

# **CTS User Manual**

# Job Hazard Analysis (JHA)

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## 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
Creation	Owner	Initial creation based on work need. Owner completes as much as possible, then notifies team to review.
Initial Review	Team	Review team freely edits the JHA and informs the owner they have completed their initial review
Frozen	Owner	When team members have completed their review, the owner freezes the JHA which notifies the team to give their final approval.
Consensus	Team	changes after the JHA is frozen must be resolved through the Approval and Feedback Log.
Final Approval	Owner	When team approvals are complete, the owner submits the JHA as final.
Redline	Owner	Any changes made after final approval must go through the review and approval log.
Reapproval	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).

me 쉾		FAQ
Job Hazard and Safety Analysis (JHA) Entr	у	
CTS561: Job Hazard Analysis (JHA)	CTS565 My Personal List for JHA Hazards and Controls	CTS585: Approval and Feedback Log
Create or Edit Job Hazard Analysis (JHA)	Personal list of custom hazards and controls for use when you are creating a JHA	Enter and Track Reviews, Suggestions, Feedback
CTS586: JHA Coordinator Options	(C)	
Provides options for mass transfer and viewing		

#### Click Create New JHA button.

CTSJHA / CTS561: Job Hazard Analysis (JHA)				
Create New JHA	Select Existing JHA Report			
< Previous	Selected Item	Checklist		

Under Type and Owner submenu, click Select Template button.

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

Cancel	Save and Continue	
C	Type and Owner	
	Туре	Select Template Select Previous JHA To Copy
	Work Location	Select Location

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

Home 🏠					
< Return Wi	ithout Selection				
<					
Q~			Go Rows 100 \$	Actions ~	
1 2 (2					
1 - 3 of 3					
4	Туре	Sub-Type	Template Title	# HIW Questions	# JHA Questions
Select	CONSTRUCTION	GENERAL	CONSTRUCTION TEMPLATE TITLE	50	234
Select	MAINTENANCE	GENERAL	MAINTENANCE TEMPLATE TITLE	50	234
Select	OPERATIONS	GENERAL	OPERATIONS TEMPLATE TITLE	50	234
1-3 of 3					
<					

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

Cancel	Save and Contin	nue					
	Type and Owne	er					
	Туре			Select Templat	te	Select Previous JHA To Copy	
	Work Location			Select Location	n		
	Owner	ITB,	>	SYSTE	M, INI	TIAL	
			Selec	t Person		C L . Clear	

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

1 - <del>17</del> of 17	7							
$\Diamond$	Location ↑=	Loc-2	Loc-3	Location Name	Location Category	Code	Site	Company
Select	AREA 1	-	-	-	OFFICE AREA	F000004	SITE	COMPANY
Select	AREA 1	BUILDING 1	-	-	OFFICE AREA	F000003	SITE	COMPANY
Select	AREA 1	BUILDING 1	ROOM 1	-	OFFICE AREA	F000002	SITE	COMPANY
Select	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	
Туре	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.

<ul> <li>Scope and Work Description</li> </ul>		
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.	1
	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.	11.
	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.	11.
	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.	11.
	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.	11.
	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

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

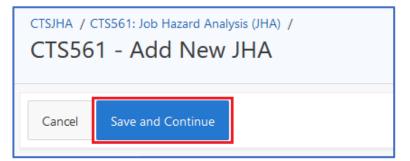
<b>Construction Example</b> TITLE – STAGING AREA FUEL TANK DEMOLITION				
What are you going to do? What task(s) are being accomplished?	Provide labor and materials and equipment to perform demolition on the staging area fuel tank. Work will include multiple activities: such as electrical isolation, 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.			

	ons Example E, 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.

<ul> <li>Site and Company</li> </ul>	
Site	SITE2 (SITE2)            Image: Site of the second s
Company	COMPANY (COMPANY) •

#### Click Save and Continue button.



## **Chapter 2 – Initial Review**

## Work Package

#### Click the Work Package button.

CTSJHA / CTS561: Job	CTSJHA / CTS561: Job Hazard Analysis (JHA)									
Create New JHA	Select Existing JHA	Edit Scope	Work Package	Walkdown	Attachments					
Team Email	Report									

#### Click the Select Work Package button.

CTSJHA	CTSJHA / CTS561: Job Hazard Analysis (JHA) /								
CTS5	CTS561: Work Package Associated To This JHA								
< Return	To Job Hazard Analysis (JHA) Edit Scope Work Package Walkdown Attachment								
ID	Title								
0000187	MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)								
Select 1	Work Package								

#### Click checkbox to select a *work package*. Click the **Save Checked Work Packages To JHA** button.

	CTSJHA / CTS561: Job Hazard Analysis (JHA) / CTS561: Work Package Associated To This JHA /								
CTS568 Sel	ect Work Package To Associate To This JHA								
Cancel Save Checked Work Packages To JHA									
New Item	New Item								
Q~	Go         Rows         100         ‡         Actions ∽								
1 - 6 of 6									
	Work Package ID	Work Package Title							
	DDDDDDDDDDDDDDDD	DDDDDDDDDDDDDDDD							
	WP 1234	WORK PACKAGE TEST1							
	WP4567	WORK PACKAGE TEST2							
	WPID0001	Do maintenance work at the facility							
	YE12345	TEST PROCEDURE							
	YE2345	TEST PROCEDURE 2							
1 - 6 of 6									

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.

стяјна CTS		b Hazar	d Anal	ysis (JH	łA)					
Creat	e New JHA	Select Exis	sting JHA	Edit Scop	Work Package Walkdown Attachments	Call For Initial Review	Team Email	Report Delete JH/	A.	
	Previous	) No	Selecter		Checklist Sub-Tier Questions Step-Haz-Co 20000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 100 ¢ Actions ~		Chemical Prov	(Save changes before yo		
1 - 50 of	50									
QIDL1	Help	Unanswered	No Concern	Yes Consider	Question	Steps Assigned This Hazard	# Sub Tier- Questions	Contact Group	Edit Note	Note
103	click for help	۲	ON	OY	Abrasive blasting being performed	17	4	INDUSTRIAL HYGIENE	1	
105	click for help	۲	ON	OY	Asbestos containing materials	-	1	INDUSTRIAL HYGIENE	2	
110	click for help	۲	ОN	OY	Beryllium or Beryllium contaminated items/areas	-	0	INDUSTRIAL HYGIENE	2	

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.

