

**STANDARD PRACTICE INSTRUCTION****DATE:** \_\_\_\_\_**SUBJECT:** Personal Protective Equipment/Job Hazard Analysis Program**REGULATORY STANDARD:** 29 CFR §1910.132-138/CFR §1926.95.

**BASIS:** Injuries in the workplace often occur because employees are not adequately trained in the proper job procedure. Establishing proper job procedures is accomplished by conducting a job hazard analysis. Improving how work is performed reduces injuries, improves absenteeism rates promotes an increase in productivity. Job hazards pose a serious problem for exposed workers and their Employer. This standard practice instruction establishes uniform requirements to ensure that job hazards are evaluated, controls and procedures are implemented, and that the proper hazard information is transmitted to all affected workers.

**GENERAL:** This Company will ensure that jobs having a potential for employee injury within our facility(s) are evaluated and controlled. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying potential job hazards, work practices, training, and establishing appropriate procedures and personal protective equipment.

**RESPONSIBILITY:** The Company Safety Officer \_\_\_\_\_ is responsible for the administration of this program and has full authority to make necessary decisions to ensure success of the program. All employee's are responsible for safety at all times. The Safety Officer will oversee development of detailed written instructions covering each of the basic elements in this program. This Company has expressly authorized this person to halt any Company operation where there is danger of serious personal injury.

**Contents of Personal Protective Equipment Program**

1. **Written Program.**
2. **General Requirements.**
3. **OSHA Standard Applicability.**
4. **Selection of Jobs for Hazard Analysis.**
5. **Pre-Survey for Job Hazard Analysis.**
6. **Job Hazard Analysis.**
7. **Training and Education.**
8. **Personal Protective Equipment Selection.**
9. **Tool Selection, Evaluation and Condition.**
10. **Hazard Prevention and Control.**
11. **Employee Notification.**

## **ABC Corporation Personal Protective Equipment Program**

**1. Written Program.** The Company will review and evaluate this standard practice instruction on an annual basis, or when changes occur that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Effective implementation requires a written program for job safety that is endorsed and advocated by the highest level of management within this Company and that outlines our goals and plans. This written program will be communicated to all personnel. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

**2. General Requirements.** Once trained, first line supervisors will be responsible for job hazard analysis. The supervisor controls the work environment. The Company will establish personal protective equipment (PPE) requirements, job hazard analysis procedures, and improve operational procedures through the use of this document. Preventing workplace injuries in our Company is the principle purpose of job hazard analysis. This document will provide a basis for studying and recording each step of a job, identifying existing or potential job hazards (both safety and health), determining PPE requirements and establishing the best way to perform the job to reduce or eliminate these hazards.

**3. OSHA Standard Applicability.** Specific standards issued by OSHA will be consulted as part of the overall job hazard analysis. When OSHA standards apply to a specific job, these standards will be incorporated into the hazard analysis to ensure that the requirements of the standard and hazard analysis are combined to create as optimally safe job conditions as is possible.

**4. Selection of Jobs for Hazard Analysis.** This Company will identify through the use of medical management records, injury statistics, and screening surveys, jobs that place employees at risk. After this analysis has been completed, a job hazard analysis for each job so identified will be conducted. Job hazard analyses will be routinely performed by a qualified person(s) for jobs that put workers at risk. This analysis will identify risk factors at jobs, establish a system to measure if risk factors have been reduced or eliminated to the maximum extent feasible, and recommend PPE.

4.1 The Safety Officer is responsible to perform job hazard analysis and PPE surveys for this Company when individual supervisors do not have a sufficient level of training. Supervisors will conduct the training once trained.

4.2 High risk jobs. Once the hazard analysis has been completed this Company will compile a list of high risk jobs. Jobs will be analyzed to determine the following:

4.2.1 Procedural hazards of each job.

4.2.2 Physical hazards of each job.

4.2.3 Environmental hazards of each job.

**High Risk Job Listing**

Department	Task/Job	Date Evaluated
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Pre-Survey for Job Hazard Analysis.** Prior to beginning a job hazard analysis the following pre-survey will be conducted to evaluate the general conditions under which the job is performed.

- 5.1 Are there tripping hazards in the job vicinity?
- 5.2 Is the lighting adequate for work conditions?
- 5.3 Are there explosive hazards associated with the job?
- 5.4 Are there electrical hazards associated with the job?
- 5.5 Are tools associated with the job in good condition?
- 5.6 Is the noise level excessive (below 85db TWA)?
- 5.7 Is communication hampered because of excessive noise?
- 5.8 Is the vibration level excessive, leading to numbness?
- 5.9 Is fire protection equipment readily available?
- 5.10 Have employees received fire training?
- 5.11 Are emergency exits properly marked and accessible?
- 5.12 Are employees wearing proper protective equipment?
- 5.13 Are trucks/motorized vehicles properly equipped?
- 5.14 Have employees received training in the use of trucks?

5.38 \_\_\_\_\_

5.39 Lifting Hazards. Work stations having tasks requiring manual materials handling will have the maximum weight-lifting values calculated. (The NIOSH *Work Practices Guide for Manual Lifting*, 1981 (or most recent edition), should be used for basic calculations. Note that this guide does not address lifting that involves twisting or turning motions.)

**6. Job Hazard Analysis.** Once trained, supervisors will be responsible for job hazard analysis. Once the pre-survey has been conducted this information will be used to reduce general hazards in the work area. After the general hazards in the work area have been reduced to the lowest appropriate level. The following procedures for job hazard analysis will be followed:

6.1 Supervisor involvement. The procedure will be discussed with the employee's supervisor to explain its purpose. Ensure the supervisor understands that the job is being analyzed, not the employee's job performance. This will also serve as training for the supervisor. First line supervisors will be versed in the procedures used for job hazard analysis. Once trained, supervisors will be required to conduct future job hazard analyses for this Company.

6.2 Employee involvement. Discuss the procedure with the employee performing the job to explain its purpose. Ensure the employee understands that the job is being analyzed, not the employee's job performance. Their input to procedural changes is critical.

6.3 Hazard analysis. Record the steps required to accomplish the job on the job hazard task analysis form. If the job is complex, it should be broken down into detailed segments. Each step will be reviewed in the order of occurrence as the employee is observed performing the job. Each segment will be reviewed in proper sequence.

## **END OF SAMPLE**

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