



**Open Range**  
S O F T W A R E

## **CTS User Manual**

# **Job Hazard Analysis (JHA)**

Last Edited: 18 July 2023

## Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Chapter 1 – Creation Phase.....</b>	<b>4</b>
Create JHA .....	4
Scope and Work Description .....	7
<b>Chapter 2 – Initial Review.....</b>	<b>10</b>
Work Package .....	10
Checklist Questions .....	11
Sub-Tier Questions .....	11
Step Hazard Control .....	13
Contacts and Approvals .....	19
Chemical Products .....	21
Call For Initial Review .....	23
Buttons Based on Phase and Role.....	23
<b>Chapter 3 – Frozen Phase .....</b>	<b>26</b>
Freeze Entry For Final Consensus.....	26
<b>Chapter 4 – Consensus Phase.....</b>	<b>27</b>
Approval and Feedback Log.....	27
Print JHA Report .....	30
Enter Approval Or Create A Redline .....	32
Enter General Comment or Note.....	33
Enter Green Idea For This Work .....	33
<b>Chapter 5 – Final Review &amp; Submit .....</b>	<b>35</b>
Owner Submits .....	35
<b>Chapter 6 – Reapproval .....</b>	<b>37</b>
<b>Chapter 7 – Redline.....</b>	<b>38</b>
Approval and Feedback Log .....	38
<b>Chapter 8 – CTS587: JHA Simple Search .....</b>	<b>39</b>
<b>Chapter 9 – CTS588: SME Contacts List .....</b>	<b>42</b>
Create New SME Contact .....	42
Edit Existing SME Contact.....	43

# Introduction

The CTS Job Hazard Analysis (JHA) program provides a “smart” system for identifying job hazards and controls, using a graded approach of implementing standard controls where appropriate and custom controls where needed. The JHA system is used to create a ‘work-safe’ job plan that clearly presents the job scope, associated workplace hazards, and controls.

There are several phases related to creating and maintaining a JHA. This document will discuss each of the JHA phases, demonstrating how to successfully complete each phase.

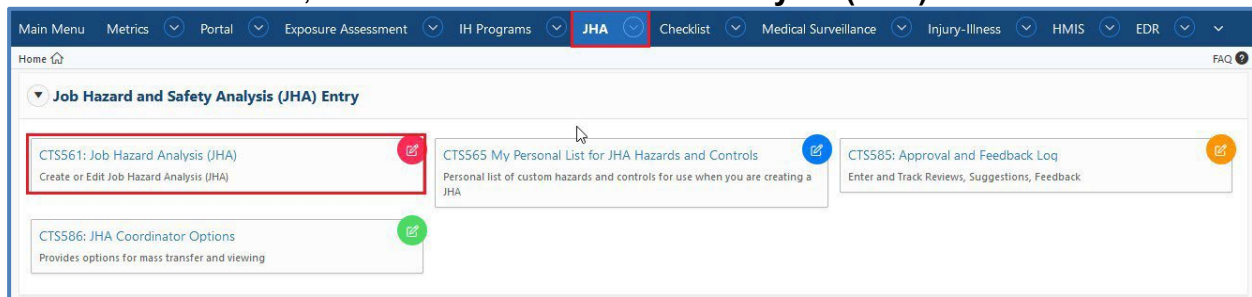
PHASE	RESPONSIBLE	DESCRIPTION
<b>Creation</b>	Owner	Initial creation based on work need. Owner completes as much as possible, then notifies team to review.
<b>Initial Review</b>	Team	Review team freely edits the JHA and informs the owner they have completed their initial review
<b>Frozen</b>	Owner	When team members have completed their review, the owner freezes the JHA which notifies the team to give their final approval.
<b>Consensus</b>	Team	changes after the JHA is frozen must be resolved through the Approval and Feedback Log.
<b>Final Approval</b>	Owner	When team approvals are complete, the owner submits the JHA as final.
<b>Redline</b>	Owner	Any changes made after final approval must go through the review and approval log.
<b>Reapproval</b>	Team	Reapproval requires a reset and reapproval of the team. Team members may be changed at this time.

# Chapter 1 – Creation Phase

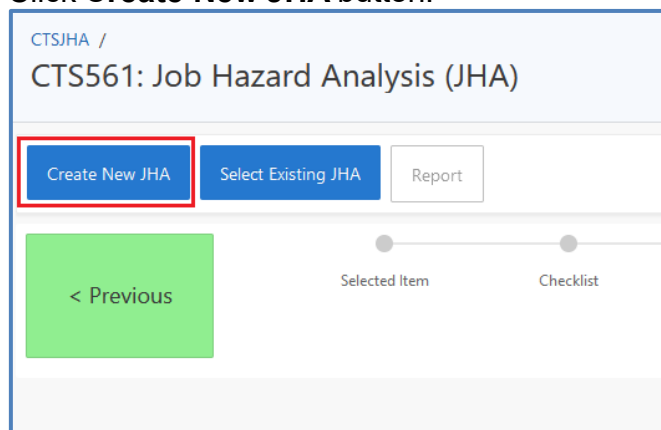
The *Creation Phase* begins with the owner starting the review **CTS561** and creates the JHA. Then the user is required to break the scope into detailed steps, hazards, and controls.

## Create JHA

To create a new HIW, click **CTS561: Job Hazard Analysis (JHA)**.

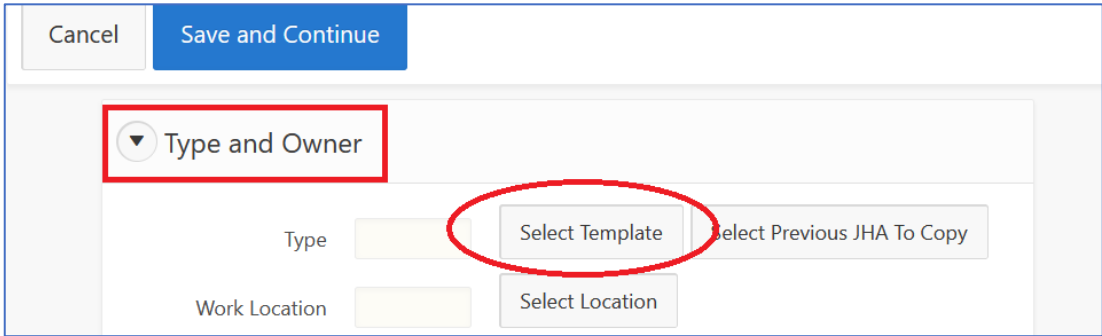


Click **Create New JHA** button.

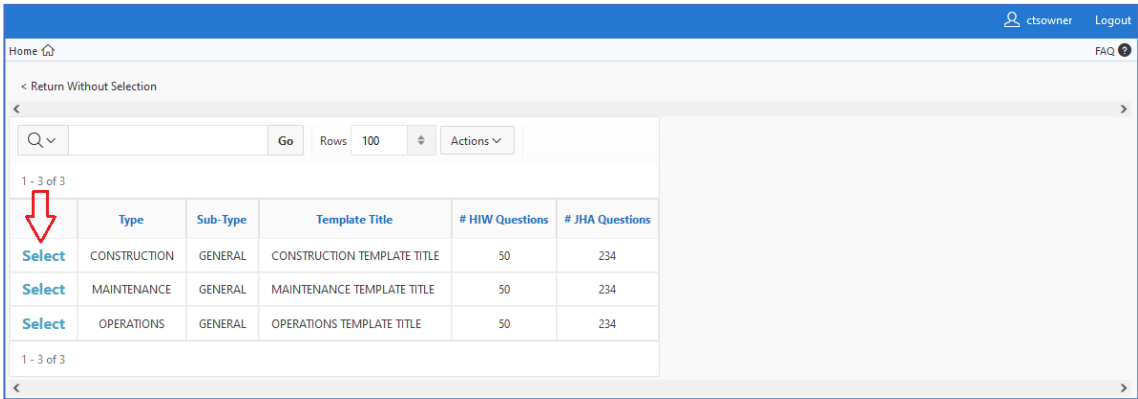


Under *Type and Owner* submenu, click **Select Template** button.

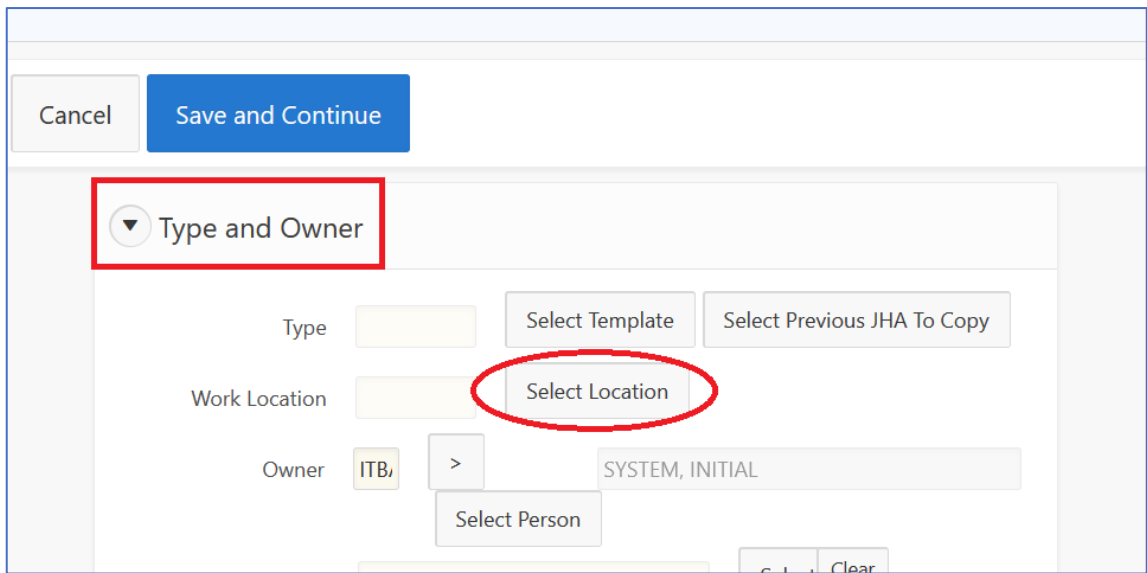
This establishes a checklist refined to an organization or the type of work.



Click blue **Select** text to select a template.



Once system returns with selected template, click **Select Location** button.



Click blue **Select** text to select location.

1 - 17 of 17

	Location ↑≡	Loc-2	Loc-3	Location Name	Location Category	Code	Site	Company
<b>Select</b>	AREA 1	-	-	-	OFFICE AREA	F000004	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	-	-	OFFICE AREA	F000003	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	ROOM 1	-	OFFICE AREA	F000002	SITE	COMPANY
<b>Select</b>	AREA 1	BUILDING 1	ROOM 2	-	OFFICE AREA	F000005	SITE	COMPANY

Once system returns with selected location, verify the owner and default organization.

The **owner** is the key role for the final approval and on-going feedback, redline and reapproval of an JHA.

If an owner leaves the company or is otherwise no longer responsible for the JHA, the JHA should be transferred to another owner unless it is no longer needed. Once the end date is passed the JHA status will be set to *expired*.

Type and Owner

Type: CONSTRUCTION [Select Template] [Select Previous JHA To Copy]

GENERAL

Work Title: BUILDING A BIRDHOUSE

Work Location: AREA 1 [Select Location]

BUILDING 1

Owner: WKRBADGE > [Select Person] WORKER, WILLIAM

Organization: OPL1 OPL1 [Select Org] [Clear]

After you verify the owner and the Organization assigned the JHA, review and answer the *Scope and Work Description* submenu.

## Scope and Work Description

Properly defining your scope of work is required to ensure you identify all hazards and can effectively implement controls.

▼ Scope and Work Description

What are you going to do? What task(s) are being accomplished?  
This project is focused on building a small outdoor birdhouse for the employee pavilion area.  
93 of 4000

What work control documents are being used? (i.e. procedure and title, work package, checklists, etc.)  
Printed instructions and house plans will be available for reference.  
69 of 4000

How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?  
Supplies needed include cedar wood, hand saw, nails, hammer, wood glue, and wood stain.  
87 of 4000

Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?  
Mr. Worker will oversee the project and will enlist another team member to assist if needed.  
92 of 4000

What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)  
This project should be completed within Mr. Worker's regular shift and requires no special permit.  
98 of 4000

Scopes will vary based on every job, but care should be taken to write it well answering all the scope boxes you can in detail. Having an effective scope will ensure your team has the information they need to help you identify relevant hazards and to implement controls. Scope questions are:

- What are you going to do? What task(s) are being accomplished?
- What work control documents are being used? (i.e., procedure and title, work package, checklists, etc.)
- How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?
- Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?
- What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)

Below are a few examples of scope for the default templates of Maintenance, Construction and Operations

<b>Maintenance Example</b> TITLE - REPAIR SURFACE CLEANING WIDGET AT WIDGET SHOP	
What are you going to do? What task(s) are being accomplished?	Troubleshoot and repair the cleaning widget instrument at the widget shop. Review will include, but not be limited to the O-rings, power supply, valves, and associated components. The equipment is 120-volt cord and plug.
What work control documents are being used? (i.e., procedure and title, work package, checklists, etc.)	All hazards having standard controls other than lock-out tag-out. Therefore, a JHA is being performed. See work package for hard copy.
How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?	Work will be performed using standard hand tools and a battery-operated drill and screwdriver.
Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?	Electrician, Pipefitter and Outside Machinist
What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)	This JHA applies to only work performed on the cleaning widget instrument in the widget shop.

