

	JOB HAZARD ANALYSIS (NGSSIS Space Park)	Contractor Document Control ID:	
		Revision Date:	Revision #:
		Contract Company:	

Instructions: (Please read)

1. In accordance with General Safety and Environmental Rules for Contractors (Systems Form 7847), the contractor is required to complete a Job Hazard Analysis (JHA) for any construction or maintenance task at NGSSIS Space Park. Attached is a NGSSIS template in which all sections and Appendix A are to be completed by the contractor. Contractors can complete their own JHA template providing it contains similar content and an acknowledgement page. Failure of contractor to complete a JHA or sign the JHA prior to project work will result in project delay.
2. Section 4 requires the risk to be assessed for each step in the project utilizing the following table. Indicate the risk number in the last column of Section 4 of the table and highlight the number the same color as shown below.

0-5 Low risk 6-10 Moderate risk 11-15 High risk 16-25 Unacceptable	Minor injury, insignificant property or equipment damage	Non-reportable injury, minor loss of process or slight property damage	Reportable injury, moderate loss of process, limited property damage	Major injury, single fatality, critical process loss, critical property damage	Multiple fatalities, catastrophic business loss
	1	2	3	4	5
5 Near certain	5	10	15	20	25
4 Probable	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Remote	1	2	3	4	5

3. Ensure any applicable ESH program, training and air monitoring calibration records are submitted to ESHM for review prior to work as requested in the ESH Notification List posted in OASIS: [Notification List](#).
4. The JHA can be referred to on a similar construction and maintenance project by the same contract company at a different Space Park project location, but it is the responsibility of the contract supervisor or designee is to ensure no new hazards as well as each contract worker has reviewed and signed the JHA at each project location.
5. The JHA shall be readily available on the project site.

	JOB HAZARD ANALYSIS (NGSSIS Space Park)	Contractor Document Control ID:	
		Revision Date:	Revision #:
		Contract Company:	

SECTION 1: JOB/TASK/PROCESS <i>(Document general information and review. NGSSSD ESH must review and accept prior to work.)</i>			
FACILITY/CLIENT LOCATION:	BUILDING LOCATION:	PROJECT DATE:	PO (If available):
NGSSIS-Space Park			
SCOPE OF WORK (PLEASE PROVIDE ENOUGH DETAIL TO ASSESS THE HAZARDS):			DURATION OF PROJECT/TASK (DAYS):
PREPARED BY (Contractor to Print Name):	TITLE:	ORIGINAL DATE:	REVISION DATE (if applicable):
REVIEWED BY (Supervisor to Print Name):	DATE:		

SECTION 2: Health/Physical/Biological Hazards <i>(List any job hazard agents.)</i>		
Health Hazards (Refer to Space Park Contractor Hazardous Material List, including Asbestos Lead, Silica Particles, Oxygen Deficiency)	Physical Hazards (e.g. Body Posture, Falls, Fire, Heat Stress, Noise, Electricity, Radiation, Vibration etc.)	Biological Hazards (e.g. Mold, Hepatitis A, Black Widow Spiders, etc.)



JOB HAZARD ANALYSIS (NGSSIS Space Park)

Contractor Document Control ID:

Revision Date:

Revision #:

Contract Company:

SECTION 3: PPE HAZARD ASSESSMENT SUMMARY (Check PPE to be worn at any time during the project. Refer to Section 4 when the PPE will be worn for a given task.)

Head	☐ Hard Hat ☐ Class E Electrical Hard Hat ☐ Bump Cap ☐ Other: _____
Eyes/Face/Neck	☐ Safety Glasses with Side Shields ☐ Goggles – Chemical ☐ Goggles – Dust ☐ Face Shield ☐ Welding Helmet ☐ Balaclava (Fire Retardant) ☐ Other: _____
Respiratory	☐ Dust Mask ☐ Half-Face Respirator/Cartridge Type: _____ ☐ Full Face AP Respirator/Cartridge Type: _____ ☐ PAPR/ Cartridge Type: _____ ☐ SABA ☐ SCBA ☐ Other: _____
Ears/Hearing	☐ Ear Plug ☐ Ear Muff ☐ Double (Combination Ear Plugs & Ear Muffs) ☐ Other: _____
Hands/Arms	☐ Cotton Gloves ☐ Leather Gloves ☐ Puncture/Cut Resistant Kevlar ☐ PVC ☐ Nitrile ☐ Anti-vibration ☐ Thermal ☐ Other: _____
Body	☐ General Work Uniform (long pants and short sleeve shirt) ☐ Chemical Protective Clothing/Type: _____ ☐ Fire Retardant Coveralls/Uniform/Type: _____ ☐ Apron ☐ Sleeves ☐ Class 2 Safety Vest ☐ Heat Reflective Suit ☐ Foul Weather Gear ☐ Cool Vest ☐ Other: _____
Feet	☐ Safety-Toe Boots – Leather or Rubber ☐ Shoe Metatarsals ☐ Booties/ Type: _____ ☐ Other: _____