CTS	561: Jo	b Hazar	d Anal	ysis (JH	IA)					
Crea	te New JHA	Select Exis	iting JHA	Edit Scope	e Work Package Walkdown Attachments	Call For Initial Review	Team Email	Report Delete JH/	A.	
						Jump To	٥	(Save changes before yo	u jump)	
<	Previous		Selecte		Checklist Sub-Tier Questions Step-Haz-C 000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 11			ducts Save	2 >	
	Unanswered To	o No	J		100 A Adjunctor					
iet All 그 ~ - 50 of		o No	Į	Go Rows	100 ¢ Actions V					
2~		0 No	No Concern	Go Rows Yes Consider	100 ¢ Actions ~ Question	Steps Assigned This Hazard	# Sub Tier- Questions	Contact Group	Edit Note	No
2 ~ 50 of DL1	50		No	Yes		Steps Assigned This Hazard		Contact Group		No
2 ~ - 50 of	50 Help click for	Unanswered	No Concern	Yes Consider	Question		Questions		Note	Nc

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.

							$\frown$		Jump To		(Save change	les before you jump	)
<	<sup>p</sup> reviou	IS		Selected Item		<b>e</b> cklist	Sub-Tier Questions	Step-Haz-Control	Contacts and A		emical Products	Save >	
				Sub-Tier	Questions: 0000	189 CONSTR	RUCTION TEMPLATE TITE	E - WORK ODER 10	- AT DAP (IN PRC	CESS) (INITIAL	REVIEW)		
											. 5		
Cul	Tier O	0.000	Complete										
Sub	-Tier Qu	uestions	Complete										
			Complete	pleted] \$	Reset Question (r	must not be ass	signed to a step or question	will not reset)					
25 Che								will not reset)					
15 Che				npleted] * Go				will not reset)					
25 Che	micals or e							will not reset)					
	micals or e					♦ Actions ∖		will not reset) Question Level 2		Question Level 3	Steps Assigned This Hazard	Contact Group	N

## **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.

Crea	ate Nev	w JHA	Select E	xisting JHA Edit Scope Work Packa	ge Walkdown Attachments Call For	Initial Review Team Em	ail Report	Delete JHA
						Jump To	(Save change	es before you jump)
<	: Prev	vious		Selected Item Checklist Step-Haz-Control: 0000189 CONS	Sub-Tier Questions Step-Haz-Control Co		-•• ical Products /IEW)	Save >
es	stions M 2	1arked Yes	Custom		Assigned a Step Unassigned Hazards ? Hazards w	v/Controls Hazards w/o Contro	ols	
2.30			Custom	2 4		Hazards w/o Contro 0	ols	
3.53	2			2 4		Assign Hazards And Controls	# Hazards In Step	# Controls For Step Hazards
2.30	2 I JHA S	itep E Edit	idit Step E	2 4 Detail Assign Hazards And Controls	3 Edit Controls (Full Screen) Delete Checked Steps	Assign Hazards And	# Hazards In	

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								
< Ret	urn to JHA	A Page							
UNAS	UNASSIGNED Hazards You MUST ASSIGN To A Step (list of hazards based on checklist questions answered Yes)								
1 - 1	1 - 1 of 1								
	$\sim$	QID1	QID2	QID3		Hazard			
	$\odot$	285	000	000	Vibrating tools or other eq	uipment			
1 - 1	of 1								
		N - (check steps below and click nd Click The ASSIGN NOW But		hazard to each checked st	tep)				
	Step	Step Title	I	Description		Hazards Currently Assigned To Step			
	000	HAZARDS AND CONTROLS THAT A	APPLY TO ALL STEPS	HAZARDS AND CONTROLS	THAT APPLY TO ALL STEPS	bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb			
	001	WHEN KNEELING DOWN	١	WHEN KNEELING DOWN		Chemicals or chemical products (125.000.000)			

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

Ado	i JHA S	tep E	dit Step E	Detail Assign Hazards And Controls	Edit Controls (Full Screen)	Delete Checked Steps			
		Edit Step	Step	Step Title	Description		Assign Hazards And Controls	# Hazards In Step	# Controls For Step Hazards
0		1	000	HAZARDS AND CONTROLS THAT APPLY TO ALL STEPS	HAZARDS AND CONTROL STEPS	S THAT APPLY TO ALL	8	3	8
5		1	001	WHEN KNEELING DOWN	WHEN KNEELING DOWN		1	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.

	/ CTS561: Job Hazard Analysis (. 61 - Add JHA Ste		
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 an       92 or 4000	e very sharp.
Curr	ent 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.	Ş

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.

te New JHA	Select Existing JH/	Edit Scope	Walkdown At	tachments Call For In	nitial Review	nail Report	Delete JHA		
					-		Jump To	<ul> <li>(Save changes before</li> </ul>	ore you jump)
· Previous		Selected Item	Check	list Sub-Tier (	Questions Step-I	Haz-Control Co	entacts and Approvals	Chemical Products	Save >
Previous		Step-Ha	az-Control: 0000187	OPERATIONS TEMPLATE TI	TLE - (UPDATE THIS FIELD	WITH YOUR WORK TI	LE) (IN PROCESS) (INITIA	L REVIEW)	Save >
								-	
stions Marked Ye	s Custom Hazard En	tries Total Hazards For J	JHA Hazards Assign	ed a Step Unassigned Hazar	rds Hazards w/Controls	Hazards w/o Controls		_	
stions Marked Ye	s Custom Hazard En 0	tries Total Hazards For J 2	JHA Hazards Assign 0	ed a Step Unassigned Hazar 2	rds Hazards w/Controls	Hazards w/o Controls			
2	0	2	0	2	0				
2			0	2				_	
2 Id JHA Step	0 Edit Step Detail	2 Assign Hazards And t	Controls Edit Co	2 ontrols (Full Screen)	0				
2 dd JHA Step	0 Edit Step Detail	2	Controls Edit Co	2	0		ntrois # Hazards in Step	# Controls For Step Hazards	

Use pulldown menu to select a step.

