### 

Job Hazard Assessment SOP

for Personal Protective Equipment

**This model form/template must be customized to meet your Agency’s needs.**

Job Hazard Assessment SOP

for Personal Protective Equipment

The Job Hazard Analysis (JHA) approach to doing a hazard assessment for PPE is a more comprehensive method and may be useful with many hazards and/or complex safety issues. It also helps you assign a *Risk Priority Code* to the hazard to determine the course of actions you need to take to control the hazard.

Follow the instructions as you conduct your hazard assessment and fill in the hazard assessment form. You can make copies of the form or customize it to fit the needs of your workplace.

This tool can also serve as written certification that you have done a hazard assessment as required by [CCR 3380 Personal Protective Equipment](https://www.dir.ca.gov/title8/3380.html).

Document your hazard assessment for PPE. Make sure that the blank fields at the bottom of the form (indicated by \*) are filled out.

\*Name of your workplace

\*Address of the workplace where you are doing the hazard assessment

\*Name of the person certifying that a workplace hazard assessment was done

\*Date the hazard assessment was done

##### Instructions

**1.** **Conduct a walk-through survey of your workplace.** For each job/task step, note the presence of any of the following hazard types (see table below), their sources, and the body parts at risk. Fill out the left side of the hazard assessment form. Gather all the information you can.

* Look at all steps of a job and ask the employee if there are any variations in the job that are infrequently done, and that you might have missed during your observation.
* For purposes of the assessment, assume that no PPE is being worn by the affected employees even though they may be wearing what they need to do the job safely.
* Note all observed hazards. *This list does not cover all possible hazards that employees may face or for which personal protective equipment may be required.* Noisy environments or those which may require respirators must be evaluated with appropriate test equipment to quantify the exposure level when overexposure is suspected.

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| **Hazard Type** | **General Description of Hazard Type** |
| Impact | Person can strike an object or be struck by a moving or flying or falling object. |
| Penetration | Person can strike, be struck by, or fall upon an object or tool that would break the skin. |
| Crush or pinch | An object(s) or machine may crush or pinch a body or body part. |
| Harmful Dust | The presence of dust may cause irritation or breathing or vision difficulty. May also have ignition potential. |
| Chemical | Exposure from spills, splashing, or other contact with chemical substances or harmful dusts that could cause illness, irritation, burns, asphyxiation, breathing or vision difficulty, or other toxic health effects. May also have ignition potential. |
| Heat | Exposure to radiant heat sources, splashes or spills of hot material, or work in hot environments. |
| Light (optical) Radiation | Exposure to strong light sources, glare, or intense light exposure which is a byproduct of a process. |
| Electrical Contact | Exposure to contact with or proximity to live or potentially live electrical objects. |
| Ergonomic hazards | Repetitive movements, awkward postures, vibration, heavy lifting, etc. |
| Environmental hazards | Conditions in the workplace that could cause discomfort or negative health effects. |

**2.** **Analyze the hazard.** For each job task with a hazard source identified, use the Job Hazard Analysis Matrix table and discuss the hazard with the affected employee and supervisor. Fill out the right side of the hazard assessment form:

* Rate the **SEVERITY** of injury that would *reasonably* be expected to result from exposure to the hazard.
* Rate the **PROBABILITY** of an accident actually happening.
* Assign a **RISK CODE** based on the intersection of the **SEVERITY** and **PROBABILITY** ratings on the matrix.

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| **Job Hazard Analysis Matrix** | | | | | | |
| **Severity of Injury** | | **Probability of an Accident Occurring** | | | | |
| Level | Description | A  Frequent | B  Several Times | C  Occasional | D  Possible | E  Extremely Improbable |
| I | Fatal or Permanent Disability | 1 | 1 | 1 | 2 | 3 |
| II | Severe Illness or Injury | 1 | 1 | 2 | 2 | 3 |
| III | Minor Injury or Illness | 2 | 2 | 2-3 | 3 | 3 |
| IV | No Injury or Illness | 3 | 3 | 3 | 3 | 3 |

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| --- | --- | --- |
| **Risk Priority** | | |
| **Code** | **Risk Level** | **Action Required** |
| 1 | **High** | Work activities must be suspended immediately until the hazard can be eliminated or controlled or reduced to a lower level. |
| 2 | **Medium** | Job hazards are unacceptable and must be controlled by engineering, administrative, or personal protective equipment methods as soon as possible. |
| 3 | **Low** | No real or significant hazard exists. Controls are not required but may increase the comfort level of employees. |

**3. Take action on the assessment.** Depending on the assigned Risk Level/Code (or Risk priority), take the corresponding action according to the table above:

* If Risk priority is LOW (3) for a task step 🡪 requires no further action.

***Note:*** *If you assign a risk code of 3, be sure that there isn’t a Cal/OSHA standard that requires specific protection be provided.*

* If Risk priority is MEDIUM (2) 🡪 select and implement appropriate controls.
* If Risk priority is HIGH (1) 🡪 immediately stop the task step until appropriate controls can be implemented.

*A high-risk priority means that there is a reasonable to high probability that an employee will be killed or permanently disabled doing this task step and/or a high probability that the employee will suffer severe illness or injury!*

**4. Select PPE**

* Try to reduce employee exposure to the hazard by first implementing engineering, work practice, and/or administrative controls. If PPE is supplied, it must be appropriately matched to the hazard to provide effective protection, durability, and proper fit to the worker. Note the control method to be implemented in the far right column.

**5. Certify the hazard assessment**

* Certify on the hazard assessment form that you have done the hazard assessment and implemented the needed controls.
* Incorporate any new PPE requirements that you have developed into your written accident prevention program.

**Job Hazard Assessment for Personal Protective Equipment (PPE)**

Job/Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Job/Task Step** | **Hazard Type** | **Hazard Source** | **Body Parts At Risk** | Severity | Probability | Risk Code | **Control Method1** |
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(1) Note: Engineering, work practice, and/or administrative hazard controls such as guarding must be used, if feasible, before requiring employees to use personal protective equipment.

Certification of Assessment

**\*Name of work place**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\*Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Assessment Conducted by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\*Date(s) of Assessment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Implementation of Controls Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_