<b>Construction Example</b> TITLE – STAGING AREA FUEL TANK DEMOLITION	
What are you going to do? What task(s) are being accomplished?	Provide labor and materials and equipment to perform demolition on the staging area fuel tank. Work will include multiple activities: such as electrical isolation, sandblasting, use of chemical products and normal construction hazards.
What work control documents are being used? (i.e., procedure and title, work package, checklists, etc.)	Contractor handbook and daily pre-job briefings will be performed to cover the tasks for the day and to review the JHA. Feedback will be gathered from workers to determine if anything new is being encountered.
How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?	Small hand tools (powered and manual). Some sandblasting equipment will be in use during initial preparation phase.
Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?	Construction workers and staff assigned to the project.
What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)	This work is limited to the boundaries of purchase order 1055A which is limited to the west end fuel tank at the west end.



<b>Operations Example</b>	
TITLE - CLEANING OF LIQUID(S), SLUDGE, AND/OR SOLID(S) FROM WIDGE MACHINE	
What are you going to do? What task(s) are being accomplished?	Clean-up of liquid(s), sludge, and/or solid(s) by chemical operators using various tools and equipment in the widget shop. This task is normally done about once a week but can occur more frequently if work schedule requires overtime.
What work control documents are being used? (i.e., procedure and title, work package, checklists, etc.)	The widget operation procedure lists each step. This JHA extends the information in the procedure which focuses on steps to a successful product, and not always on the hazards that may be created. The JHA is reviewed with workers routinely to ensure they keep aware hazards for all steps.
How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?	Using standard hand tools, vacuums, pumps, and brushes. Gather materials and clean areas.
Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?	Chemical Operators
What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)	The procedure lists the steps, but each week there is a review to determine if any boundary conditions have changed related to new product developments.

Use pulldown menus to select *Site* and *Company*.

The screenshot shows a web form with a header 'Site and Company' and a dropdown arrow. Below the header, there are two pulldown menus: 'Site' with the value 'SITE2 (SITE2)' and 'Company' with the value 'COMPANY (COMPANY)'. Both menus have a small downward arrow on the right side.

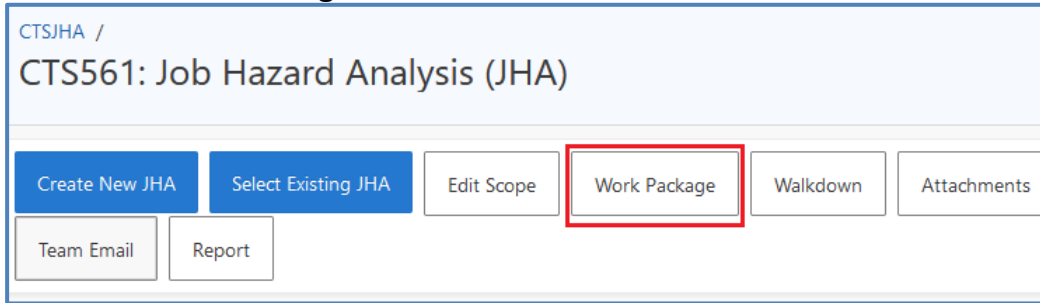
Click **Save and Continue** button.

The screenshot shows a web page with a breadcrumb trail 'CTSJHA / CTS561: Job Hazard Analysis (JHA) / CTS561 - Add New JHA'. At the bottom of the page, there are two buttons: 'Cancel' and 'Save and Continue'. The 'Save and Continue' button is highlighted with a red rectangular border.

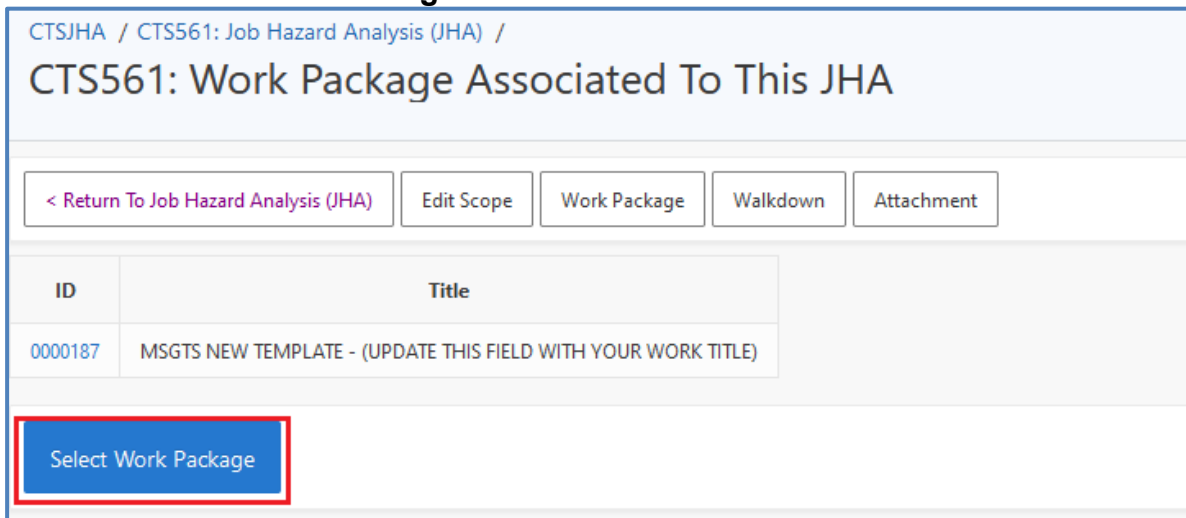
# Chapter 2 – Initial Review

## Work Package

Click the **Work Package** button.

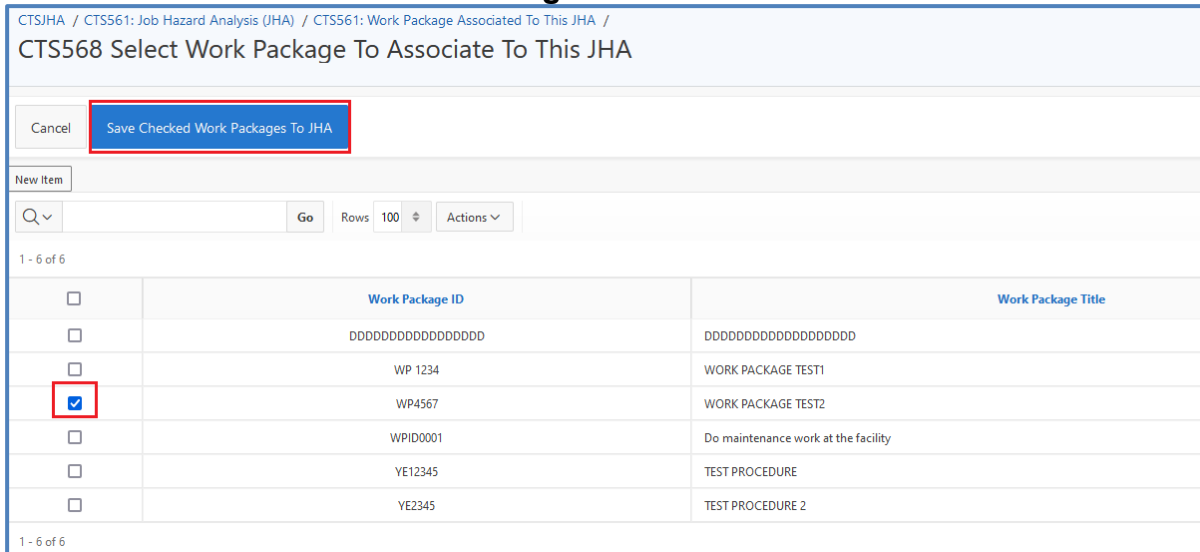


Click the **Select Work Package** button.



Click checkbox to select a *work package*.

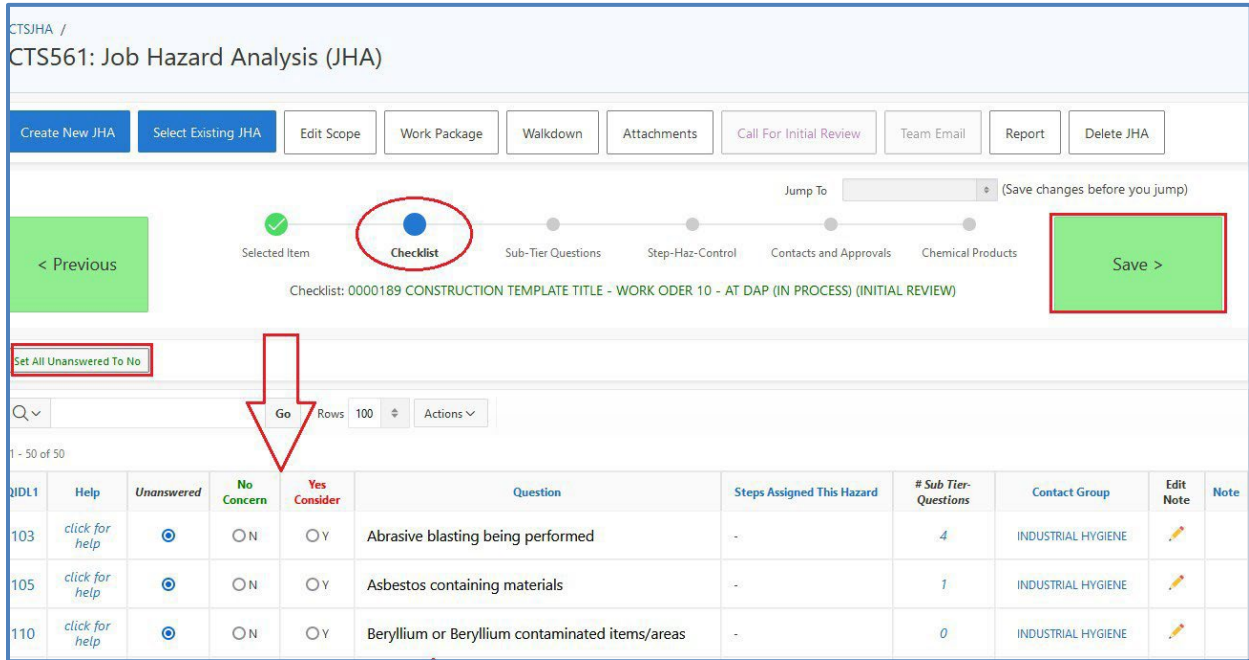
Click the **Save Checked Work Packages To JHA** button.



Click the *CTS561: Job Hazard Analysis (JHA)* / breadcrumb to return to the JHA.

### Checklist Questions

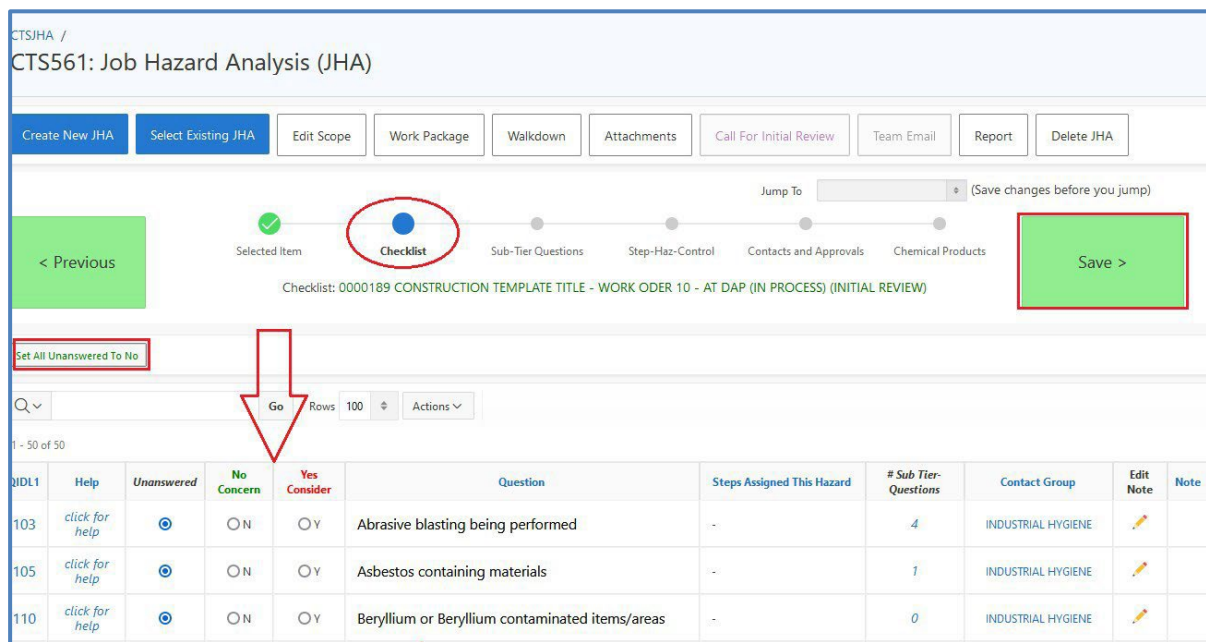
Once **Checklist** section appears, answer “Yes” to any questions that are applicable. Click **Set All Unanswered to No** button. Click the **Click To Submit Yes/No Answers** button.



Click **Save** button to continue to *Sub-Tier Questions* screen.

### Sub-Tier Questions

On the *Sub-Tier* screen, questions will be presented for any JHA question answered yes with sub-tier items. All sub-tier items need to be answered before proceeding to *Step Hazard Controls* screen.



When you have answered sub-tier questions with a yes, you can click **Set All Unanswered Questions Below To No** button to continue. Alternatively, you can check sub-tier questions Yes or No and click the **Click to Submit Yes/No Answers** button.

