



**Berry Bros. General Contractors, Inc.
Corporate Policy Procedure**

**(HSE) Health, Safety & Environmental
Policies and Procedures Manual**

Section # 45

Doc # SWP - 45

Revision: 6

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Approver: Joe Berry

JOB SAFETY ENVIRONMENTAL ANALYSIS POLICY (J.S.E.A.)

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SUBPART A - PURPOSE

The purpose of the Job Safety Environmental Analysis (JSEA) is to identify hazards and environmental concerns associated with a specific job and to develop solutions that will allow the job to be performed safely. A properly completed and implemented JSEA will not only improve safety, and prevent harm to our environment, but it will improve productivity as well. Informed employees work safer and are more efficient, and feel more like part of the "TEAM".

As per CFR 1910.132 (d)(2) this document; the JSEA, will also serve as a written PPE Hazard Assessment.

SUBPART B - RESPONSIBILITY

The site supervisor along with the employees will fill out the initial JSEA before the job begins. Everyone (employees, contractors, sub-contractors, clients, etc.) is expected to be involved in examining the job site and view it for possible hazards both for the safety of the individuals and potential damage to the environment. Everyone is expected to be involved so as to be informed of the hazards and processes for the job task at hand.

A different person each day or before each task may be assigned the responsibility of inspecting the job site for any potential hazards and then discuss the findings as a team to come up with any corrective action necessary to do the job safely.

A JSEA will be used daily for routine and non-routine activities as well as new processes, new products, or services. Once the JSEA is completed it must be



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reviewed again to avoid creating new hazards derived from the corrective measures.

A completed copy of the JSEA will be kept on file at the work site for employees and Clients to review. The original will be turned in to the HS&E Department at the end of the job and filed.

SUBPART C - COMPLETING THE JSEA

The JSEA is simply a procedure used to review job methods and uncover hazards that may exist at the job site. It is the first step in hazard identification to protect our employees and keep them from harms way.

Once the hazards are exposed, the proper solutions can be developed. Solutions may include physical changes that eliminate or control the hazard, such as placing safeguards over exposed moving machine parts. Other controls may be job procedures that eliminate or minimize the hazard(s) while others may be the addition of PPE.

Most of the information needed for a JSEA, such as environmental conditions, physical requirements and required personal protective equipment is very easy to determine. The more difficult part is listing the actual steps necessary for an effective JSEA. A JSEA is not difficult to prepare and, it remains one of the most significant documents relative to our safety that we will encounter. Berry Bros. provides its employees with such a document and with the proper training for the understanding and completion of this form.

All morning JSEA meetings should end with a discussion between adjacent crew supervisors doing different work activities to ensure that all crew members are aware of the potential hazards and controls (such as energy sources, hazardous atmospheres, working at heights, confined spaces etc.).

SUBPART D - "WHAT TO DO & HOW TO DO IT" THE KEY POINTS:

The "what to do" section is nothing more than the steps in the sequence of a particular job.



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The “how to do it” section is nothing more than the steps in how to operate or complete the particular job.

The next major portion of the JSEA is to identify the hazards in each of the “How to Do It” section and come up with the various safety procedures and PPE needed to complete the job safely.

SUBPART E - BASIC PARTS of a JSEA

Some of the basic parts to be completed include a description of the actual job, the date the analysis was performed, the name and title of the person filling the form out, the supervisor's name, what type of PPE will be required for this job and who approved the JSEA of the actual job site.

For our purpose the form has four basic sections:

- Basic Job Steps

What goes in this area is a breakdown of each specific steps of the job, such as what is done first, what is done second and so on. It is always a good idea to have the supervisor go through each step, one at a time, from the very beginning, so sufficient information can be applied to each step of the project.

- Potential Hazard with each job step.

The JSEA should indicate the severity and rank of potential hazards. For each specific step in the job, ask yourself what potential accidents can occur during each step. Some of the potential hazards may include electrical, mechanical, heat, cold, welding sparks, fumes, dusts, mists, chemicals, burns and so on.

- Recommended safety precaution for each step identified as a potential hazard.