JOB HAZARD ANALYSIS

(NGSSIS Space Park)

Contractor Document Control ID:

Revision Date:

Revision #:

Contract Company:

SECTION 4: HAZARD ANALYSIS PROCESS (*Document hazards and controls based on each job step/task. Refer to Appendix A to aid in the identification of the hazards and selecting appropriate controls. Refer to the directions to assign the risk level).*

Sequence Of Job Steps or Tasks	Hazards/Potential Hazards & Effects (What could go wrong?)	Recommended Hazard Control Or Safe Job Procedures (How can the harm be prevented? Indicate type of PPE as the last control.)	Risk = (Severity x Frequency)
1.			



JOB HAZARD ANALYSIS (NGSSIS Space Park)

Contractor Document Control ID:

Revision Date:

Revision #:

Contract Company:

SECTION 5: Atmospheric Monitoring Required: ☐ Yes ☐ No

[For assistance in determining exposure action levels please refer to your respiratory protection program.]

List Hazardous Substance(s), mixtures or Material(s) of Concern Below:	Monitoring Instrument	Substance / Material Exposure Action Levels (Indicate units)			
		Level A-hazmat with supplied air respirator & total encapsulating suit	Level B-hazmat with supplied air respirator	Level C-air purifying respirator	Level D-general work attire

SECTION 6: Training *(Document the required job task training. Otherwise indicate not applicable-N/A.)*

SECTION 7: Emergency Procedures *(Document the emergency Response Procedures - i.e. First Aid/CPR, emergency call #'s, etc.)*

Call Security at 310.812.9911 using cell or x29911 using the on-site phone.

Contact NGSSSD Representative: and cell:

Apply First Aid or CPR to the injured. If greater than 5 contractors on site, ensure one person on site trained in FA/CPR/AED.

If not trained, ensure injured contractor is taken to Building S, RM 1371 Health Clinic, Monday through Friday 7:00 AM to 4:30 PM.

During non-working hours, working during a NGSSSD off-Friday or contract company requirements, provide a clinic route map in Appendix B.

SECTION 8: Decontamination Procedures *(If applicable, document the decontamination procedures -i.e. people and equipment)*



The preparer of the JHA has assessed the worksite conditions and has confirmed with all workers:

- The JHA addresses the significant steps, applicable hazards and the necessary controls.
- Workers have the appropriate resources (people and equipment) to do the job safely.
- Others that could be affected by the work will be informed.
- Energy isolation (if applicable) has been VERIFIED or an energized permit has been accepted by NGSSSD ESH.
- This document facilitates compliance with the PPE assessment and hazard analysis pursuant to NGSSSD and regulatory requirements.

DATE:

[illegible]



JOB HAZARD ANALYSIS
(NGSSIS Space Park)

Contractor Document Control ID:	
Revision Date:	Revision #:
Contract Company:	

Appendix A: Table of Hazards and Controls *(Used as a tool to trigger awareness to potential job hazards.)*

This Table presents a list of potential hazards and possible controls to assist contractors to manage hazards during the proposed work. The table does not include all possible hazards and only acts as a guideline. Its intent is to aid in the JHA thought process to determine the job hazards that may be present and identify controls to be implemented for consideration in Section 4.