After completing *Sub-Tier Questions*, click **Save** button to proceed to *Step-Haz-Control* screen.

Sub-Tier Questions Complete

125 Chemicals or chemical products - [Completed]

Q Search  Go Rows 100 Actions

1 - 7 of 7

QID	QIDL2	QIDL3	Help	Answer	Question Level 1	Question Level 2	Question Level 3	Steps Assigned This Hazard	Contact Group	Note
125	003	000	<a href="#">click for help</a>	No	Chemicals or chemical products	Chemicals that are unstable (reactive) or water-reactive in nature		-	INDUSTRIAL HYGIENE	

## Step Hazard Control

*Step-Haz-Control* screen contains buttons that allow an owner and/or team members to Add JHA Step(s), Edit Step Detail, Assign Hazards And Controls, Edit Controls, or Delete Steps.

When a text box is highlighted, there is missing information. The question mark inside a red box is a direct link to a screen to add required data.

The screenshot displays the 'Step-Haz-Control' interface. At the top, there are navigation buttons: 'Create New JHA', 'Select Existing JHA', 'Edit Scope', 'Work Package', 'Walkdown', 'Attachments', 'Call For Initial Review', 'Team Email', 'Report', and 'Delete JHA'. Below these is a progress bar with steps: 'Selected Item', 'Checklist', 'Sub-Tier Questions', 'Step-Haz-Control' (highlighted with a red circle), 'Contacts and Approvals', and 'Chemical Products'. A 'Jump To' dropdown and '(Save changes before you jump)' text are also present. A green '< Previous' button is on the left, and a green 'Save >' button is on the right. Below the progress bar, a summary row shows: 'Questions Marked Yes' (2), 'Custom Hazard Entries' (2), 'Total Hazards For JHA' (4), 'Hazards Assigned a Step' (3), 'Unassigned Hazards' (1, highlighted in yellow with a red box and a question mark icon), 'Hazards w/Controls' (3), and 'Hazards w/o Controls' (0). Below this is another set of buttons: 'Add JHA Step', 'Edit Step Detail', 'Assign Hazards And Controls', 'Edit Controls (Full Screen)', and 'Delete Checked Steps'. At the bottom is a table with columns: 'Edit Step', 'Step', 'Step Title', 'Description', 'Assign Hazards And Controls', '# Hazards In Step', and '# Controls For Step Hazards'. The table contains two rows of data.

	<input type="checkbox"/>	Edit Step	Step	Step Title	Description	Assign Hazards And Controls	# Hazards In Step	# Controls For Step Hazards
<input checked="" type="radio"/>	<input type="checkbox"/>		000	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS		2	4
<input type="radio"/>	<input type="checkbox"/>		001	WHEN KNEELING DOWN	WHEN KNEELING DOWN		1	1

For example, clicking the question box here navigates to *Unassigned Hazards* screen.

- Click a radio button to select an unassigned hazard.
- Click a checkbox to select a step.
- Click the **ASSIGN NOW – (check steps below and click this button to assign hazard to each checked step)** button.
- Click the [< Return to JHA Page](#) button.

CTSJHA / CTS561: Job Hazard Analysis (JHA) / CTS561: Unassigned Hazards

[< Return to JHA Page](#)

*UNASSIGNED Hazards You MUST ASSIGN To A Step (list of hazards based on checklist questions answered Yes)*

1 - 1 of 1

	QID1	QID2	QID3	Hazard
<input checked="" type="radio"/>	285	000	000	Vibrating tools or other equipment

1 - 1 of 1

**ASSIGN NOW - (check steps below and click this button to assign hazard to each checked step)**

*Check Steps And Click The ASSIGN NOW Button*

<input type="checkbox"/>	Step	Step Title	Description	Hazards Currently Assigned To Step
<input checked="" type="checkbox"/>	000	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS	bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb (custom) cccccccccccccccccccc (custom)
<input type="checkbox"/>	001	WHEN KNEELING DOWN	WHEN KNEELING DOWN	Chemicals or chemical products (125.000.000)

Click **Add JHA Step** button to add a step.

**Add JHA Step** | Edit Step Detail | Assign Hazards And Controls | Edit Controls (Full Screen) | Delete Checked Steps

<input type="radio"/>	<input type="checkbox"/>	Edit Step	Step	Step Title	Description	Assign Hazards And Controls	# Hazards In Step	# Controls For Step Hazards
<input checked="" type="radio"/>	<input type="checkbox"/>		000	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS		3	8
<input type="radio"/>	<input type="checkbox"/>		001	WHEN KNEELING DOWN	WHEN KNEELING DOWN		1	1

Enter text into *Step Order*, *Step Title*, and *Description* text fields. If there are more steps to be entered, click **Save and Add Another** button. Otherwise, click **Save and Continue** button.

CTS/JHA / CTS561: Job Hazard Analysis (JHA) /  
CTS561 - Add JHA Step Detail

Cancel Save and Add Another Save and Continue

Step Order 004

Step Title SHARP OBJECTS

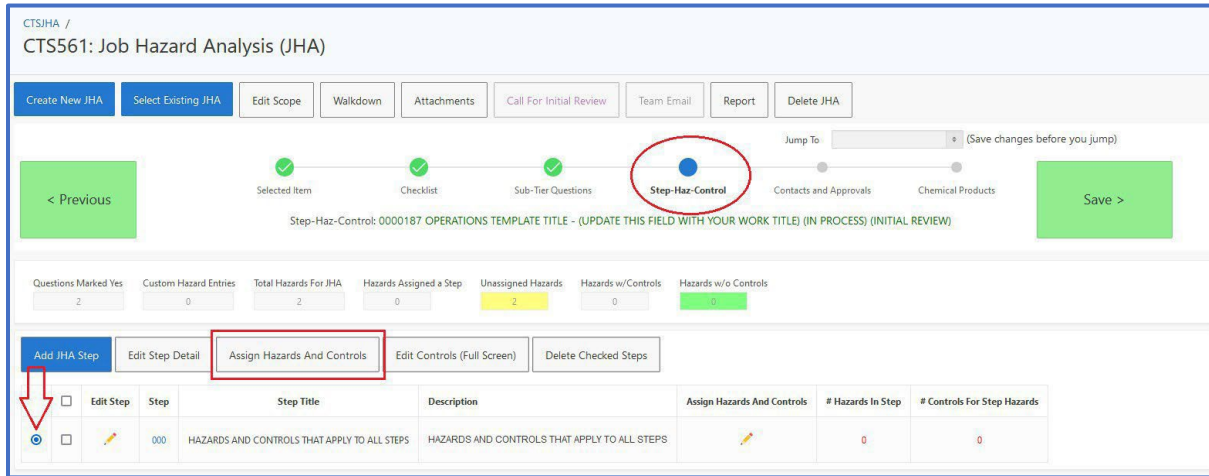
Description Take care when cutting cedar boards according to birdhouse plans. Saw blades are very sharp.

92 of 4000

Current Step List

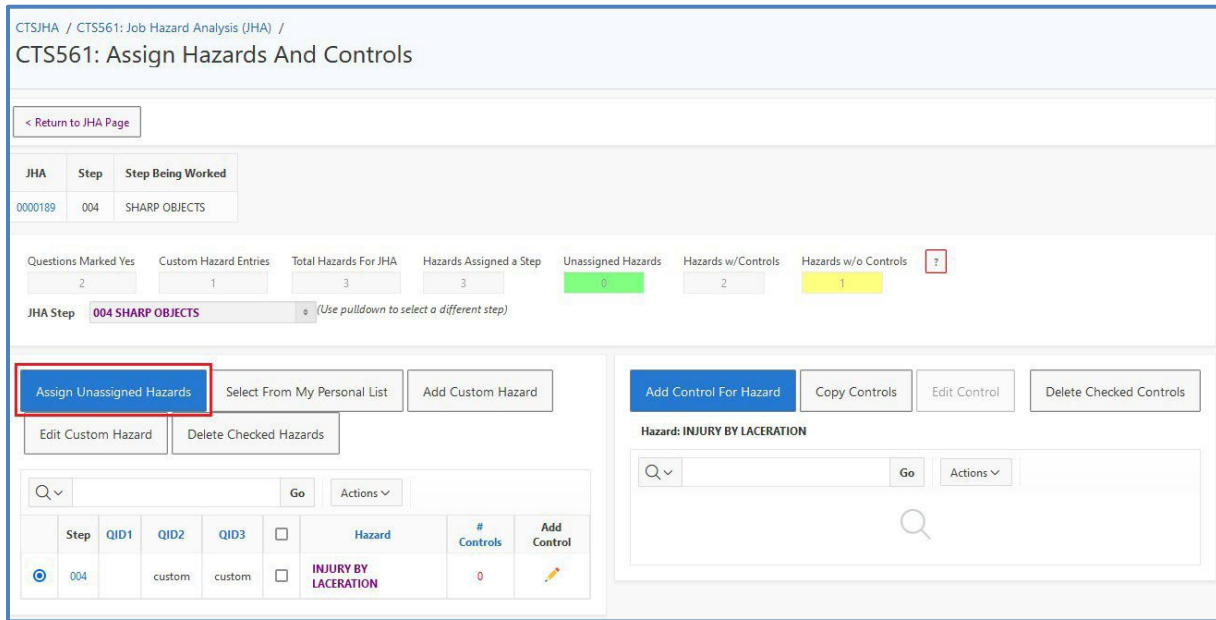
Step	Step Title	Description
001	SECURE THE WORK AREA IS SAFE	Make sure cords are up and out of the way. Check floors for any spills to prevent slippage and worse accidents.
002	WEAR SAFETY GLASSES	With sawing and hammering, wear safety glasses at all times.
003	WHEN KNEELING DOWN	Wear knee pads to protect knees and prevent knee joint fatigue when kneeling.

In this example, there are *two Unassigned Hazards*. Click the radio button to select a step. Click **Assign Hazards And Controls** button or Grid Pencil.



Use pulldown menu to select a step.

Click radio button to select a hazard. Then, click the **Add Unassigned Hazards** button.



Click checkbox(es) to select hazard(s) associated with the step. Click the **Check Hazards Then Click This Button to Save Them To The Step Shown Above** button. To assign another hazard to a different step, click the **Click Here to Return to The Assign Hazard Controls Screen** button.



CTSJHA / CTS561: Job Hazard Analysis (JHA) / CTS561: Assign Hazards And Controls /

### CTS561: Step Hazard List

[< Return to Hazard and Control Page](#)

JHA	Step	Step Being Worked	# Hazards Listed In This Step	Hazards Currently Assigned To This Step
0000189	004	SHARP OBJECTS	1	INJURY BY LACERATION (custom)

[Check Hazards Then Click This Button To Assign To The Step Shown Above](#)
[Click To Show Hazards Not Assigned A Step](#)
[Click To Show All Hazards \(Assigned and Unassigned\)](#)

Q  Go Rows 100 Actions

1 - 3 of 3

QID1	QID2	QID3	<input type="checkbox"/>	Hazard	Control Methods	Steps Currently Assigned This Hazard
125	000	000	<input type="checkbox"/>	Chemicals or chemical products	-	002 WEAR SAFETY GLASSES
285	000	000	<input checked="" type="checkbox"/>	Vibrating tools or other equipment	Guarding and/or tool guards Inspect Hand Tools Inspect Hydraulic Tools Remove any defective hand tools	001 SECURE THE WORK AREA IS SAFE
--	custom	custom	<input type="checkbox"/>	INJURY BY LACERATION	-	004 SHARP OBJECTS

Once all hazards have been assigned to their designated steps, controls for hazards can be added.

Click the [< Return to Hazard and Control Page](#) button.

Notice the Unassigned Hazards box is now **green** and Hazards w/o Controls box is now **yellow**, indicating controls need to be added.

Click the **Add Control For Hazard** button.

CTSJHA / CTS561: Job Hazard Analysis (JHA) /

### CTS561: Assign Hazards And Controls

[< Return to JHA Page](#)

JHA	Step	Step Being Worked
0000189	004	SHARP OBJECTS

Questions Marked Yes: 
 Custom Hazard Entries: 
 Total Hazards For JHA: 
 Hazards Assigned a Step: 
Unassigned Hazards: 
 Hazards w/Controls: 
Hazards w/o Controls: 
?

JHA Step:  (Use pulldown to select a different step)

[Assign Unassigned Hazards](#)
[Select From My Personal List](#)
[Add Custom Hazard](#)

[Edit Custom Hazard](#)
[Delete Checked Hazards](#)

**Add Control For Hazard**
[Copy Controls](#)
[Edit Control](#)
[Delete Checked Controls](#)

Hazard: INJURY BY LACERATION

Q  Go Actions

Step	QID1	QID2	QID3	<input type="checkbox"/>	Hazard	# Controls	Add Control
004		custom	custom	<input type="checkbox"/>	INJURY BY LACERATION	0	

Enter *Control* and *Description* in text boxes. Click **Save and Continue** button. Repeat for remaining steps/hazards. Return to the Step List screen by clicking the *CTS561: Job Hazard Analysis (JHA) / breadcrumb*.

Click the [< Return To JHA Page](#) button.

Click **Save** button to continue to *Contacts and Approvals* screen.