Last, but not least, is the recommended Safe Job Procedure. This means listing the necessary steps to take to reduce potential hazards and injuries. Take some time to discuss the project with experienced operators of a particular piece of equipment or process as they often have a vast amount of experience or safety tips that could be quite valuable in analyzing potential hazards and how to effectively reduce any un-necessary risks.



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Safe Job Procedures could include machine guarding, safe lifting practices, PPE, energy isolation, chemical safety and literally thousands of other safety procedures.

Each piece of equipment, machine or process has its own unique, potential safety hazards and safety features and safeguards. That's what JSEA is all about. Finding out what the hazards are and then taking the steps to eliminate or reduce them. Avoid the use of terminology such as, "be careful." It is better to use words like "take caution" or "be alert." Use specific procedures and spell out exactly what it is that you want the individual to do, how you want that person to work and act and what specific steps must be followed in the process to accomplish it safely. Individual assignments carry the responsibility of completing a job function in the safest possible manner.

- Responsible party.

The JSEA gives individuals training in safe, efficient procedures. It increases safety awareness; it improves job training, especially for new employees and overall improves productivity. It's worth the time and effort we spend in analyzing each specific job. It is part of the "Safety Culture" which is the goal of Berry Bros. General Contractors, Inc.

SUBPART F - TRAINING

All supervisors and foremen will be trained on the proper use and implementation of the JSEA upon hire or upon being promoted to a position of responsibility. Periodically the HS&E Department will conduct site audits and evaluate the JSEA's for completeness. If at that time it is determined that the supervisor or foreman needs more training, the HS&E representative will hold a documented refresher class with the individual(s).

In addition, employees will be trained in hazard identification and the use and care of the proper PPE to be used to reduce or minimize the exposure to hazards that may cause illness or injury.



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Revision Date: 2-18-09 / 09-02-09
01-28-10, 11/17/16, 4/21/16, 7/28/17

Approved By: Joe Berry & Safety Committee

Attachment: JSEA Form



Berry Bros. General Contractors, Inc.



JOB SAFETY ENVIRONMENTAL ANALYSIS WORKSHEET

DATE: _____ TIME: _____ LOCATION: _____ Copy ___ of ___

SUPERVISOR: _____ JOB DESCRIPTION: _____

REVIEWED BY: _____ APPROVED BY: _____

REQUIRED PERMITS: ___ HOT WORK ___ CONFINED SPACE ___ EXCAVATION ___ LO/TO ___ SAFE WORK PERMIT ___ OTHER

SEQUENCE OF JOB STEPS INCLUDING ANY ENVIRONMENTAL ISSUES	IDENTIFY POTENTIAL HAZARDS & ENVIRONMENTAL CONCERNS (WHAT COULD GO WRONG?)	ACTION NEEDED TO REDUCE EXPOSURE / RISK (HOW CAN HARM BE PREVENTED?)	RISK LEVEL #

As per CFR 1910.132 this document also serves as a written PPE Hazard Assessment in accordance with CFR1910.132(d)(2).



Berry Bros. General Contractors, Inc.



PPE HAZARD ASSESSMENT

PPE Required During This JSEA

<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Face Shield / Goggles
<input type="checkbox"/> Safety Shoes / Boots	Hearing Protection: <input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Fall Protection <input type="checkbox"/> Fall Restraint
<input type="checkbox"/> Chemical Suit <input type="checkbox"/> Rubber Apron	<input type="checkbox"/> Life Vest <input type="checkbox"/> Work Vest	<input type="checkbox"/> FRC's
Respirator Type: _____ <input type="checkbox"/> SCBA <input type="checkbox"/> Dust Mask	Gloves: <input type="checkbox"/> Cotton <input type="checkbox"/> Leather <input type="checkbox"/> Impact Protection <input type="checkbox"/> Chemical <input type="checkbox"/> Other	Other PPE (Specify)

HAZARD CATEGORIES

<input type="checkbox"/> Pressure	<input type="checkbox"/> Gravity	<input type="checkbox"/> Sound	<input type="checkbox"/> Electrical
<input type="checkbox"/> Motion	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Radiation	<input type="checkbox"/> Temperature
<input type="checkbox"/> Biological	<input type="checkbox"/> Chemical		

RISK LEVEL

1 Low	2 Medium	3 High	4 Extreme
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EMPLOYEES
