Crafting A Job Hazard Analysis (JHA) In A Conservator’s Environment
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Individual workers should understand that the crafting of a JHA is beneficial for both their collection as well as their own health. More than a decade ago, the U. S. Occupational Safety and Health Administration (OSHA) recognized that an informal method was needed to both identify workplace hazards, and provide a tool to ensure that those hazards are isolated and managed to prevent injuries and illnesses.

**What is a JHA?**

The Job Hazard Analysis (JHA) was created as a practical, step-by-step tool to fill that void, and to protect everyone in the workplace.

**What jobs are appropriate for a JHA?**

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new to your operation or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions


**Conclusion:** OSHA recognized the need for a tool to assist workers and management with an informal method to identify and manage hazards involved in a specific workplace task. The JHA is that tool, and it is critical that the worker conducting the project be involved to ensure key specific tasks and hazards are identified and mitigated.

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### JHA Example for Collections IPM

While a supervisor may understand the macro process of pest management, the applicator conducting the project will understand specific details involved in the process, and is best suited to identify and mitigate those hazards.

<table>
<thead>
<tr>
<th>Major Steps in Process</th>
<th>Anticipated Health or Safety Hazards</th>
<th>Required PPE for Each Step</th>
<th>Required Work Practices</th>
<th>Special notes: compatible/safe storage &amp; handling</th>
<th>Special Precautions for Highly Hazardous Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival of Selected Collection Material for Anoxic Treatment</td>
<td>Heavy Lifting Use of Forklifts</td>
<td>Safety Shoes &amp; Work Gloves</td>
<td>Safe lifting Safe operation of lifting equipment</td>
<td>General Safe Object Handling practices</td>
<td>Awareness of potential residual pesticides or other biological hazards</td>
</tr>
<tr>
<td>Loading materials or collections into Anoxic Chamber</td>
<td>Heat, Low visibility inside anoxic chambers, tripping hazard</td>
<td>Fan, external lights \ Safety Shoes &amp; Work Gloves</td>
<td>Safe Lifting with Appropriate PPE</td>
<td>Using Safe lifting postures and habits</td>
<td>Wearing appropriate PPE when necessary when handling objects with residual pesticides</td>
</tr>
<tr>
<td>Accepting and connecting of new Cryo cylinders</td>
<td>Heavy Lifting - Cylinder</td>
<td>Safety Shoes &amp; Work Gloves Personal O2 monitor</td>
<td>Use appropriate technique or equipment</td>
<td>Cylinders will off gas or vent when the pressure rebuilder goes over 300psi</td>
<td>When moving the cylinders into the anoxic chamber room</td>
</tr>
<tr>
<td>Chamber is Operating</td>
<td>Potential CO2 release</td>
<td>Personal O2 Monitor</td>
<td>Chambers are positive pressure for CO2</td>
<td>Monitor CO2 levels daily for a minimum of 21 calendar days</td>
<td>Make sure the CO2 Monitor Alarm system is operating Personal O2 monitor should be worn at this time</td>
</tr>
<tr>
<td>Disconnect CO2 cylinder from Anoxic Application system</td>
<td>Potential CO2 release</td>
<td>Appropriate PPE Safety Shoes Gloves Personal O2 monitor</td>
<td>Physically disconnect the cylinders from the heaters</td>
<td>Gloves required</td>
<td>Make sure the CO2 Monitor Alarm system is operating Personal O2 monitor should be worn at this time</td>
</tr>
</tbody>
</table>

### The Key Element in Developing a JHA

Involve both the supervisor, and more importantly, the person who will complete the task. While the supervisor’s participation is important to ensure resources are readily available, the person conducting the task will understand the minute details that the supervisor might overlook.