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

			b Hazard A sign Ha	and the second		nd Controls						
< Retu	rn to JHA	A Page	]									
JHA 0000189	Step 004		ep Being Wo									
Quest	ions Mar 2 tep 0		Custom	Hazard Entrie		otal Hazards For JHA 3 • (Use pulldown to sele	Hazards Assigned a 3 ect o different step)	Step Unassign	Hazards Hazards w/Controls	Hazards w/o Controls	?	
Ass	gn Una	issignei	d Hazards	Select	From N	My Personal List	Add Custom Ha	zard	Add Control For Hazard	Copy Controls	Edit Control	Delete Checked Controls
Edi	t Custo	m Haza	ard De	elete Check	ed Haz	ards			Hazard: INJURY BY LACERATIO	N		
Q	× 1				G	o Actions ∨			Q×	Go	Actions ∨	
	Step	QID1	QID2	QID3		Hazard	# Controls	Add Control		C	2	
0	004		custom	custom		INJURY BY LACERATION	0	1				

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.

< Return	to Hazaro	I and Control Page								
JHA	Step	Step Being Worked	# Hazards L	listed In This Step	Hazards Currently Assigned 1	To This Step				
0000189	004	SHARP OBJECTS		1	INJURY BY LACERATION (	custom)				
			Go	Rows 100 \$	Actions ∨					
Q ~	010	2 0102		Rows 100 \$			Control M			
- 3 of 3	QID	2 QID3	Go	Rows 100 \$	Actions ~ Hazard		Control Me	thods	Steps Currently Assigned Thi	s Hazard
				Rows 100 \$	Hazard		Control Me	thods	Steps Currently Assigned Thi 002 WEAR SAFETY GLASSE	
- 3 of 3 21D1		000			Hazard I products	Guarding ar Inspect Har Inspect Hyc	d/or tool guar	ds		5

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.

			ob Hazard A sign Ha			nd Controls				
< Retu	rn to JHA	Page								
JHA 0000189	Step 004		tep Being Wo							
Quest	ions Marl 2 tep 0		Custom I	Hazard Entri 1		otal Hazards For JHA 3 • (Use pulldown to select	Hazards Assigned a 3 a different step)	a Step Unassig	Hazards w/Controls Hazards w/O Controls ?	
	gn Una t Custor		d Hazards ard De	Select			Add Custom Ha	zard	Add Control For Hazard Copy Controls Edit Control Delet Hazard: INJURY BY LACERATION	te Checked Controls
Q	,				G	io Actions ~			Q~ Go Actions~	
	Step	QID1	QID2	QID3		Hazard	# Controls	Add Control	Q	
۲	004		custom	custom		INJURY BY LACERATION	0	1		

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.

	I - Control Det		561: Assign Hazards And Controls /
Cancel	Save and Add Another	Save and	Continue
		Step	SHARP OBJECTS
		Hazard	INJURY BY LACERATION
	_	Control	Be aware of handling/running the electric saw.
		Description	Blade is very sharp and dangerous.
			34 of 4000

Click the < Return To JHA Page button.

Čra	ate Nev		Select	Existing JHA Edit Sco	pe Work Package Walkdown Attachments Call For	Initial Review	Team Email	Report	Delete JHA
cre	atervev	W JIIA	Select I		Work Package Waikdown Attachments	Initial Review	learn critail		Pelete JHA
						Jump To		(Save changes b	pefore you jump)
				0	Ø Ø •	•	•		
	< Prev	/ious		Selected Item	Checklist Sub-Tier Questions Step-Haz-Control Co	ontacts and Approv	als Chemical Pr	oducts	Save >
				Step-Haz-Cor	trol: 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DA	AP (IN PROCESS)	(INITIAL REVIEW)		
5		larked Yes	Custon		rds For JHA Hazards Assigned a Step Unassigned Hazards Hazards w/Contr		Controls		
	2								
					3 3 3	0			
				1	3 3 3	0			
	I JHA S		Edit Step		3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3				
0	I JHA S		Edit Step						
	i JHA S		Edit Step				iqn Hazards And	# Hazards In	# Controls For S
	I JHA S	itep	Edit Step Step				ign Hazards And Controls	# Hazards In Step	# Controls For S Hazards
0		Edit Step		Detail Assign Hazard	s And Controls Edit Controls (Full Screen) Delete Checked Steps Description	Ass	Controls		
		itep Edit		Detail Assign Hazard	s And Controls Edit Controls (Full Screen) Delete Checked Steps Description	Ass			
0		Edit Step	Step	Detail Assign Hazard Step Title SECURE THE WORK AREA IS	s And Controls Edit Controls (Full Screen) Delete Checked Steps Description Make sure cords are up and out of the way. Check floors for any spills to prevent	Ass	Controls	Step	Hazards
		Edit Step	Step	Detail Assign Hazard Step Title SECURE THE WORK AREA IS	s And Controls Edit Controls (Full Screen) Delete Checked Steps Description Make sure cords are up and out of the way. Check floors for any spills to prevent	Ass	Controls	Step	Hazards
		Edit Step	Step 001	Detail Assign Hazard Step Title SECURE THE WORK AREA IS SAFE	s And Controls Edit Controls (Full Screen) Delete Checked Steps Description Make sure cords are up and out of the way. Check floors for any spills to prevent slippage and worse accidents.	Ass	Controls	Step 1	Hazards 1
		Edit Step	<b>Step</b> 001 002	Detail Assign Hazard Step Title SECURE THE WORK AREA IS SAFE WEAR SAFETY GLASSES	s And Controls Edit Controls (Full Screen) Delete Checked Steps  Description  Make sure cords are up and out of the way. Check floors for any spills to prevent slippage and worse accidents.  With sawing and hammering, wear safety glasses at all times.	Ass	Controls	Step           1           1	Hazards 1 1
		Edit Step	Step 001	Detail Assign Hazard Step Title SECURE THE WORK AREA IS SAFE	s And Controls Edit Controls (Full Screen) Delete Checked Steps Description Make sure cords are up and out of the way. Check floors for any spills to prevent slippage and worse accidents.	Ass	Controls	Step 1	Hazards 1
		Edit Step	<b>Step</b> 001 002	Detail Assign Hazard Step Title SECURE THE WORK AREA IS SAFE WEAR SAFETY GLASSES	s And Controls Edit Controls (Full Screen) Delete Checked Steps  Description  Make sure cords are up and out of the way. Check floors for any spills to prevent slippage and worse accidents.  With sawing and hammering, wear safety glasses at all times.	Ass	Controls	Step           1           1	Hazards 1 1