Questions Marked Yes	Custom Hazard Entries	Total Hazards For JHA	Hazards Assigned a Step	Unassigned Hazards	Hazards w/Controls	Hazards w/o Controls
2	1	3	3	0	3	0

	<input type="checkbox"/>	Edit Step	Step	Step Title	Description	Assign Hazards And Controls	# Hazards In Step	# Controls For Step Hazards
<input type="radio"/>	<input type="checkbox"/>		001	SECURE THE WORK AREA IS SAFE	Make sure cords are up and out of the way. Check floors for any spills to prevent slippage and worse accidents.		1	1
<input type="radio"/>	<input type="checkbox"/>		002	WEAR SAFETY GLASSES	With sawing and hammering, wear safety glasses at all times.		1	1
<input type="radio"/>	<input type="checkbox"/>		003	WHEN KNEELING DOWN	Wear knee pads to protect knees and prevent knee joint fatigue when kneeling.		0	0
<input checked="" type="radio"/>	<input type="checkbox"/>		004	SHARP OBJECTS	Take care when cutting cedar boards according to birdhouse plans. Saw blades are very sharp.		1	1

## Contacts and Approvals

CTS/JHA / CTS561: Job Hazard Analysis (JHA)

Selected Item
Checklist
Sub-Tier Questions
Step-Haz-Control
Contacts and Approvals
Chemical Products

Jump To: (Save changes before you jump)

Contacts and Approvals: 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ORDER 10 - AT DAP (IN PROCESS) (INITIAL REVIEW)

	Role	Name	Badge	Edit Email	Email	Initial Review	Review Date	Contact Group Role	Consensus Approval	Consensus Date	# Log Entries	# Concur	# Noconcur	# Undecided
<input type="radio"/>	OWNER	194	194		-	COMPLETEBYOVERRIDE	03-MAY-2023	OWNER	APPROVEDBYOVERRIDE	03-MAY-2023	1	0	0	0
<input type="radio"/>	REVIEWER	SYSTEM	ITBADGE		owneremail@fakeit.com	IN PROCESS	-	clickme	NEEDS APPROVAL	-	1	-	-	-

Contact Group For Questions Answered Yes	# Questions Answered Yes For Group	# Team Members Listed For Group (please add at least 1 to approve controls)
INDUSTRIAL HYGIENE	1	0
SAFETY	1	0

Current contacts associated with this JHA are listed.

Click **Transfer Ownership** button to transfer JHA.

Click **Delete Contact** to remove a contact from the JHA.

Click *edit pencil* to **Edit Email** for a contact on this screen.

Additional team members are added by clicking the **Add Contact** button.

Click **Select Person** button to choose a *Contact Badge*. Click **Contact Group** radio button to select the contact group. Expand *Current Team* submenu to view team members.

Click **Save and Continue** button.

CTSJHA / CTS561: Job Hazard Analysis (JHA) /

### CTS561 - Add Contacts and Approvals

0000189 CONSTRUCTION TEMPLATE TITLE - WORK ORDER 10 - AT DAP

Cancel Save and Add Another **Save and Continue**

Contact Badge WKRBADGE > WORKER, WILLIAM **Select Person**

**Contact Group**

- CONSTRUCTION
- ENVIRONMENTAL
- FACILITY SAFETY
- FIRE PROTECTION
- INDUSTRIAL HYGIENE
- MAINTENANCE
- NUCLEAR CRITICALITY SAFETY
- PRODUCTION-OPERATIONS
- QUALITY
- RADCON
- SAFETY

**Current Team**

Role	Name	Badge	Email	Contact Group Role
OWNER	194	194	-	OWNER
REVIEWER	SYSTEM	ITBADGE	owneremail@fakeit.com	-

Contact Group For Questions Answered Yes	# Questions Answered Yes For Group	# Team Members Listed For Group
INDUSTRIAL HYGIENE	1	0
SAFETY	1	0

Click **Save** button to continue to *Chemical Products* screen.

ments Call For Initial Review Team Email Report Delete JHA

Jump To (Save changes before you jump)

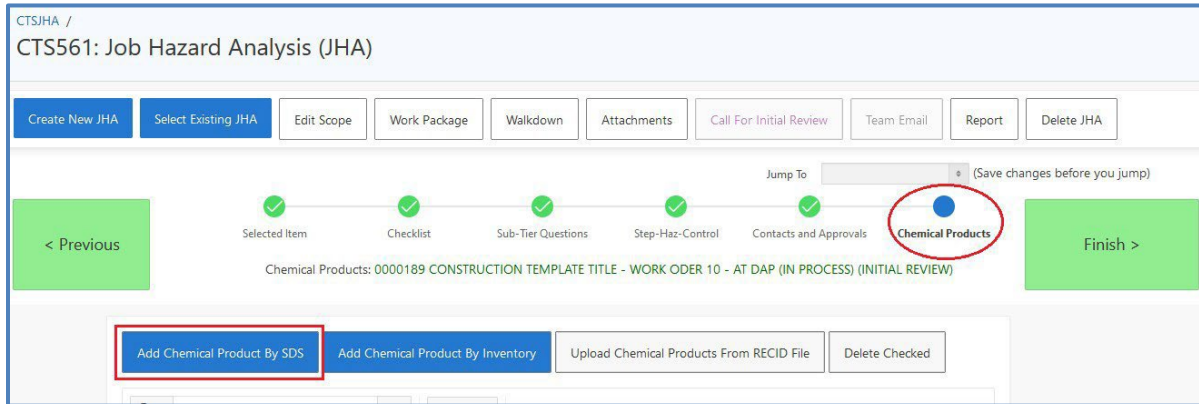
Haz-Cont **Contacts and Approvals** Chemical Products

WORK ORDER 10 - AT DAP (IN PROCESS) (INITIAL REVIEW)

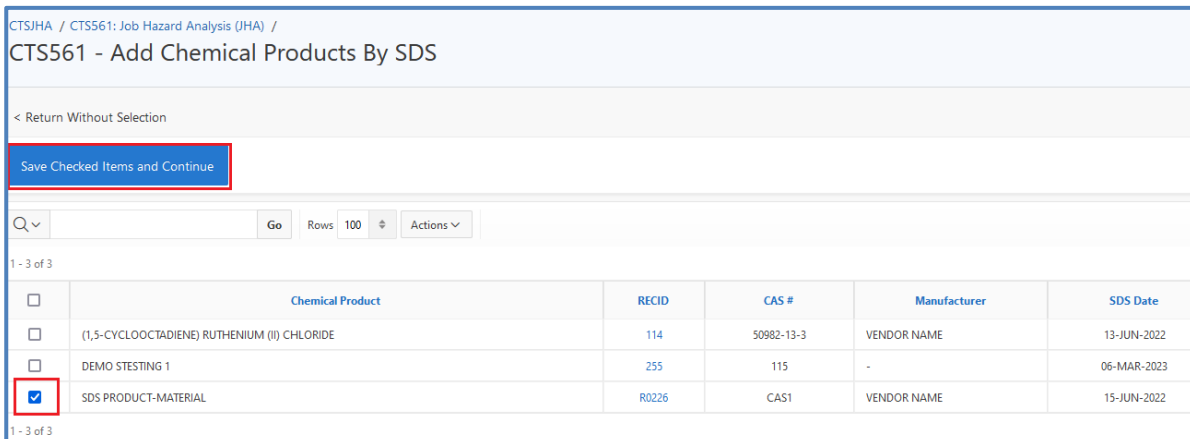
**Save >**

## Chemical Products

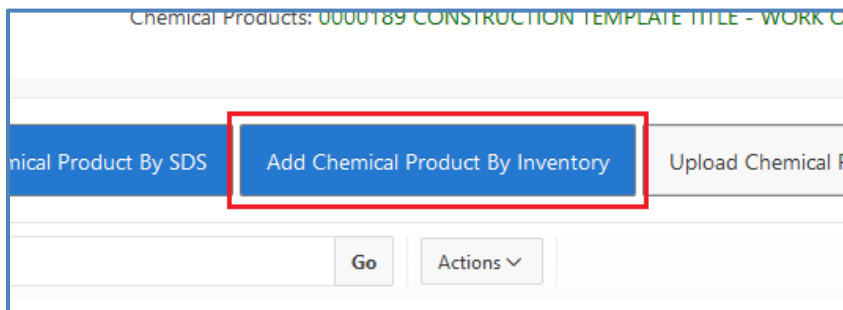
To add chemical(s), click **Add Chemical Product By SDS** button.



Click checkbox(es) to select chemical(s).  
Click the **Save Checked Items and Continue** button.



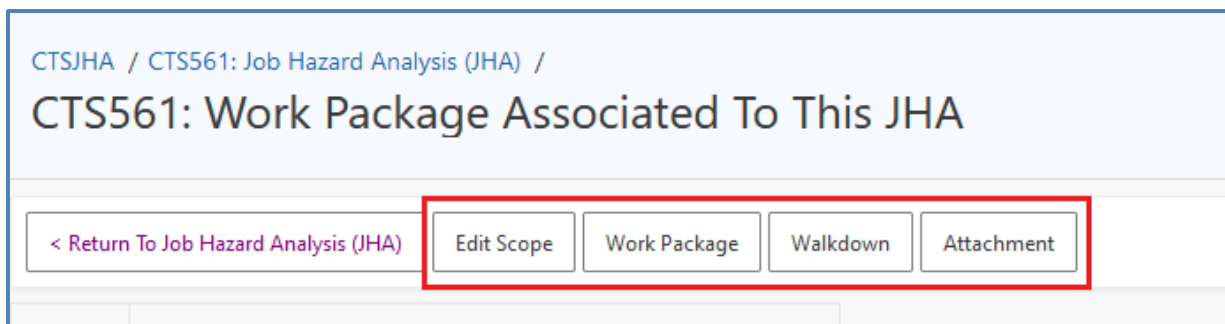
Alternatively, click the **Add Chemical Product By Inventory** button.



Click checkbox(es) to select chemical product(s).

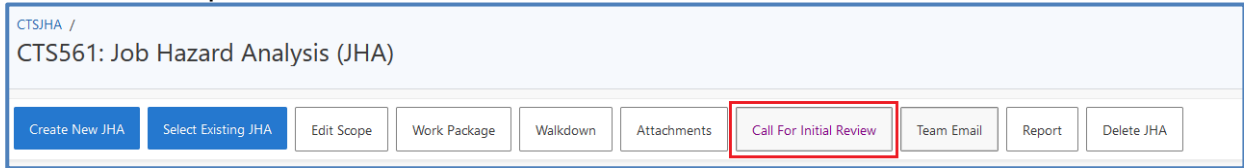
Click the **Check Products And Click This Button To Save And Continue** button.

**Note:** Some JHA detail screens have small buttons along the top. These buttons are shortcut links to frequently used screens. Using these can save time instead of navigating through several screens.



## Call For Initial Review

The *Initial Review Phase* starts when the owner notifies the team, asking for their review and input.



## Owner Review

Before pushing the **Call for Initial Review** button, you (*the owner*) should complete as much detail as possible so the team can better understand how to help you.

## Team Initial Review

Once you make the call for initial review, the team will receive notification and will access the JHA, review and freely edit any aspects with a focus on the step, hazard, and control detail.

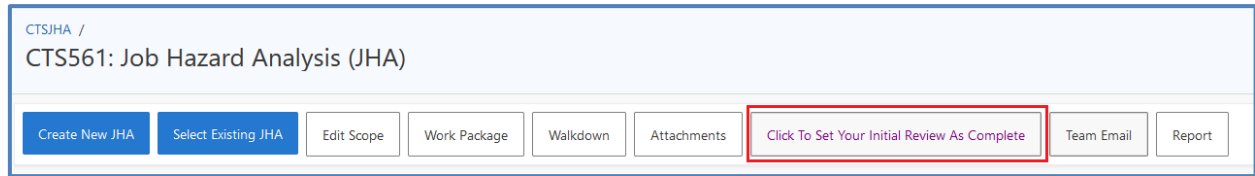
The initial review phase is intended for ALL team members to review scopes, ask questions, make edits, and generally help the owner complete the best work plan possible.

*Note: The title for the purple text button at the top of the screen will change based on the phase and role.*

## Buttons Based on Phase and Role

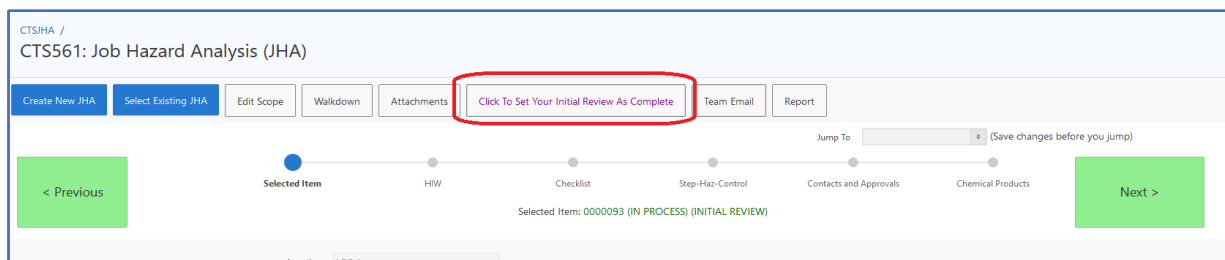
### Purple text button titles based on Phase and Role

Phase	Role	Button Title
Initial Review	Owner	Call For Initial Review
Initial Review	Team	Click To Set Your Initial Review As Complete
Initial Review	Own er	Freeze For Consensus
Consensus	Team	Enter Approval and Feedback
Consensus	Owner	UnFreeze For Free Edit
Consensus	Owner	Submit For Final Approval
Redline or Expired	Owner	Call For Reapproval
Redline or Expired	Owner	Submit For Final ReApproval



The discussion and example screens below show the team review process for a JHA. Team members should review the answers provided by the owner of the JHA checklist and either agree with or change them.

