b. Determine the appropriate measures to control or mitigate the hazards.
  - c. Identify safe work practices, personal protective equipment (PPE) and applicable permits (hot work, permit required confined space, excavation, etc.).
3. Suspend work when there is a significant change in conditions.

- a. Work may not resume until conditions have been evaluated and addressed by all involved employees and referenced on the PTP.
  - b. Employees are responsible for managing access to their work areas and for ensuring all affected students and staff are aware of changing conditions that could adversely affect their health and safety.
4. Maintain a current copy of the PTP at the work location (work site, in their company vehicle, etc.) until work is complete.
5. Managers (or designees) shall monitor for any changes in the work environment that could affect the conditions/hazards of the work. If conditions exist that were not as described in the Pre-Task Plan the Manager (or designee) shall complete the **Post-Job Briefing** portion of the PTP and amend the JSA.

### Post-Job Briefing

1. The post-job briefing is utilized as the document for capturing lessons learned in “real-time”. A post-job briefing consists of a review of the scope/job steps, hazard identification, hazard controls, a site walk-down (when applicable), and general improvement observations.
2. Any mistakes, good work practices, or lessons learned that are captured on this form shall be reviewed with all applicable employees at the completion of the job or during the next following safety meeting.
3. Update the JSA/PTP with any required changes to work steps, hazards, or controls.
4. Forward updated JSA/PTP to the EHS manager through your Dean, Director, or respective Division Head.

### Training verification and daily safety meetings

Determine employee training requirements by evaluating procedures, job descriptions, job steps, and requirements and responsibilities for safely executing a job.

Safety meetings shall be conducted by each work group. Safety meetings consist of providing short information sessions (safety topics) in various subjects that give the employees knowledge and opportunity for input and feedback in performing daily work activities. The Safety Meeting Attendance Record (*Appendix D*) shall be utilized as the tool for documentation purposes. When possible, incorporate the PTP into the safety meeting. Conduct the safety meeting prior to commencing work.

The following is a list of some, but not all, potential safety meeting discussion topics:

- Safety Topics
- Expected weather conditions
- General work area hazards
- PPE required for the work
- Permits – Hot work, Confined Space
- Emergency evacuation procedures
- Cold/heat stress precautions

- A review of any safety concerns from the previous day; and
- Any other significant events involving safety

## Recordkeeping

1. All JSA, PTP, and Post-Job Briefing documents are retained until they are no longer needed.
2. Safety Meeting Attendance Records are retained for one year.

## Work approval, assessment, and review

1. Deans, their respective Division Heads, and Managers shall review work at least once per month to ensure the integrity of the work control process:
  - a. Participate in safety meetings and PTP development to ensure workers are provided the opportunity for input, to ensure that they are comfortable with the approach to accomplishing the work and with the hazard controls that are to be implemented
  - b. Go with the employees to observe work activity, and to ensure employees have adequate tools, PPE, and support

Appendix A

**JOB SAFETY ANALYSIS**

<b>Description of the work:</b>		<b>Date:</b>
		<b>Location:</b>
<b>JSA number:</b>		<b>Manager or Supervisor:</b>
<input type="checkbox"/> <b>New</b> <input type="checkbox"/> <b>Revised</b>	<b>Revision #</b>	<b>EHS Manager:</b>

**Section 1**

<b>Work Activity Sequence</b> (Identify the principal steps involved and the sequence of work activities)	<b>Potential Health and Safety Hazards</b> (Analyze each principal step for potential hazards)	<b>Hazard Controls</b> (Develop specific controls for each potential hazard)

Appendix A

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Appendix A

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Appendix A

PRINT

SIGNATURE

Supervisor Name:

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

Safety Rep or PM:

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

Employees Name(s):

\_\_\_\_\_

\_\_\_\_\_

Date/Time: \_\_\_\_\_

**PRE-TASK PLAN**

Task(s) \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Has a JSA(s) been created?  Yes  No (If no, complete Safety Analysis on reverse side of this form)

JSA(s) Name/#: \_\_\_\_\_

Have all employees reviewed and signed off on the JSA(s) for steps being performed?  Yes  No (if no review JHA and attach)

Permits Required and attached  Confined Space  Live Electrical Work  Excavation  Hot Work

Is all PPE available as specified in the Safety Analysis document(s)?  Yes  No

Do you have the necessary tools/equipment to perform the task(s)?  Yes  No

Are all personnel qualified to operate the tools/equipment being used to perform the task(s)?  Yes  No

Have all employees been provided the required training to perform the task(s)?  Yes  No

If a hazard is unique or has not been identified in the JSA (e.g., weather, biological, construction, hazards introduced by public, etc.). Each of these must be identified in the Hazard Analysis Section on reverse side of this form.

**I have reviewed and understand the information contained in the PTP / JSA prior to performing this task.**

Employees Name	Employees Signature

Employee completing PTP: Name \_\_\_\_\_ Date \_\_\_\_\_

**Post Job Briefing**

List conditions that were not as described in the JSA and/or PTP. Revise JSA as applicable.

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Risk Assessment Matrix					
Likelihood of Occurrence or Exposure	Severity of Injury or Illness				
	Negligible 1	Minor 2	Moderate 3	Severe 4	Catastrophic 5
Frequent - 5	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
Probable - 4	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
Occasional - 3	Low 3	Moderate 6	High 9	High 12	Extreme 15
Remote - 2	Low 2	Moderate 4	Moderate 6	High 8	High 10
Improbable - 1	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

Likelihood	Severity/Consequence	Risk Level
<ul style="list-style-type: none"> <li>• Frequent – Likely to occur repeatedly</li> <li>• Probable – Likely to occur several times</li> <li>• Occasional – Likely to occur sometime</li> <li>• Remote – Not likely to occur</li> <li>• Improbable – Very unlikely to occur</li> </ul>	<ul style="list-style-type: none"> <li>• Negligible – Minor impact on personnel, first aid only, no lost time</li> <li>• Minor – Medical treatment of personnel, restricted work, or lost time incident</li> <li>• Moderate – Injury to personnel not resulting in permanent disability</li> <li>• Severe – Serious personal injury resulting in permanent disability</li> <li>• Catastrophic – Single or multiple fatalities</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 = Low Risk, remedial action timeline is discretionary</li> <li>• 4-6 = Moderate Risk, take remedial action at first opportunity</li> <li>• 8-12 = High Risk, prioritize remedial action over lower risk level actions</li> <li>• 15-25 = Extreme Risk, Operation is not permissible until remedial action is completed</li> </ul>