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

## **Contacts and Approvals**

ore you jump) Save >	ve changes	Products	als) Chemical	Jump To									
Save >			als Chemical										
		view)		Contacts and Approva	Haz-Control		Sub-Tier Question	Checklist Approvals: 0000189 C			Transfer	Previous	
# # pconcur Undecid	# Concur	# Log Entries	Consensus Date	Consensus Approval	Contact Group Role	Review Date	Initial Review	Email	Edit Email	Badge	Name	Role	
0 0	0	1	03- MAY-2023	APPROVEDBYOVERRIDE	OWNER	03- MAY-2023	COMPLETEBYOVERRIDE	÷	1	194	194	OWNER	0
	2	1	2	NEEDS APPROVAL	clickme	-	IN PROCESS	owneremail@fakeit.com	1	ITBADGE	SYSTEM	REVIEWER	0
	2	1	27		clickme			- owneremail@fakeit.com					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 (J CTS561 - Add Contact		l App	orova	ls		
0000189 CONSTRUCTION TEMPLATE TITLE -	WORK OD	ER 10 - AT I	DAP			
Cancel Save and Add Another	Save ar	nd Contin	ue			
Cont	act Badge tact Group Current T	EN FA FIR INI MJ NL PR QL RA SA	NSTRUCT VIRONMEI CILITY SAFI RE PROTECT DUSTRIAL H AINTENAN JCLEAR CR	TON NTAL ETY TION HYGIENE	R, WILLIAM	Select Person
R	Role	Name	Badge	Email	Contact Group Role	
OV	WNER	194	194	-	OWNER	
REV	IEWER	SYSTEM	ITBADGE	e owneremail@fakeit.com	-	
Cont	tact Group Answe	For Quest red Yes	tions	# Questions Answered Yes For Group	# Team Members Listed For Group	
	INDUSTRIA	L HYGIENE		1	0	
	SAF	ETY		1	0	

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

nents Call For Initial Review Team Email Repo	rt Delete JHA
Jump To 🔹 (Save	changes before you jump)
-Haz-Control Contacts and Approvals Chemical Products VORK ODER 10 - AT DAP (IN PROCESS) (INITIAL REVIEW)	Save >

### **Chemical Products**

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

TSJHA / CTS561: Job	Hazard Anal	ysis (JHA)	)						
Create New JHA	Select Existing JHA	Edit Scope	Work Package	Walkdown	Attachments	Call For Initial Review	Team Email	Report	Delete JHA
						Jump To		• (Save ch	anges before you jump)
< Previous	Selecte		Checklist	Sub-Tier Questio		ontrol Contacts and Ap		I Products	Finish >
	Add Chemical Product By	SDS Add (	Chemical Product By	Inventory U	pload Chemical Proc	ducts From RECID File	Delete Checked		
L	-							-	

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

CTSJHA / CTSS61: Job Hazard Analysis (JHA) / CTSS61 - Add Chemical Products By SDS									
< Return Without Selection									
Save Checked Items and Continue									
Q~	Go Rows 100 + Actions ~								
- 3 of 3									
Chemical Product RECID CAS # Manufacturer SDS Date									
	Image: Control (1,5-CYCLOOCTADIENE) RUTHENIUM (II) CHLORIDE         114         50982-13-3         VENDOR NAME         13-JUN-2022								
	(1,5-CYCLOOCTADIENE) RUTHENIUM (II) CHLORIDE	114	50982-13-3	VENDOR NAME	13-JUN-2022				
	(1,5-CYCLOOCTADIENE) RUTHENIUM (II) CHLORIDE DEMO STESTING 1	114 255	50982-13-3 115	VENDOR NAME	13-JUN-2022 06-MAR-2023				

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

Chemical F	roducts: 0000189 CONSTRUCTION TEMPL	ATE TITLE - WORK OI
nical Product By SDS	Add Chemical Product By Inventory	Upload Chemical P
	Go Actions ~	

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.

CTSJHA / CTS561: Job Hazard Analy CTS561: Work Packa	age Associated To This JHA
< Return To Job Hazard Analysis (JHA)	Edit Scope Work Package Walkdown Attachment

### **Call For Initial Review**

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

CTSJHA / CTS561: Job	Hazard Analy	/sis (JHA)							
Create New JHA	Select Existing JHA	Edit Scope	Work Package	Walkdown	Attachments	Call For Initial Review	Team Email	Report	Delete JHA

#### **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

CTSJHA / CTS561: Job Hazard Analysis (JHA)		
Create New JHA Select Existing JHA Edit Scope Work Package Walkdown Attachments	Click To Set Your Initial Review As Complete	Team Email Report

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.

CTSJHA / CTS561: Job Hazard Ana	lysis (JHA)						
Create New JHA Select Existing JHA	Edit Scope Walkdown	Attachments	Click To Set Your Initial Review As Complete	Team Email	Report		
					Jump To	(Save changes bef	ore you jump)
	•	•	•	•	•	•	
< Previous	Selected Item	HIW	Checklist	Step-Haz-Control	Contacts and Approvals	Chemical Products	Next >
			Selected Item: 0000093 (IN PROCE	SS) (INITIAL REVIEW)			
	Location 100-1						

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.

Email Sent				
2~	Go Acti	ons V		
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	VI
05-MAY-2023 18:00:15	owneremail@fakeit.com	JHA: 0000187 CALL FOR CONSENSUS APPROVAL	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	VI
05-MAY-2023 17:59:38	owneremail@fakeit.com	JHA: 0000187 INITIAL REVIEW COMPLETE SYSTEM, INITIAL (ITBADGE)	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	VI
05-MAY-2023 17:59:38	owneremail@fakeit.com	JHA: 0000187 ALL INITIAL REVIEWS COMPLETED	OWNEREMAIL@FAKEIT.COM,BILYBOBEMAIL@PGPDP.GOV	VI
02-MAR-2023 16:47:58	owneremail@fakeit.com	JHA: 0000187 CREATED SYSTEM, INITIAL (ITBADGE)	OWNEREMAIL@FAKEIT.COM	VI

## **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."

CTSJHA / CTS561: Job	o Hazard Anal	ysis (JHA)				
Create New JHA	Select Existing JHA	Edit Scope Work Pa	ackage Walkdown	Attachments	Freeze For Consensus	Team Email Report

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.