 Pressurized Equipment	 Poor Lighting or Visibility	 Personnel	 Confined Space	 Simultaneous Operations	 Environment	 Ignition Sources
☐ Perform isolation – LO/TO, blind or block ☐ Depressurize, drain, purge, and vent ☐ Avoid auto-refrigeration when depressurizing ☐ Verify pressure is relieved ☐ Anticipate residual pressure or fluids ☐ _____	☐ Provide portable lighting with at least 10 foot candles in the work area ☐ Ensure lighting has appropriate guards and plugged to a GFCI to a temporary receptacle or in wet locations ☐ Wait or defer until visibility improves ☐ _____	☐ Review JHA with new workers ☐ Mentor, coach, or supervise ☐ Verify competencies, skills, and experience through certification or by employer ☐ Address any applicable personal limitations (e.g. restricted duty) ☐ Manage different languages ☐ _____	☐ Discuss confined space entry safe work practices prior to entry ☐ Personnel trained ☐ Completed permit and NGSSSD Authorization Tag posted ☐ Conduct continuous air monitoring and periodically record data ☐ Locate fuel-powered engines upwind and outside of the confined space ☐ Vertical openings protected from falls ☐ Provide attendant at all times at entry ☐ Verify rescue plan ☐ _____	☐ Use protective barriers and signs to segregate construction and user activities/traffic/parking restrictions ☐ Work accepted by NGSSSD from affecting NGSSSD personnel ☐ _____	☐ Implement controls for slippery surfaces ☐ High winds – defer work ☐ Heat – hydration, breaks ☐ Cold – PPE, heaters ☐ Lightning – defer work ☐ _____	☐ NGSSSD hot work permit in place ☐ Remove, isolate 35 feet, or contain combustible materials ☐ Provide 20 pound fire extinguisher or equivalent ☐ Provide a fire watch during and at least 60 minutes after hot work ☐ Post No-Smoking signs and smoke in designated area ☐ Conduct continuous testing in flammable use areas ☐ Bond and earth for static electricity dissipation ☐ Intrinsically safe equipment ☐ _____
 Hazardous Substance	 Potential Spills	 Hot or Cold Equipment	 High Noise	 Dropped Objects	 Rigging Equipment	 Work at Heights
☐ Personnel are familiar with the chemical hazards ☐ Work plan submitted to NGSSSD and third party monitor assigned for asbestos, lead and mold projects ☐ Implement the blood borne exposure control plan ☐ Implement dust control ☐ Implement ventilation control ☐ Exposure air monitoring ☐ MSDS readily available on site ☐ Personnel are familiar with and will implement controls (ventilation, PPE) ☐ Hazardous waste coordinated with NESH ☐ _____	☐ Drain equipment ☐ Spill containment equipment readily available ☐ Cover and secure waste containers, label and store at an approved location within secondary containment ☐ Restrain and isolate hoses when not in use ☐ _____	☐ Heat or cool equipment before work starts ☐ Install barriers ☐ Verify warning signs ☐ Wear thermal gloves ☐ _____	☐ Wear correct type of hearing protection ☐ Conduct noisy operations during NGSSSD off-hours ☐ Use tools with sound dampening controls ☐ Install curtains ☐ _____	☐ Use signs and barriers to restrict entry or access under work at elevation ☐ Use mechanical lifting equipment to raise tools to or from the work platform or use manually lift tools in a bucket ☐ Secure tools (tie-off) ☐ _____	☐ Inspect and document rigging equipment condition and certification ☐ Use a tag line ☐ Obtain approval for lifts over process equipment ☐ _____	☐ Address controls for working at heights and fall protection safe work practices ☐ Inspect portable ladders as well as ensure footing is stable and is secure prior to daily use ☐ Scaffold inspected prior to daily use ☐ Verify fall restraint or arrest equipment inspected by a competent person biannually ☐ _____