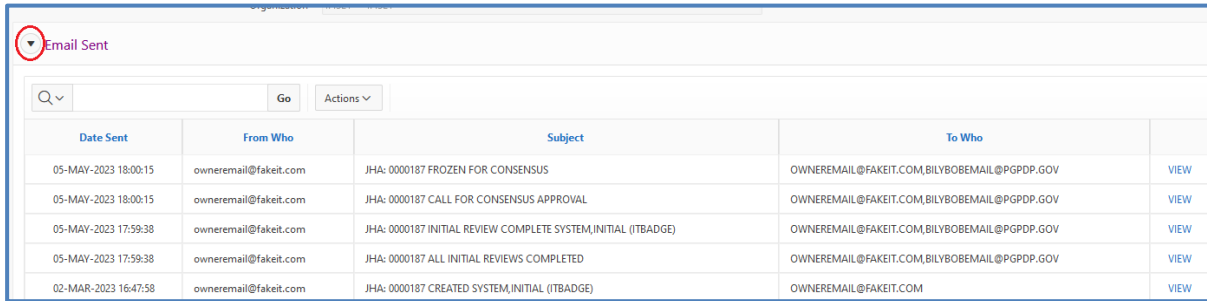
Team members set their initial review as complete by clicking the **Click To Set Your Initial Review As Complete** button.



*Note: if you access the JHA prior to the owner calling for initial review, this button will not be visible to you.*



After all team members *set their initial review as complete*, an email notification is sent to all parties. Expand the *Email Sent* submenu to view email log for this JHA.



The screenshot shows a web interface with a dropdown menu labeled "Email Sent" (circled in red). Below the menu is a search bar with a magnifying glass icon, a "Go" button, and an "Actions" dropdown. The main content is a table with the following data:

Date Sent	From Who	Subject	To Who	
05-MAY-2023 18:00:15	owneremail@fakeit.com	JHA: 0000187 FROZEN FOR CONSENSUS	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	<a href="#">VIEW</a>
05-MAY-2023 18:00:15	owneremail@fakeit.com	JHA: 0000187 CALL FOR CONSENSUS APPROVAL	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	<a href="#">VIEW</a>
05-MAY-2023 17:59:38	owneremail@fakeit.com	JHA: 0000187 INITIAL REVIEW COMPLETE SYSTEM,INITIAL (ITBADGE)	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	<a href="#">VIEW</a>
05-MAY-2023 17:59:38	owneremail@fakeit.com	JHA: 0000187 ALL INITIAL REVIEWS COMPLETED	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	<a href="#">VIEW</a>
02-MAR-2023 16:47:58	owneremail@fakeit.com	JHA: 0000187 CREATED SYSTEM,INITIAL (ITBADGE)	OWNEREMAIL@FAKEIT.COM	<a href="#">VIEW</a>

# Chapter 3 – Frozen Phase

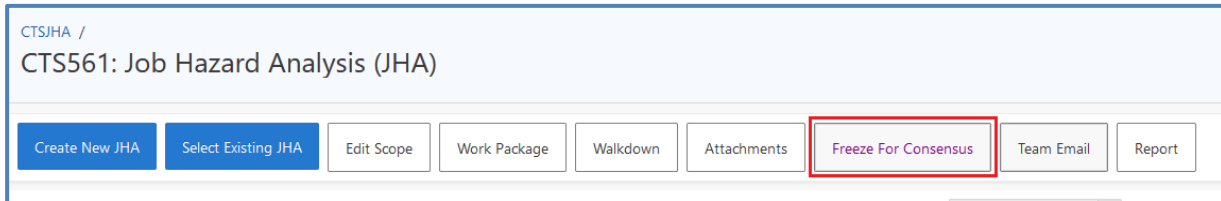
The *Frozen Phase* is brief and begins after the owner receives notification via email that all team members have indicated their initial review is complete.

## Freeze Entry For Final Consensus

Click **Freeze Entry For Final Consensus** button.

Note: As the owner you will see a message indicating the JHA is frozen for all team members, but that you, your delegate or a JHA manager may continue to edit during the consensus phase.

“Entry has been frozen, but you, your delegate or a JHA manager may continue to modify during the consensus phase.”



When the freeze button is clicked, all team members will receive an email directing them to give their final approval or feedback to achieve consensus. Final approval and Feedback are entered in the CTS585 *Approval and Feedback Log*.

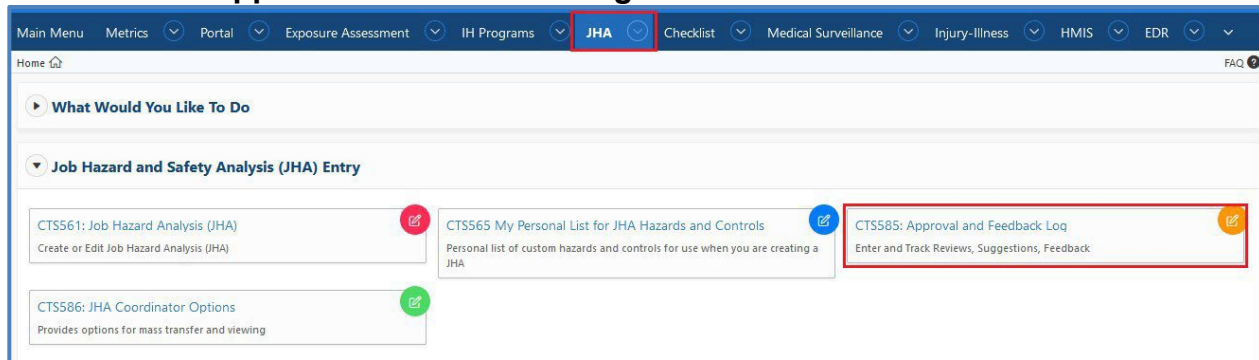
**Note:** Supervisors have different buttons after JHA is frozen.

# Chapter 4 – Consensus Phase

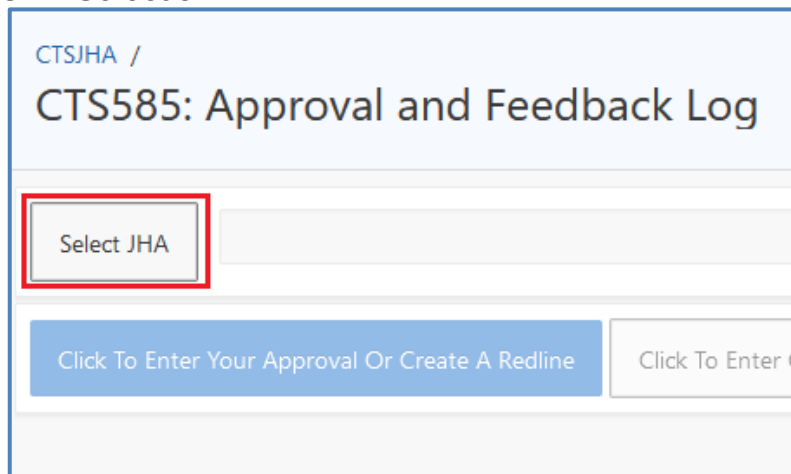
During the *Consensus Phase*, team members view the JHA report and if acceptable give their approval. If they feel changes are **necessary**, they enter the review note and wait for the owner to concur and adjust the JHA – or no concur and give a reason.

## Approval and Feedback Log

Click **CTS585: Approval and Feedback Log**.



Click **Select JHA** button.



Click blue **Select** text to select JHA.

ID	Status	HIW-JHA	Phase	Title	Badge	Owner	Start Date	End Date	Approval Date	Type	Sub Type	Location	Loc-2	Loc-3
<a href="#">Select</a>	EXPIRED	JHA	EXPIRED	OPERATIONS TEMPLATE TITLE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)	ITBADGE	SYSTEM	01-MAY-2023	03-MAY-2023	01-MAY-2023	OPERATIONS	GENERAL	AREA 1	-	-
<a href="#">Select</a>	IN PROCESS	JHA	INITIAL REVIEW	CONSTRUCTION TEMPLATE TITLE - WORK ORDER 10 - AT DAP	ITBADGE	SYSTEM	-	-	-	CONSTRUCTION	GENERAL	AREA 1	BUILDING 1	-
<a href="#">Select</a>	IN PROCESS	JHA	CONSENSUS APPROVAL	MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)	ITBADGE	SYSTEM	-	-	-	CONSTRUCTION	GENERAL	SITE WIDE	-	-
<a href="#">Select</a>	IN PROCESS	JHA	INITIAL REVIEW	MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)	ITBADGE	SYSTEM	-	-	-	CONSTRUCTION	GENERAL	AREA 1	-	-

**Note:** Once selected, the template and current JHA phase are disclosed in the top section.

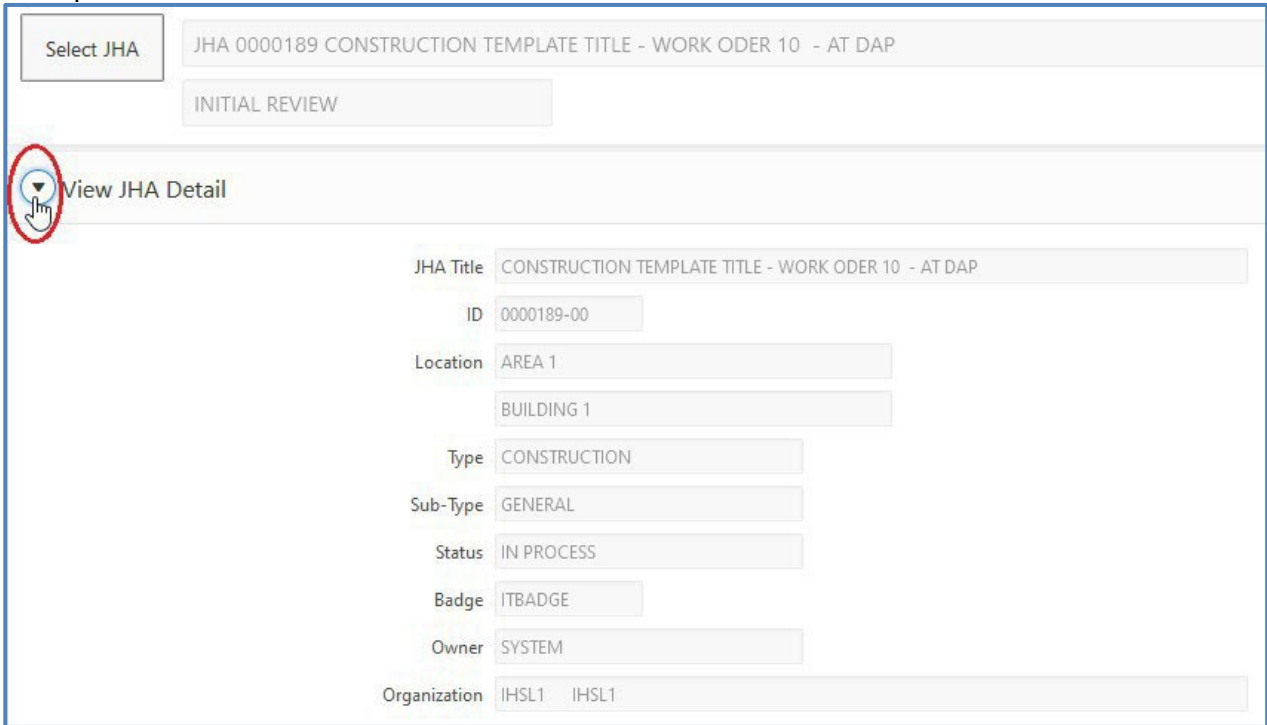
CTSJHA /

## CTS585: Approval and Feedback Log

Select JHA
JHA 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ORDER 10 - AT DAP


INITIAL REVIEW

Expand *View JHA Detail* submenu to view additional information.



Select JHA JHA 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP

INITIAL REVIEW

 View JHA Detail

JHA Title CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP

ID 0000189-00

Location AREA 1  
BUILDING 1

Type CONSTRUCTION

Sub-Type GENERAL

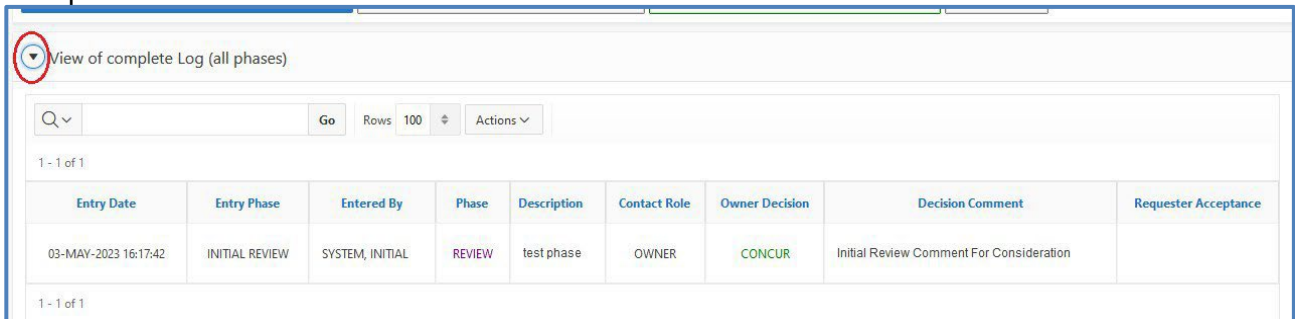
Status IN PROCESS


Badge ITBADGE

Owner SYSTEM

Organization IHSL1 IHSL1

Expand *View of complete Log (all phases)* section to view more information, including current JHA phase and decision details.