Main Menu Metrics 🛇 Portal 🕑 Exposure Assessment 🖓	🕐 IH Programs 📀 🖵	HA 📀 Checklist	Medical S	Surveillance	Injury-Illness		mis 🔆	EDR	
Home 🟠									FAQ 🔮
What Would You Like To Do									
Job Hazard and Safety Analysis (JHA) Entry									
CTS561: Job Hazard Analysis (JHA) Create or Edit Job Hazard Analysis (JHA)	CTS565 My Personal List f			-	roval and Feed Reviews, Suggest				C
	JHA		in you die treating a		nenens, sugges	ions, recu	Juck		
CTS586: JHA Coordinator Options									
Provides options for mass transfer and viewing									

#### Click Select JHA button.

CTS585: Approval and Feedback Log						
Select JHA						
Click To Enter Your Approval Or Create A Redline	Click To Enter G					

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

lome 쉾															FAQ 🕻
< Return W	/ithout Select	ion													
Q~				Go Ro	ws 100 \$ Acti	ons 🗸									
1 - 10 of 10	)														
	ID	Status	HIW- JHA	Phase	Title	Badge	Owner	Start Date	End Date	Approval Date	Туре	Sub Type	Location	Loc-2	Loc-3
< .															>
Select	0000191	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	1029	82.1
Select	0000189	IN PROCESS	JHA	INITIAL REVIEW	CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP	ITBADGE	SYSTEM	270	<del></del>	72	CONSTRUCTION	GENERAL	AREA 1	BUILDING 1	a.,
Select	0000188	IN PROCESS	JHA	CONSENSUS APPROVAL	MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)	ITBADGE	SYSTEM				CONSTRUCTION	GENERAL	SITE WIDE		14.:
Select	0000187	IN PROCESS	JHA	INITIAL REVIEW	MSGTS NEW TEMPLATE - (UPDATE THIS FIELD WITH YOUR WORK TITLE)	ITBADGE	SYSTEM			2	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 ODER 10 - AT DAP
	INITIAL REVIEW

Select JHA	JHA 0000189 CONSTRUCTION T	EMPLATE TITLE - WORK ODER 10 - AT DAP
	INITIAL REVIEW	
View JHA	Detail	
V	JHA Title	CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP
	ID	0000189-00
	Location	AREA 1
		BUILDING 1
	Туре	CONSTRUCTION
	Sub-Type	GENERAL
	Status	IN PROCESS
	Badge	ITBADGE
	Owner	SYSTEM
	Organization	IHSL1 IHSL1

Expand View JHA Detail submenu to view additional information.

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

Q~		Go Rows 100	Actio	ns 🗸				
I - 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	

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

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

## **Print JHA Report**

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

CTSJHA / CTS585:	Approval and Feedback Log	
Select JHA	JHA 0000189 CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP	
View JHA		
	G01','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 Re	port
JHA title: ID: Location: Type: Sub-Type: Status: Badge: Owner: Organization:	CONSTRUCTION TEMPLATE TITLE - WORK ODER 10 - AT DAP 0000189-00 AREA 1 BUILDING 1 CONSTRUCTION GENERAL IN PROCESS ITBADGE SYSTEM IHSL1
Defee forme	
Define Scope	
	do? What task(s) are being accomplished?
What are you going to do? W	hat task(s) are being accomplished?
What work control docu	ments are being used? (i.e. procedure and title, work package, checklists, etc.)
What work control document	s are being used? (i.e. procedure and tile, work package, checklists, etc.)
How are you going to d	o it? What tools/equipment are being used? What is the sequence of job steps?
How are you going to do it? V	Vhat tools/equipment are being used? What is the sequence of job steps?
Who is going to do it? V	Vhat craft types, specific support personnel, and other people will be involved in this task?
Who is going to do it? What c	raft types, specific support personnel, and other people will be involved in this task?
What are the boundarie	s of the job? (Location_time/date constraints_LOTO_cleanup/disposition_permits_etc.)
What are the boundaries of the	ne job? (Location, time/date constraints, LOTO, cleanup/disposition, permits, etc.)
Walkdown Review De	tail
Review Method:	TABLETOP
	15-MAR-2023
	of the walkdown and/or review?
Persons who were part of th	
Review notes that will he	Ip support completion of hazard identification and control
Review notes that will help s	upport completion of hazard identification and control

			Work Package				
Work Package ID			Work Package Title				
WP 1234			WORK PACKAGE TES	F1			
WP4567			WORK PACKAGE TES	Г2			
YE12345			TEST PROCEDURE				
YE2345			TEST PROCEDURE 2				
Steps, Hazards and Contro		S HAZARDS AND	CONTROLS THAT APPLY TO ALL STEPS				
Hazard		Haza	rd Control Method	Full C	Description of Con	trol Method	
bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	n) kkkkk	kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk				
bbbbbbbbbbbbbbbbbbb	bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	n)					
cccccccccccccccccccccc (	(custom)	<del></del>	*****				
	(custom)						
001 WHEN KNEELING DOWN	WHEN KNEELING DOWN						
Hazard		Haza	rd Control Method	Full C	Description of Con	trol Method	
Chemicals or chemical p	products (125.0.0)	Custo referi	m control not defined by generic system nees				
4			Carteste and America				
Owner-Reviewer	Name	Badge	Contacts and Approv	/ais	Role	Initial Review	Annual Status
Owner-Reviewer OWNER	SYSTEM		owneremail@fakeit.com		OWNER		Approval Status
OWNER	STSTEM	ITBADGE	ownereman@rakeit.com		OWNER	IN PROCESS	NEEDS APPROVAL

Close browser tab when finished viewing report.