☐  Portable Electrical Tools/Equipment ☐ Inspect equipment guarding & cord condition ☐ Guards in place ☐ Protect electrical leads from impact or damage ☐ Use GFCI's outdoors or in wet locations ☐ Face shield and safety glasses worn when grinding or bead blasting ☐ Utilize grinders with dust collectors indoors ☐ Caution sign posted within 50 feet of use of a Powder Actuated Tool and employee has a valid operator's card. ☐ Powder actuated tool kept within a lockable container when not in use ☐ _____	☐  Manual Hand Tools ☐ Inspect equipment and tools ☐ Do not use modified tools ☐ Attach protective guards ☐ Use correct tools and equipment for the task ☐ Use a self-retracting knife ☐ Wear Kevlar gloves with handling sharp objects ☐ Protect sharp edges when tools are not in use ☐ _____	☐  Moving Objects or Equipment ☐ Confirm machinery guard integrity ☐ Provide protective barriers ☐ Observer to monitor proximity of people and equipment ☐ Shut down and LO/TO equipment ☐ _____	☐  Manual Handling ☐ Assess the manual handling task and path ☐ Limit load size to 50 pounds ☐ Use safe-lift technique-back straight, legs staggered ☐ Confirm stability of load ☐ Use a mechanical aids ☐ Use gloves designed for gripping ☐ _____	☐  Mobile Equipment ☐ Inspect and document equipment condition ☐ Wear harness and lanyards in boom lifts and in scissor lift if manufactured attachment ☐ Limit and monitor proximity to live equipment or cables ☐ Adequate distance from overhead hazards ☐ Adhere to road and site rules ☐ Use barricades direct vehicular and pedestrian traffic ☐ 3-point contact when entering/exiting equipment ☐ Crane lift plan completed accepted by NGSSSD ESH ☐ Fuel consuming equipment exhausted/ducted to the outdoors ☐ _____	☐  Vibrating Equipment ☐ Manage exposure times ☐ Assess affect of vibration on equipment ☐ Use low vibration equipment ☐ Wear anti-vibration gloves ☐ Implement noise controls ☐ _____	☐  Slips, Trips, and Falls ☐ Identify and shield uneven surface or projections ☐ Protect or elevate cables, cords, and tubing ☐ Wear shoes with adequate traction with heel when climbing a ladder ☐ Barricade or clean up spills immediately ☐ Barricade openings, uneven surfaces and holes ☐ _____
☐  Electrical Energy ☐ Restrict access to authorized personnel only ☐ De-energize equipment ☐ Observe safe work distances for live cables ☐ Work permit completed for energized work ☐ Use insulated gloves, tools, and mats ☐ _____	☐  Excavations ☐ Develop an excavation plan ☐ Facilities to complete Excavation Permit and accepted by ESHM ☐ NGSSSD Excavation protocol is available on site ☐ Contact Dig Alert ☐ Conduct 3 rd party subsurface survey ☐ Review underground blue prints & verify with facilities ☐ Locate underground pipes or cables by hand digging ☐ Competent person on site at all times and inspect excavation daily prior to entrance ☐ Excavation shored or sloped according to soil type ☐ De-energize underground services ☐ Implement confined space entry controls ☐ Barricade/Flag and post signs regarding open excavations ☐ _____	☐  Waste Clean Up and Disposal ☐ Personal trained in hazardous waste operations and emergency response (HAZWOPER) ☐ Health and safety plan prepared for potential contact to contaminated media ☐ Apply environmental management practices such as using absorbent socks at storm drains ☐ Follow NGSSSD waste management procedures ☐ Clean up equipment and materials at site ☐ Optimize task to minimize waste production ☐ _____	☐  Other Energy Sources ☐ Remove or block energy ☐ Eliminate heat generating processes ☐ Utility outage submitted and accepted by NGSSSD prior to conducting work affecting smoke alarms, sprinklers, electrical, natural gas, remediation equipment and water ☐ _____	☐  Emergency Response ☐ Keep egress route open ☐ Workers know the evacuation location and NGSSSD emergency phone numbers ☐ Shower and eye wash stations present and are accessible for chemicals potentially are corrosive or cause irreversible skin or eye injuries ☐ Contractors familiar with the rescue plan ☐ Emergency assistance route map is attached in Appendix B ☐ Keep emergency alarm, fire equipment, and shutdown locations unobstructed ☐ First aid kit available and personnel trained in first aid/CPR ☐ _____	☐  Hazard Awareness and Compliance ☐ Cal/OSHA Safety and Health Protection is posted on site ☐ Tail-gate topics applicable to the project and are frequently presented to the workers ☐ Implement our Injury Illness Prevention Program ☐ Implement our Hazard Communication Program ☐ _____	☐  Other Hazards ☐ _____ ☐ _____ ☐ _____

--	--	--	--	--	--	--

APPENDIX B
CLINIC ROUTE MAP