 View of complete Log (all phases)

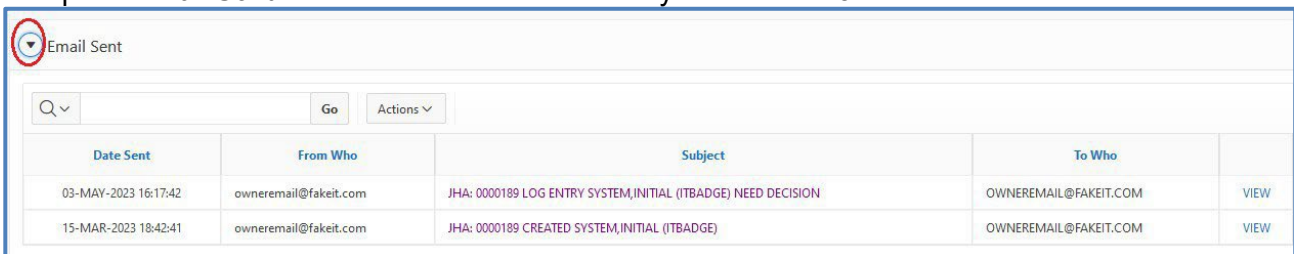
Q Go Rows 100 Actions


1 - 1 of 1

Entry Date	Entry Phase	Entered By	Phase	Description	Contact Role	Owner Decision	Decision Comment	Requester Acceptance
03-MAY-2023 16:17:42	INITIAL REVIEW	SYSTEM, INITIAL	REVIEW	test phase	OWNER	CONCUR	Initial Review Comment For Consideration	

1 - 1 of 1

Expand *Email Sent* submenu to view email activity for selected JHA.



 Email Sent

Q Go Actions

Date Sent	From Who	Subject	To Who	
03-MAY-2023 16:17:42	owneremail@fakeit.com	JHA: 0000189 LOG ENTRY SYSTEM,INITIAL (ITBADGE) NEED DECISION	OWNEREMAIL@FAKEIT.COM	VIEW
15-MAR-2023 18:42:41	owneremail@fakeit.com	JHA: 0000189 CREATED SYSTEM,INITIAL (ITBADGE)	OWNEREMAIL@FAKEIT.COM	VIEW

# Print JHA Report

Click **JHA Report** button to view/print all JHA details.

CTS/JHA /

## CTS585: Approval and Feedback Log

Select JHA JHA 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP

INITIAL REVIEW

▶ View JHA Detail

*"CTS585BLOGMSG01";"M";-P158501\_JHAPHASE;*

Click To Enter Your Approval Or Create A Redline    Click To Enter General Comment Or Note    *Click To Enter "Green" Idea For This Work*    **JHA Report**

### Job Hazard Analysis Report

JHA title: CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP  
ID: 0000189-00  
Location: AREA 1 BUILDING 1  
Type: CONSTRUCTION  
Sub-Type: GENERAL  
Status: **IN PROCESS**  
Badge: ITBADGE  
Owner: SYSTEM  
Organization: IHSL1

#### Define Scope

What are you going to do? What task(s) are being accomplished?  
What are you going to do? What task(s) are being accomplished?

What work control documents are being used? (i.e. procedure and title, work package, checklists, etc.)  
What work control documents are being used? (i.e. procedure and title, work package, checklists, etc.)

How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?  
How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?

Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?  
Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?

What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)  
What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)

#### Walkdown Review Detail

Review Method: **TABLETOP**  
Date of Review: **15-MAR-2023**  
Persons who were part of the walkdown and/or review?  
Persons who were part of the walkdown and/or rev

Review notes that will help support completion of hazard identification and control  
Review notes that will help support completion of hazard identification and control



## Enter Approval Or Create A Redline

To add feedback, click the **Click To Enter Your Approval Or Create A Redline** button.

CTSJHA /  
CTS585: Approval and Feedback Log

Select JHA JHA 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP  
INITIAL REVIEW

▶ View JHA Detail

\*CTS585BLOGMSG01\*;M\*;P158501\_JHAPHASE);

Click To Enter Your Approval Or Create A Redline Click To Enter General Comment Or Note Click To Enter "Green" Idea For This Work JHA Report

Choose *APPROVAL* if you approve the JHA as written.  
If you do not approve the JHA as written, choose *REVIEW* and enter a *Description* under *REVIEW Category*. Click **Save and Continue** button.

CTSJHA / CTS585: Approval and Feedback Log /  
CTS585: Approval and Feedback Detail

Cancel Save and Continue

JHA 0000185  
CONSENSUS APPROVAL

Category APPROVAL

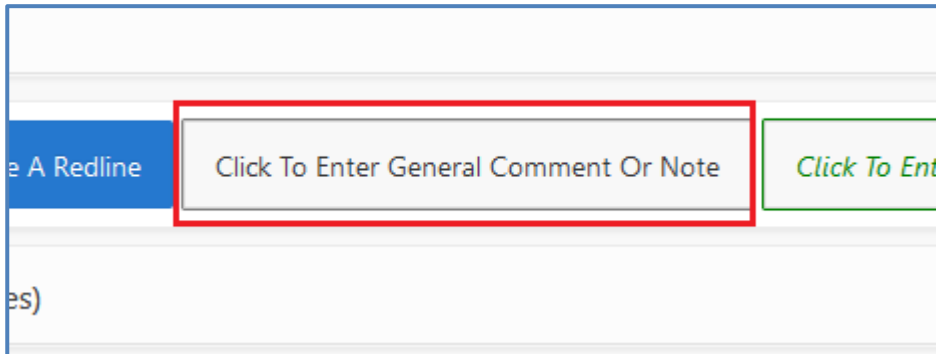
Description I agree with all team notes and give my approval.

49 of 4000

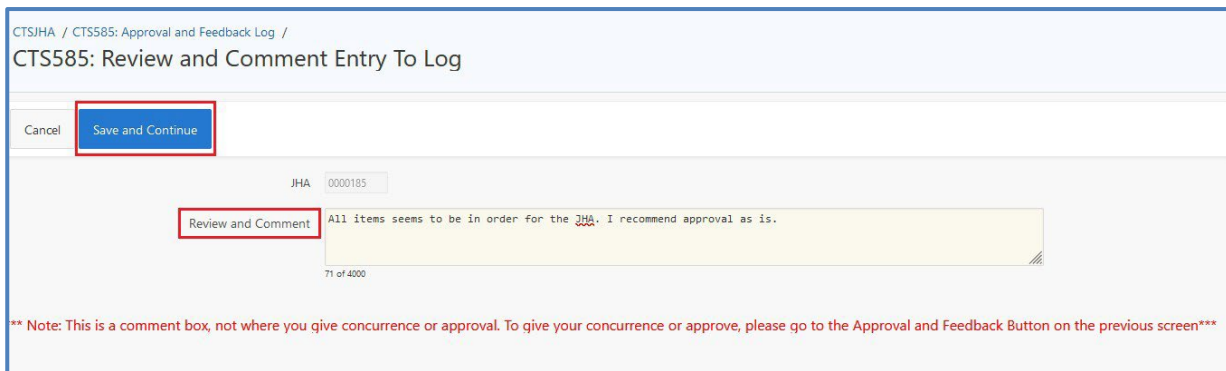


### Enter General Comment or Note

To enter comments or notes that are pertinent to the JHA, click the **Click To Enter General Comment Or Note** button.

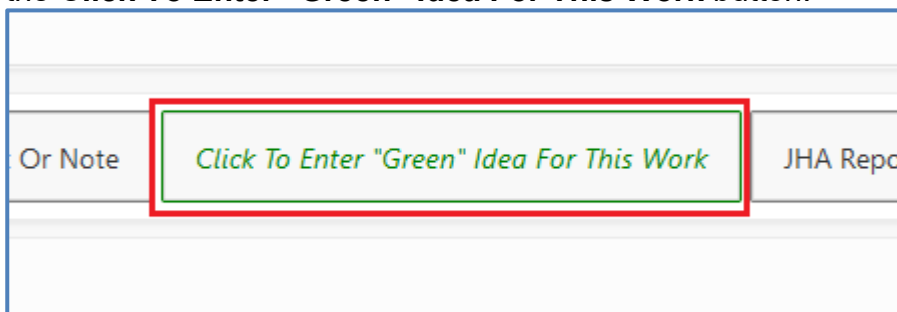


Enter *Review and Comment* text into text box.  
Click the **Save and Continue** button.



### Enter Green Idea For This Work

To enter an environmentally friendly or “green” idea that relates to the JHA work, click the **Click To Enter “Green” Idea For This Work** button.



Enter *Green Idea For This Work* text into text box.  
Click the **Save and Continue** button.

CTS/JHA / CTS585: Approval and Feedback Log /  
CTS585: Review and Comment Entry To Log

Cancel Save and Continue

JHA 0000185

*Green Idea For This Work* Use biodegradable paint when possible.

38 of 4000

\*\*\* Note: The green idea you are entering here will be logged for review and reporting. It does not require any approval or concurrence. Thank you for sharing your idea!\*\*\*

Click the *CTS/JHA* /breadcrumb to return to the main JHA menu.

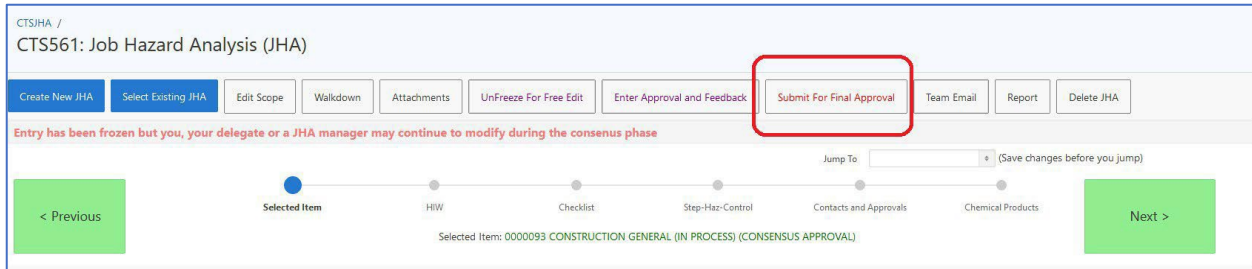
**Note:** After all log entries are resolved, the owner will be notified to make their final review and submit JHA.

# Chapter 5 – Final Review & Submit

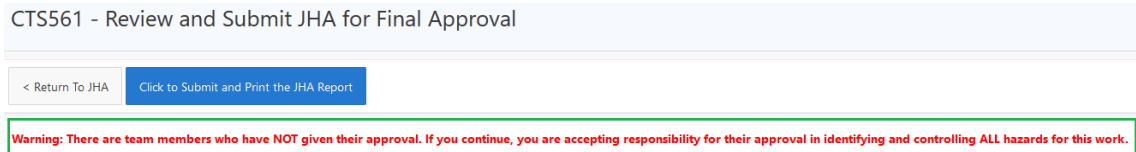
The *Final Review & Submit Phase* is entered once all questions are answered, hazards controlled, and log entries resolved.

## Owner Submits

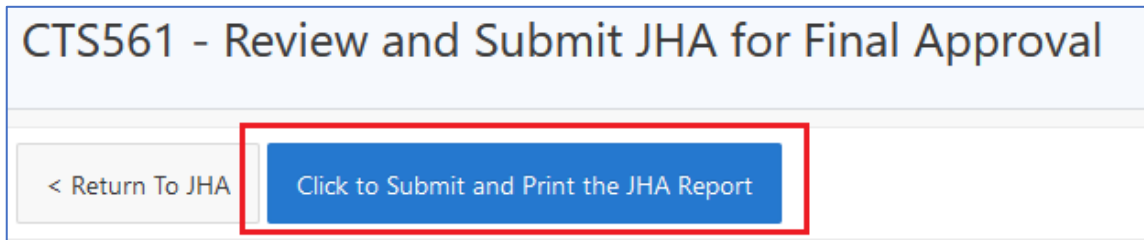
The owner clicks **Submit For Final Approval** button to submit.



\*Note: If all team members did not concur, you could see a warning message – **“Warning: There are team members who have NOT given their approval. If you continue, you are accepting responsibility for their approval in identifying and controlling ALL hazards for this work.”**



Click the **Click to Submit and Print the JHA Report** button.



Print the report. Notice the report is now marked with the confirmation **“APPROVED FOR USE”**.

APPROVED FOR USE

Hazard Identification Worksheet Report

JHA title: **CONSTRUCTION TEMPLATE TITLE**  
 ID: **0000055-00**  
 Location: **AREA 1 BUILDING 1 ROOM 1**  
 Type: **CONSTRUCTION**  
 Sub-Type: **GENERAL**  
 Status: **APPROVED FOR USE**  
 Badge: **ITBADGE**  
 Owner: **SYSTEM**  
 Start Date: **22-APR-2022**  
 End Date: **21-APR-2025**

Define Scope

Start Date: **22-APR-2022**  
 End Date: **21-APR-2025**  
What are you going to do? What task(s) are being accomplished?  
 What are you going to do? What task(s) are being accomplished?  
What work control documents are being used? (i.e. procedure and title, work package, checklists, etc.)  
 What work control documents are being used? (i.e. procedure and title, work package, checklists, etc.)  
How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?  
 How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?