### Enter Approval Or Create A Redline

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

CTSJHA / CTS585: Appro	oval and Feedback	< Log		
Select JHA 00	00189 CONSTRUCTION TEMPLAT	te title - work oder 10 - At dap		
INITIAL	REVIEW			
▶ View JHA Detail				
'CTS585BLOGMSG01','M',:P	158501_JHAPHASE);			
Click To Enter Your App	roval Or Create A Redline	ick 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 Feed	back 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.

CTSJHA / CTS585: Approval and Feedback Log / CTS585: Review and Comment Entry To Log	
Cancel Save and Continue	
JHA     0000185       Review and Comment     All items seems to be in order for the JHA. I recommend approval as is.       71 of 4000	li.
** Note: This is a comment box, not where you give concurrence or approval. To give your concurrence or approve, please go to the Approval and Feedback B	utton on the previous screen***

## **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.

CTSJHA / CTS585: Approval and Feedback Log / CTS585: Review and Commen	t Entry To Log	
JHA Green Idea For This Work	0000185 Use biodegradable paint when possible.	III
*** Note: The green idea you an idea!***	re entering here will be logged for review and reporting. It does not require any approval or co	oncurrence. Thank you for sharing your

Click the CTSJHA / 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**

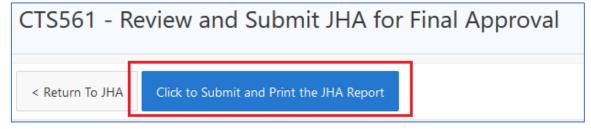
The owner clicks **Submit For Final Approval** button to submit.

CTSJHA / CTS561: Job Haz	ard Analysis (JHA	<b>.</b> )						
Create New JHA Select I	ixisting JHA Edit Scope	Walkdown	Attachments	UnFreeze For Free Edit	Enter Approval and Feedback	Submit For Final Approval	Team Email Report	Delete JHA
Entry has been frozen bu	t you, your delegate or a J	HA manager n	nay continue to	modify during the conse	enus phase			
						Jump To	(Save chang	es before you jump)
1			0	0	0	0	0	
< Previous	Selected		HIW	Checklist	Step-Haz-Control	Contacts and Approvals	Chemical Products	Next >
			Select	ted Item: 0000093 CONSTRUC	CTION GENERAL (IN PROCESS) (CO	NSENSUS APPROVAL)		

\*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."

CTS561 - Review and Submit JHA for Final Approval	
< Return To JHA Click to Submit and Print the JHA Report	
Varning: 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 wor	k.

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 F	OR USE		
lazard Identification Workshe	at Report					
azard identification workshe	et keport					
ID: 00000 Location: AREA Type: CONS Sub-Type: GENE Status: APPR Badge: ITBAD Owner: SYSTI Start Date: 22-AP	COVED FOR USE					
Define Scope						
Start Date: 22-APF	R-2022					
End Date: 21-APF						
What are you going to do? What t						
Vhat are you going to do? What task(s)						
Vhat work control documents are	being used? (i.e. procedure and	<u>i title, work package, ched</u>	<u>klists, etc.)</u>			
What work control documents are bein	g used? (i.e. procedure and title, wo	ork package, checklists, etc.)				
low are you going to do it? What	tools/equipment are being use	d? What is the sequence of	of job steps?			
low are you going to do it? What tools/	equipment are being used? What i	s the sequence of job steps?	, ,			
at are the boundaries of the job? (Loc eps, Hazards,Controls, and tit	cation, time/date constraints, LOTO					
at are the boundaries of the job? (Loc eps, Hazards,Controls, and tit 0 HAZARDS AND CONTROLS TH	cation, time/date constraints, LOTO les AT APPLY TO ALL STEPS					
at are the boundaries of the Job? (Loc eps, Hazards,Controls, and tit 0 HAZARDS AND CONTROLS TH/ Asbestos containing materials (1	cation, time/date constraints, LOTO les AT APPLY TO ALL STEPS 105.0.0)	), cleanup/disposition, permi				
at are the boundaries of the job? (Loc eps, Hazards,Controls, and tit 0 HAZARDS AND CONTROLS TH/ Asbestos containing materials (1 Hazard Control Method Full Description of Control	cation, time/date constraints, LOTO	), deanup/disposition, permi ker Training Required tos abatement activities, i	ts, etc.) induding: inspectors, mangement		ors of asbestos abatement workers/a	asbestos competent persons, and
at are the boundaries of the job? (Loc eps, Hazards,Controls, and tit D HAZARDS AND CONTROLS TH/ Asbestos containing materials (1 Hazard Control Method Full Description of Control Method	cation, time/date constraints, LOTO Les AT APPLY TO ALL STEPS 105.0.0) Asbestos Abatement Wor asbestos abatement work	), deanup/disposition, permi ker Training Required tos abatement activities, ters shall meet EPA Mode	ts, etc.) induding: inspectors, mangement Accreditation Plan Training Requ		ors of asbestos abatement workers/a	asbestos competent persons, and
at are the boundaries of the job? (Loc eps, Hazards,Controls, and tit D HAZARDS AND CONTROLS TH/ Asbestos containing materials (1 Hazard Control Method Full Description of Control Method Hazard Control Method	cation, time/date constraints, LOTO Les AT APPLY TO ALL STEPS 105.0.0 Asbestos Abatement Work Persons involved in asbes asbestos abatement work Contact Asbestos Schedu	), deanup/disposition, permi ker Training Required tos abatement activities. I kers shall meet EPA Mode	ts, etc.) including: inspectors, mangement Accreditation Plan Training Requ stos Work Permit		ors of asbestos abatement workers/a	asbestos competent persons, and
at are the boundaries of the job? (Loc eps, Hazards,Controls, and tit D HAZARDS AND CONTROLS TH/ Asbestos containing materials (1 Hazard Control Method Full Description of Control Method	cation, time/date constraints, LOTO Les AT APPLY TO ALL STEPS 105.0.0) Asbestos Abatement Wor asbestos abatement work	), deanup/disposition, permi ker Training Required tos abatement activities. I kers shall meet EPA Mode	ts, etc.) including: inspectors, mangement Accreditation Plan Training Requ stos Work Permit		ors of asbestos abatement workers/a	asbestos competent persons, and
at are the boundaries of the job? (Loc 2ps, Hazards, Controls, and tit 0 HAZARDS AND CONTROLS TH/ Asbestos containing materials (1 Hazard Control Method Full Description of Control Method Full Description of Control Method Full Description of Control	cation, time/date constraints, LOTO Les AT APPLY TO ALL STEPS 105.0.0 Asbestos Abatement Work Persons involved in asbes asbestos abatement work Contact Asbestos Schedu	), deanup/disposition, permi rker Training Required tos abatement activities, ters shall meet EPA Mode ling Coordinator for Asbe	ts, etc.) induding: inspectors. mangement I Accreditation Plan Training Requ stos Work Permit stos Work Permit.		ors of asbestos abatement workers/a	asbestos competent persons, and
at are the boundaries of the job? (Loc 205, Hazards,Controls, and tit 0 HAZARDS AND CONTROLS TH/ Asbestos containing materials (1 Hazard Control Method Full Description of Control Method Full Description of Control Method	cation, time/date constraints, LOTO	, deanup/disposition, permi ker Training Required tos abatement activities. kers shall meet EPA Mode ling Coordinator for Asbe ling Coordinator for Asbe ired for all Asbestos Work	ts, etc.) induding: inspectors. mangement I Accreditation Plan Training Requ stos Work Permit stos Work Permit.	irements	ors of asbestos abatement workers/a	asbestos competent persons, and
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## **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.

CTSJHA / CTS561: Job	Hazard Anal	ysis (JHA)							
Create New JHA	Select Existing JHA	Edit Scope	Work Package	Walkdown	Attachments	Call For Reapproval	Enter Approval and Feedback	Team Email	Report
Submit Reapproval	As Complete Cance	AHLI							

Reapprovals will occur through **CTS585 for Approval and Feedback**. Team members may <u>not</u> 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 <u>Chapter 4</u>). 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.

Main Menu Metrics 🕑 Portal 🕑 Exposure Assessment 🛇	🖌 IH Programs 📀	јна 📀	Checklist	🕑 Med	lical Surveillance	Injury-Illness	HMIS	EDR		
Home 🏠									FAC	QØ
What Would You Like To Do										
Job Hazard and Safety Analysis (JHA) Entry										
CTSS61: Job Hazard Analysis (JHA) Create or Edit Job Hazard Analysis (JHA)	CTS565 My Personal I Personal list of custom ha					proval and Feed Reviews, Suggest			Ľ	
CTS586: JHA Coordinator Options	JHA									4
Provides options for mass transfer and viewing										

## 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.

JHA Reports and Exports     Generate Blank Field Walkdown Reports     Question Master Report       CTSS61: JHA Schedule     CTSS62: Data Mine Keywords In JHA Records     CTSS63: JHA Approval and	HMIS 📀 EDR 😒 Toolkit 😒 🗸	Medical Surveillance 📀 Injury-Illness 📀 HMIS	IH Programs 🕑 JHA 🚫 Checklist 🛇	Portal 📀 Exposure Assessment 😒	Menu Metrics 交 Portal
CTSS70: JHA Reports and Exports JHA Reports and Exports CTSS75: Field Walkdown Reports Generate Bank Field Walkdown Reports CTSS81: JHA Schedule CTSS82: Data Mine Keywords In JHA Records CTSS83: JHA Approval and	FAQ				ŵ
JHA Reports and Exports     Generate Bank Field Walkdown Reports     Question Master Report       CTSS81: JHA Schedule     E     CTSS62: Data Mine Keywords In JHA Records     E					JHA Reports
CTS581: JHA Schedule	Report	CTS577: Question Master Report	CTS575: Field Walkdown Reports	ports	S570: JHA Reports and Exports
		Question Master Report	Generate Blank Field Walkdown Reports		A Reports and Exports
JHA Reapproval or expire schedule Data Mine Keywords to quickly find JHA records JHA Approval and Feedback Los	d Feedback Log Export	CTS583: JHA Approval and Feedl	CTS582: Data Mine Keywords In JHA Records		S581: JHA Schedule
	ig Export	JHA Approval and Feedback Log Export	Data Mine Keywords to quickly find JHA records		A Reapproval or expire schedule
CTS587: JHA Simple Search CTS597: JHA Delegate Simple Search			CTS597: JHA Delegate Simple Search		S587: JHA Simple Search
JHA Simple Search JHA Delegate Simple Search			JHA Delegate Simple Search	. 25	A Simple Search

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

Q~		_
1 - 1 of 1		
JHA ID	Туре	Su
0000188	CONSTRUCTION	GE
1 - 1 of 1		

Open Range Software						A ctsowner Logout
	*** REAPP	ROVAL REV	/IEW IN PROCESS - PLEASE R	EVIEW REAPPROVAL NOT	ES BEFORE USING	***
			TLine1 for RPT TLine2 for RPTI TLine3 for RPTI	VM156166		Classify for RPTNM156166
Job Hazard Analysis Rep	port					
JHA title:	MSGTS NEW TEMPI	ATE - (UPDATE T	HIS FIELD WITH YOUR WORK TITLE)			
ID:	0000188-00					
Location:	SITE WIDE					
Туре:	CONSTRUCTION					
Sub-Type:	GENERAL					
Status:	*** REAPPROVAL RE	VIEW IN PROCES	S - PLEASE REVIEW REAPPROVAL NOTES BEFORE			
	USING ***					
Badge:	ITBADGE SYSTEM					
Owner: Organization:	IHSL1					
Start Date:	03-MAY-2023					
Latest Revision:	03-MAY-2023					
End Date:	08-MAY-2023					
End Ducci	00 1111 2025					
Define Scope						
What are you going to d	o? What task(s) are being a	ccomplished?				
are you going to do? What tas	k(s) are being accomplished?					
What work control docur	nents are being used? (i.e. j	procedure and title	, work package, checklists, etc.)			
work order number						
How are you going to do	it? What tools/equipment	are being used? W	hat is the sequence of job steps?			
sdfg						
Who is going to do it? W	hat craft types, specific sup	port personnel, ar	d other people will be involved in this task?			
	cific support personnel, and othe					
			OTO, cleanup/disposition, permits, etc.)			
	time/date constraints, LOTO, cle					
andance of the job. (Location	, anorazio conozanio, 2010, de		no, or			
Steps, Hazards and Con	trols, Horizontal					
000 HAZARDS AND CONTI	ROLS THAT APPLY TO ALL S	TEPS HAZARDS AN	D CONTROLS THAT APPLY TO ALL STEPS			
Hazard			Hazard Control Method	Full Description of Control Method		
Abrasive blasting being	performed (103.0.0)		SSSSSSSS			
			Contacts and Ap	provals		
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 Change	s That Have Been Requested And Which Have B	een Or Are Being Considered For Incorpor	ation To JHA	
Entry	/ Date	Description			Decision To Incl	ude
03-M/	AY-2023	Testing for appro	val log		UNDECIDED	
				I		
			FLine1 for RPTNN	1156166		
			FLine2 for RPTNN	1156166		
			FLine3 for RPTNN	1156166		
•						
	*** REAPPR	OVAL REV	EW IN PROCESS - PLEASE RE	VIEW REAPPROVAL NOTE	S 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 S	Simple Sea	arch						
Question		Answer						
How do I JHA?	search for a	Enter your s Now button	earch text into the entry box. Select	which field to	search using the	pulldown list. T	hen click the dar	k blue Searcl
Enter a S	Simple Search Word a	nd Click Search	n Now	Search Any	/where In JHA	Search N	•••	
Q~			Go Rows 100 \$	tion	ywhere In JHA A Title Only			
1 - 1 of 1						)		
JHA ID	Туре	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.