What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)  
 What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)

Steps, Hazards, Controls, and titles

000 HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS

Asbestos containing materials (105.0.0)

Hazard Control Method	Asbestos Abatement Worker Training Required
Full Description of Control Method	Persons involved in asbestos abatement activities, including: inspectors, mangement planners, project designers, supervisors of asbestos abatement workers/asbestos competent persons, and asbestos abatement workers shall meet EPA Model Accreditation Plan Training Requirements
Hazard Control Method	Contact Asbestos Scheduling Coordinator for Asbestos Work Permit
Full Description of Control Method	Contact Asbestos Scheduling Coordinator for Asbestos Work Permit.
Hazard Control Method	Medical Surveillance required for all Asbestos Workers/Supervisors
Full Description of Control Method	Medical Surveillance is required for all employees who participate in Asbestos removal activities.
Hazard Control Method	Respirator fit testing and training
Hazard Control Method	Respirator Medical Approval

ACM - Requires negative exposure assessment (105.3.0)

Hazard Control Method	control
Full Description of Control Method	description

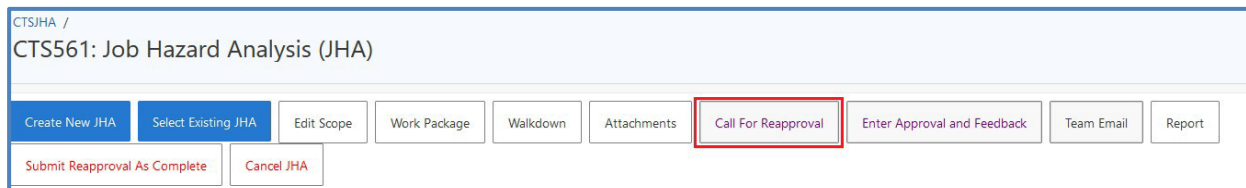
Contacts

Name	Badge	Email	Owner-Reviewer	Role
IHSAFETYPRO	IHSPBADGE	IHSP@FAKE.MAIL	REVIEWER	INDUSTRIAL HYGIENE
SYSTEM	ITBADGE	owneremail@fakeit.com	OWNER	OWNER

APPROVED FOR USE

## Chapter 6 – Reapproval

When the JHA is due for reapproval, the owner must go to **CTS561** and select the JHA and click the call for reapproval button. Before calling for reapproval the owner should review the team and adjust as needed, then click the **Call for Reapproval** button.



Reapprovals will occur through **CTS585 for Approval and Feedback**. Team members may not freely edit the JHA – only the owner or a JHA manager has this right. The owner must concur or no concur with feedback from team members, just like the redline and consensus phases.

# Chapter 7 – Redline

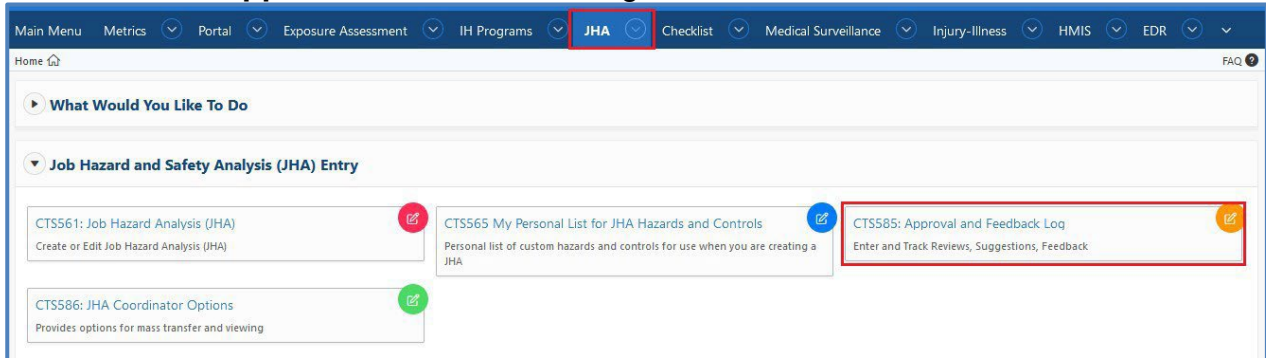
During the lifecycle of the JHA, if there are adjustments that need to occur based on experience, these are done using **CTS585 Approval and Feedback** log.

Entries made to the **CTS585 Approval and Feedback Log** for an APPROVED FOR USE JHA are called REDLINE entries.

The pattern for entry and approval will follow the same steps as in the consensus phase (see [Chapter 4](#)). If the JHA owner concurs with the redline entry, they should update the JHA and CONCUR with the entry in the log. This will notify the team of the concurrence and begin using the JHA with the adjustment.

## Approval and Feedback Log

Click **CTS585: Approval and Feedback Log**.



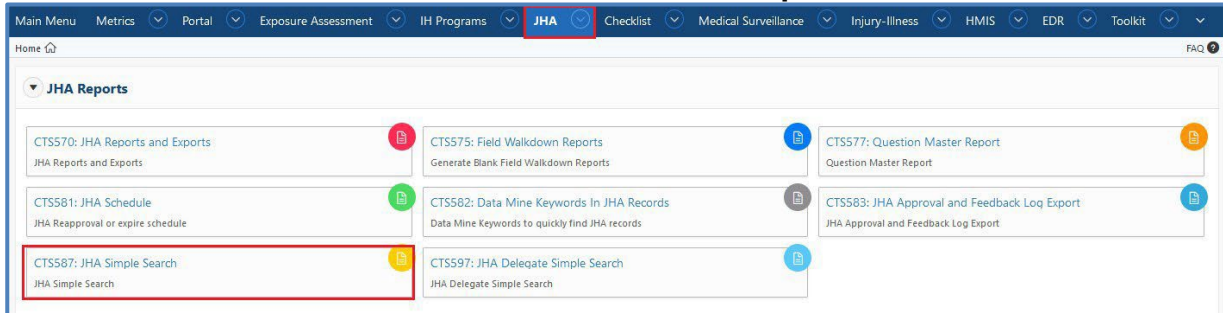
# Chapter 8 – CTS587: JHA Simple Search

Where can I quickly search for a specific JHA?

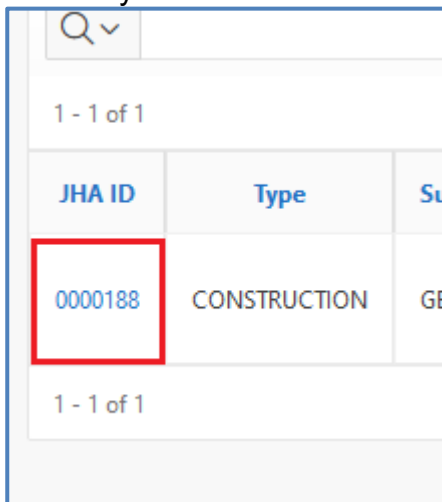
CTS587 allows users with access to search, sort, view, and/or download any JHA.

**Note:** This feature does not require log-in or authentication. The link can be copied and distributed to workers that may not have system access, such as maintenance workers or procedure coordinators.

From the main **JHA** menu, click the **CTS587: JHA Simple Search** button.



Click any **JHA ID** hotlink to view report.



Open Range Software

 dslowner [Logout](#)

**\*\*\* REAPPROVAL REVIEW IN PROCESS - PLEASE REVIEW REAPPROVAL NOTES BEFORE USING \*\*\***

Classify for RPTNM156166

TLine1 for RPTNM156166  
TLine2 for RPTNM156166  
TLine3 for RPTNM156166

**Job Hazard Analysis Report**

JHA title: **MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)**

ID: **0000188-00**

Location: **SITE WIDE**

Type: **CONSTRUCTION**

Sub-Type: **GENERAL**

Status: **\*\*\* REAPPROVAL REVIEW IN PROCESS - PLEASE REVIEW REAPPROVAL NOTES BEFORE USING \*\*\***

Badge: **ITBADGE**

Owner: **SYSTEM**

Organization: **IHSL1**

Start Date: **03-MAY-2023**

Latest Revision: **03-MAY-2023**

End Date: **08-MAY-2023**

**Define Scope**

What are you going to do? What task(s) are being accomplished?  
are you going to do? What task(s) are being accomplished?

What work control documents are being used? (i.e. procedure and title, work package, checklists, etc.)  
work order number.

How are you going to do it? What tools/equipment are being used? What is the sequence of job steps?  
sdgf

Who is going to do it? What craft types, specific support personnel, and other people will be involved in this task?  
to do it? What craft types, specific support personnel, and other people will be involved in t

What are the boundaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)  
undaries of the job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, et

**Steps, Hazards and Controls, Horizontal**

000 HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS

Hazard	Hazard Control Method	Full Description of Control Method
Abrasive blasting being performed (103.0.0)	ssssssssss	

**Contacts and Approvals**

Owner-Reviewer	Name	Badge	Email	Role	Initial Review	Approval Status
OWNER	SYSTEM	ITBADGE	owneremail@fakeit.com	OWNER	REAPPROVAL	NEEDS APPROVAL
REVIEWER	DUCK	5554		INDUSTRIAL HYGIENE	REAPPROVAL	NEEDS APPROVAL

**Redline Changes That Have Been Requested And Which Have Been Or Are Being Considered For Incorporation To JHA**

Entry Date	Description	Decision To Include
03-MAY-2023	Testing for approval log	UNDECIDED

FLine1 for RPTNM156166  
FLine2 for RPTNM156166  
FLine3 for RPTNM156166

**\*\*\* REAPPROVAL REVIEW IN PROCESS - PLEASE REVIEW REAPPROVAL NOTES BEFORE USING \*\*\***

*Close browser tab when finished view report.*



Use pulldown menu to select a specified search option. Choose *Search Anywhere In JHA* (default) or *Search JHA Title Only*.  
Enter a search word. Click the **Search Now** button.  
Search matches will be displayed in the grid below the search area.

**JHA Simple Search**

**Question**                      **Answer**

How do I search for a JHA?                      Enter your search text into the entry box. Select which field to search using the pulldown list. Then click the dark blue Search Now button

Enter a Simple Search Word and Click Search Now      Search Anywhere In JHA      Search Now

Search Anywhere In JHA  
Search JHA Title Only

1 - 1 of 1

JHA ID	Type	Sub Type	Title	Start Date	Last Revision Date	End Date	Status	Owner
0000188	CONSTRUCTION	GENERAL	MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)	03-MAY-2023	03-MAY-2023	08-MAY-2023	APPROVED FOR USE	SYSTEM

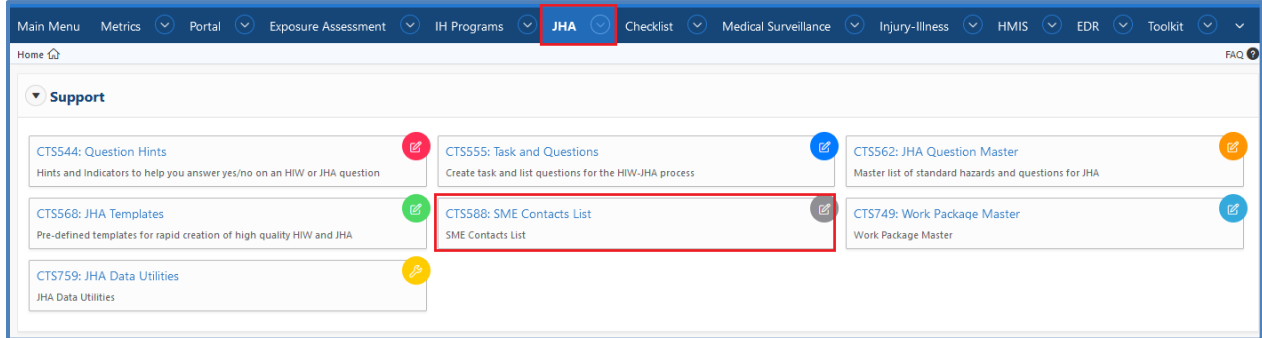
1 - 1 of 1

Click the *JHA* /breadcrumb to return to the main **JHA** menu.

# Chapter 9 – CTS588: SME Contacts List

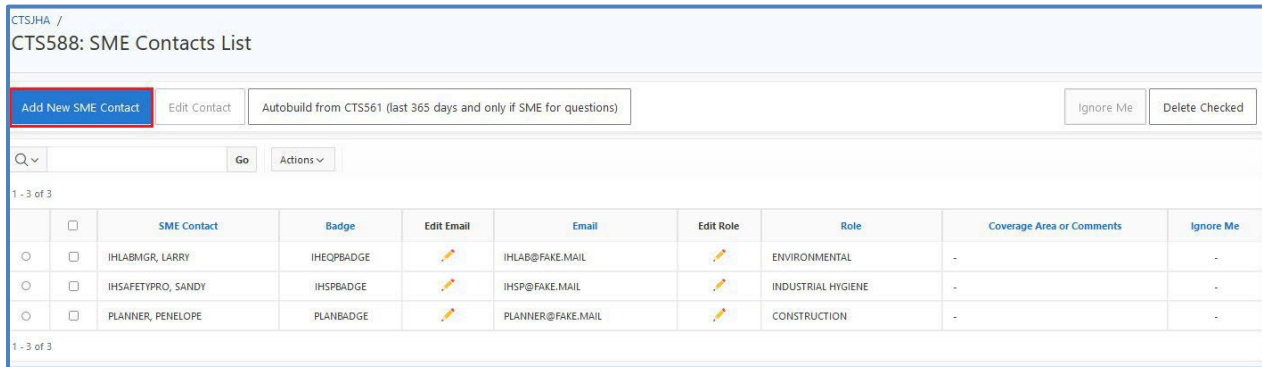
CTS588 allows users with access to search the *SME Contacts List*.