Main Menu Metrics 🕑 Portal 📀 Exposure Assessment 📀	IH Programs 🕑 JHA 🔗 Checklist 😔 Medical Surveillance	○ Injury-Illness ○ HMIS ○ EDR ○ Toolkit ○ ∨
Home 🛱		FAQ 🖉
Support		
CTS544: Question Hints Hints and Indicators to help you answeryes/no on an HIW or JHA question	CTS555: Task and Questions Create task and list questions for the HIW-JHA process	CTS562: JHA Question Master Master list of standard hazards and questions for JHA
CTS568: JHA Templates Pre-defined templates for rapid creation of high quality HIW and JHA	CTS588: SME Contacts List SME Contacts List	CTS749: Work Package Master Work Package Master
CTS759: JHA Data Utilities		

#### Create New SME Contact Click the Add New SME Contact button.

									[]	
Add N	New SMI	E Contact Edit Contact	Autobuild from CTS561 (la	ast 365 days and	only if SME for questions)				Ignore Me	Delete Checke
2~		Go	Actions ~							
- 3 of 3										
- 3 of 3		SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area o	or Comments	Ignore Me
- 3 of 3		SME Contact IHLABMGR, LARRY	Badge IHEQPBADGE	Edit Email	Email IHLAB@FAKE.MAIL	Edit Role	Role	Coverage Area o	or Comments	Ignore Me
									or Comments	

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

CTSJHA / CTS588: SME Contacts List / CTS588 - SME Contact List		
Cancel Save and Continue		
Contact Role	0002 > Select Person MAINTENANCE	WORKER, WILLIAM
Coverage Area or Comments	Comments about coverage area here. 34 of 3000	

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

Return Without S	election						
2~	Go F	tows 100 ¢ Actions ~					
- 42 of 42							
	Last Name ↑=	First Name	Badge	UID	Email	Site	Company
Select	194	194	194	194	-	SITE	COMPANY
Select	BOB	BILLY	000013	BTB	BILYBOBEMAIL@PGPDP.GOV	SITE	COMPANY
Select	BROWN	CHARLIE	10005			SITE3	COMP3
Select	сох	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		X0020000000000000000000000000000000000	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 Role	0002 > Select Person MAINTENANCE	WORKER, WILLIAM
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.

Add	New SN	ME Contact Edit Contact	Autobuild from CTS56	1 (last 365 days a	and only if SME for questions)				Ignore Me	Delete Checked
Q.~		Go	Actions ~							
- 4 of	4									
	0	SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area or Co	omments	Ignore M
0	0	SME Contact IHLABMGR, LARRY	Badge IHEQPBADGE	Edit Email	Email IHLAB@FAKE.MAIL	Edit Role	Role	Coverage Area or Co	omments	Ignore Me
0							Role		omments	
	0	IHLABMGR, LARRY	IHEQPBADGE	1	IHLAB@FAKE.MAIL	1	Role		omments	12

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

CTSJHA / CTS588: SME Contacts List / CTS588 - SME Contact List		
Cancel Save and Continue		
Contact Role	0002 MAINTENANCE	WORKER, WILLIAM
Coverage Area or Comments		11.
	34 of 3000	

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

Add	New SN	/E Contact Edit Contact	Autobuild from CTS56	1 (last 365 days	and only if SME for questions)			Ignore Me	Delete Checke
2~		Go	Actions ~						
- 4 of	4								
	0	SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area or Comments	Ignore M
0	0	SME Contact IHLABMGR, LARRY	Badge IHEQPBADGE	Edit Email	Email IHLAB@FAKE.MAIL	Edit Role		Coverage Area or Comments	Ignore M
0							Role		1000
	0	IHLABMGR, LARRY	IHEQPBADGE	1	IHLAB@FAKE.MAIL	1	Role		22

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.

Add New SME Contact Edit Contact Autobuild from CTS561 (last 365 days and only if SME for questions)					and only if SME for questions)			Ignore Me	Delete Checked
2~		Go	Actions						
- 4 of -	4								
		SME Contact	Badge	Edit Email	Email	Edit Role	Role	Coverage Area or Comments	Ignore M
0	0	IHLABMGR, LARRY	IHEQPBADGE	1	IHLAB@FAKE.MAIL	1	ENVIRONMENTAL	1001	17
С	0	IHSAFETYPRO, SANDY	IHSPBADGE	1	IHSP@FAKE.MAIL	1	INDUSTRIAL HYGIENE	3m)	
С	0	PLANNER, PENELOPE	PLANBADGE	1	PLANNER@FAKE.MAIL	1	CONSTRUCTION	3m)	
۲		WORKER, WILLIAM	/0002	1	2	1	MAINTENANCE	Comments about coverage area here.	1

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