From the main **JHA** menu, click the **CTS588: SME Contacts List** button.

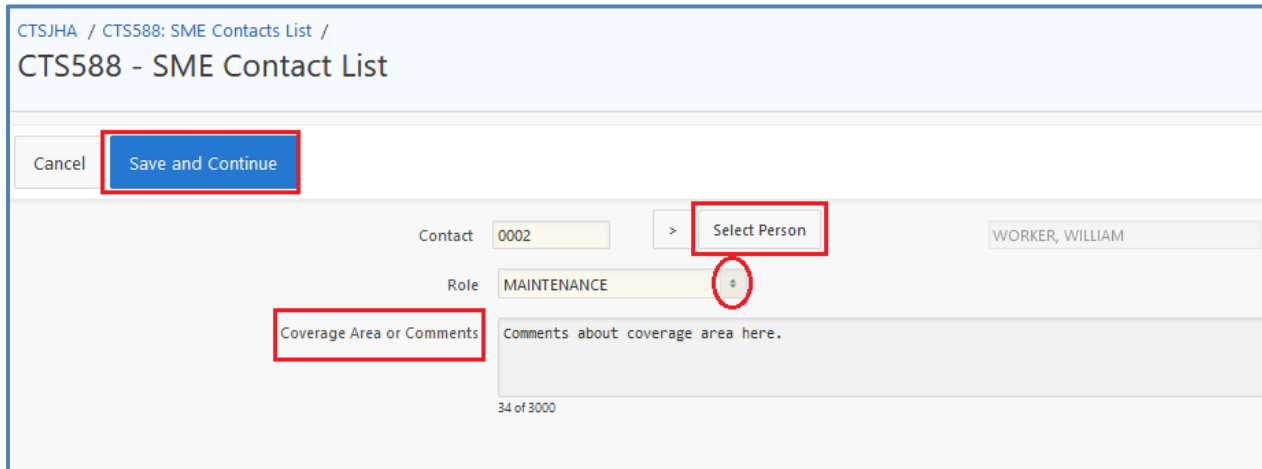


## Create New SME Contact

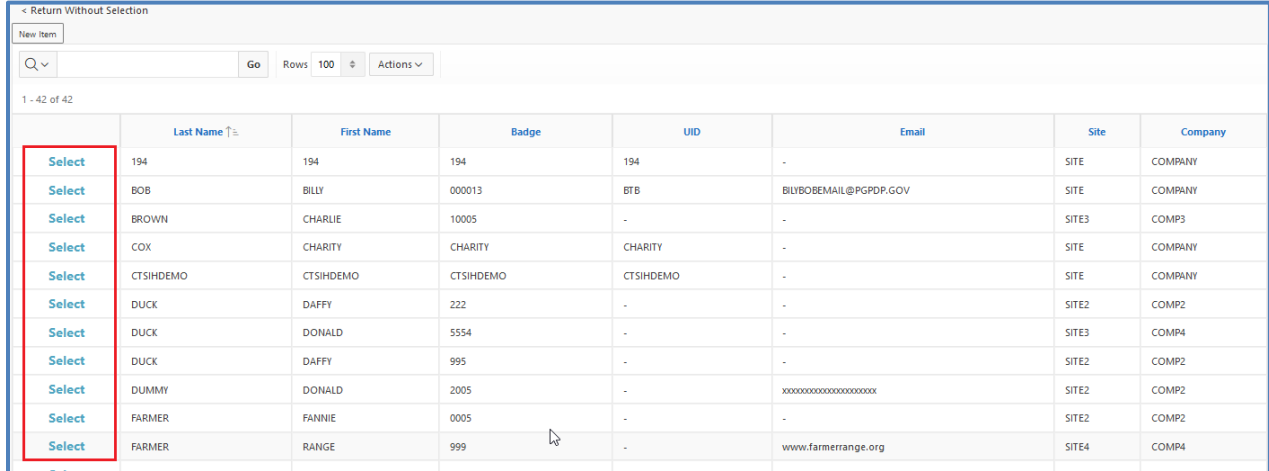
Click the **Add New SME Contact** button.



Click **Select Person** button to view the contacts list.

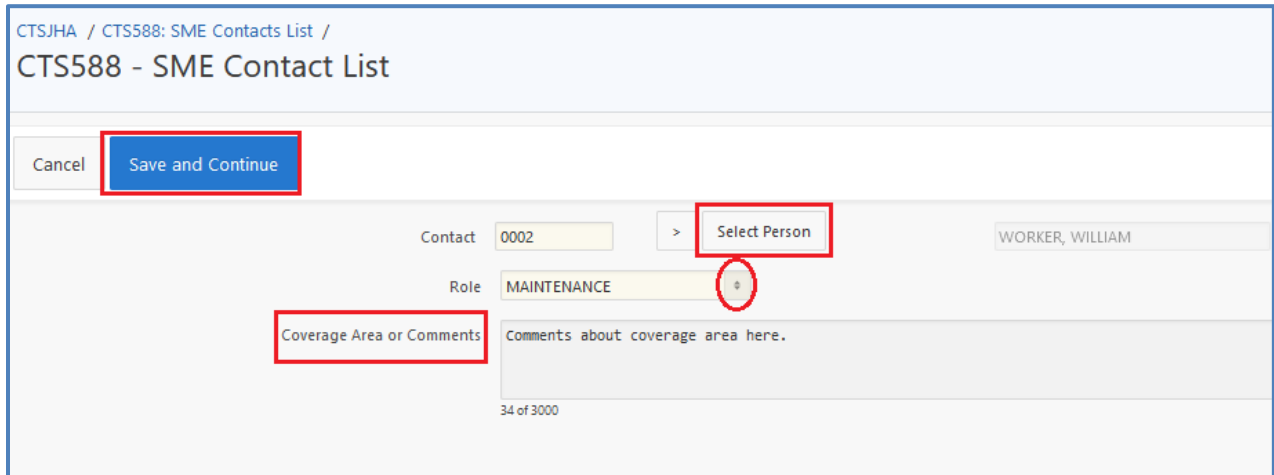


Click blue **Select** text to select a contact.



	Last Name ↑	First Name	Badge	UID	Email	Site	Company
Select	194	194	194	194	-	SITE	COMPANY
Select	BOB	BILLY	000013	BFB	BILYBOEMAIL@PGPDP.GOV	SITE	COMPANY
Select	BROWN	CHARLIE	10005	-	-	SITE3	COMP3
Select	COX	CHARITY	CHARITY	CHARITY	-	SITE	COMPANY
Select	CTSIHDEMO	CTSIHDEMO	CTSIHDEMO	CTSIHDEMO	-	SITE	COMPANY
Select	DUCK	DAFFY	222	-	-	SITE2	COMP2
Select	DUCK	DONALD	5554	-	-	SITE3	COMP4
Select	DUCK	DAFFY	995	-	-	SITE2	COMP2
Select	DUMMY	DONALD	2005	-	xxxxxxxxxxxxxxxxxxxxxxxx	SITE2	COMP2
Select	FARMER	FANNIE	0005	-	-	SITE2	COMP2
Select	FARMER	RANGE	999	-	www.farmerrange.org	SITE4	COMP4

Use pulldown menu to select *Role*.  
Enter text in *Coverage Area or Comments*.  
Click the **Save and Continue** button.



CTSJHA / CTS588: SME Contacts List /  
CTS588 - SME Contact List

Cancel **Save and Continue**

Contact 0002 > **Select Person** WORKER, WILLIAM

Role MAINTENANCE

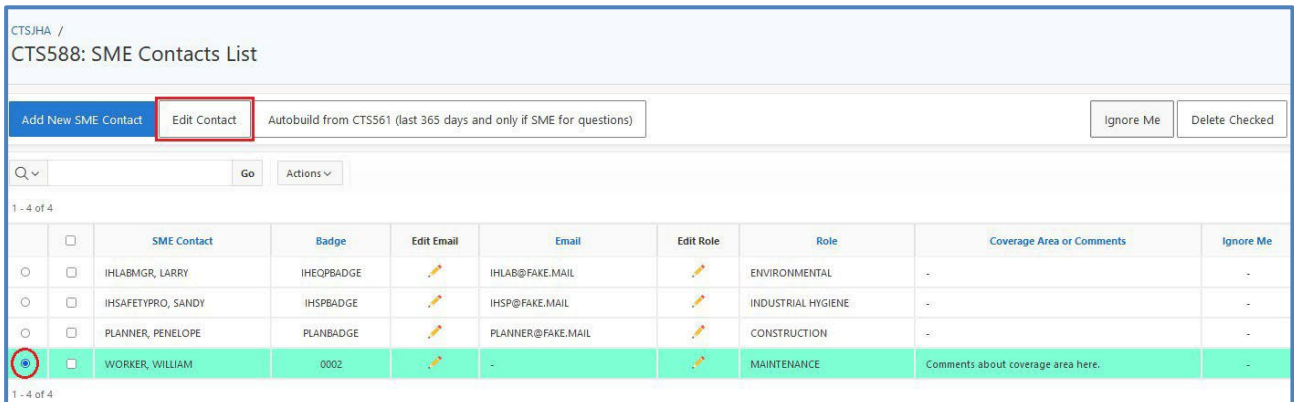
**Coverage Area or Comments** Comments about coverage area here.

34 of 3000

### Edit Existing SME Contact

Click any radio button to select a contact.

Click the **Edit Contact** button.



CTSJHA /  
CTS588: SME Contacts List

**Add New SME Contact** **Edit Contact** Autobuild from CTS561 (last 365 days and only if SME for questions) Ignore Me Delete Checked

Q Go Actions

1 - 4 of 4.

	<input type="checkbox"/>	SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area or Comments	Ignore Me
<input type="radio"/>	<input type="checkbox"/>	IHLBMGR, LARRY	IHEQPBADGE		IHLAB@FAKE.MAIL		ENVIRONMENTAL	-	-
<input type="radio"/>	<input type="checkbox"/>	IHSAFETYPRO, SANDY	IHSPBADGE		IHSP@FAKE.MAIL		INDUSTRIAL HYGIENE	-	-
<input type="radio"/>	<input type="checkbox"/>	PLANNER, PENELOPE	PLANBADGE		PLANNER@FAKE.MAIL		CONSTRUCTION	-	-
<input checked="" type="radio"/>	<input type="checkbox"/>	WORKER, WILLIAM	0002		-		MAINTENANCE	Comments about coverage area here.	-

1 - 4 of 4

Edit role and/or comments. *Contact number is not editable here.*  
Click the **Save and Continue** button.

The screenshot shows the top of the 'CTS588 - SME Contact List' page. At the top left, there are two buttons: 'Cancel' and 'Save and Continue', with the latter highlighted by a red box. Below the buttons, the contact information is displayed: 'Contact 0002' and 'WORKER, WILLIAM'. The 'Role' is set to 'MAINTENANCE', with a dropdown arrow circled in red. Below the role is a text area for 'Coverage Area or Comments' containing the text 'Comments about coverage area here.', also highlighted with a red box. At the bottom of the text area, it says '34 of 3000'.

To hide a selected contact from view on general lists, click the **Ignore Me** button.

The screenshot shows the 'CTS588: SME Contacts List' page with the 'Ignore Me' button highlighted by a red box. Below the buttons is a search bar and a table of contacts. The table has columns for 'SME Contact', 'Badge', 'Edit Email', 'Email', 'Edit Role', 'Role', 'Coverage Area or Comments', and 'Ignore Me'. The contact 'WORKER, WILLIAM' is selected and highlighted in green. The 'Ignore Me' column for this contact has a red 'X' icon.

	<input type="checkbox"/>	SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area or Comments	Ignore Me
<input type="radio"/>	<input type="checkbox"/>	IHLBMgr, LARRY	IHECPBADGE		IHLAB@FAKE.MAIL		ENVIRONMENTAL	-	-
<input type="radio"/>	<input type="checkbox"/>	IHSafetyPro, SANDY	IHSPBADGE		IHSP@FAKE.MAIL		INDUSTRIAL HYGIENE	-	-
<input type="radio"/>	<input type="checkbox"/>	PLANNER, PENELOPE	PLANBADGE		PLANNER@FAKE.MAIL		CONSTRUCTION	-	-
<input checked="" type="radio"/>	<input type="checkbox"/>	WORKER, WILLIAM	0002		-		MAINTENANCE	Comments about coverage area here.	

To delete contact(s) from the list, click checkbox(es) to select.  
Click the **Delete Checked** button.  
Click **OK** in alert box to confirm delete.

The screenshot shows the 'CTS588: SME Contacts List' page with the 'Delete Checked' button highlighted by a red box. The table of contacts is the same as in the previous screenshot, but the checkboxes in the first column are now visible. The 'WORKER, WILLIAM' row is selected, and its checkbox is checked.

	<input type="checkbox"/>	SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area or Comments	Ignore Me
<input type="radio"/>	<input type="checkbox"/>	IHLBMgr, LARRY	IHECPBADGE		IHLAB@FAKE.MAIL		ENVIRONMENTAL	-	-
<input type="radio"/>	<input type="checkbox"/>	IHSafetyPro, SANDY	IHSPBADGE		IHSP@FAKE.MAIL		INDUSTRIAL HYGIENE	-	-
<input type="radio"/>	<input type="checkbox"/>	PLANNER, PENELOPE	PLANBADGE		PLANNER@FAKE.MAIL		CONSTRUCTION	-	-
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	WORKER, WILLIAM	0002		-		MAINTENANCE	Comments about coverage area here.	

Click the *JHA* / breadcrumb to return to the main **JHA** menu.