

SECTION 18

JOB HAZARD ASSESSMENT

18.1 Instructions

OSHA requires each employer to assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of Personal Protective Equipment (PPE). Currently, this regulation does not apply to construction.

18.2 Overview

PPE is designed to aid in the protection against work and environmental hazards that cannot be eliminated. The Occupational Safety and Health Administration (OSHA) requires employers to conduct a “hazard assessment” for the workplace. The survey results can serve as the basis for establishing PPE requirements for all similar jobs.

In 1997, the NEII Safety Committee developed the Job Hazard Assessment Form to help the industry facilitate compliance with the OSHA regulations specified above. The Job Hazard Assessment Form (NEII SC01) shall be utilized in conjunction with the *Elevator Industry Field Employees’ Safety Handbook* and is intended to help your company and you comply with the OSHA PPE Standard.

18.3 General

All equipment shall be company approved and designed for the work to be performed. All PPE equipment shall be used and maintained in a sanitary and reliable condition. These provisions apply to all field personnel, management personnel and visitors.

18.4 Foot and Leg Protection

- (a) All footwear shall meet industry and company requirements and protect the worker from falling, rolling or sharp objects, wet slippery surfaces and potential electrical hazards.
- (b) Leggings protect the lower leg and feet from welding sparks. Safety snaps allow them to be removed quickly. Knee guards may be required if the worker is exposed to extended kneeling. (Also see Section 3.4)

18.5 Head Protection

- (a) OSHA regulations mandate that all workers wear protective helmets in areas where there is a possible danger of head injury from impact, falling or flying objects, or electrical shock and burns.
- (b) Each worker is required to comply with both industry and company standards on when, where and how to fit and wear hard hats. Hard hats shall comply with the “American National Standards Safety Requirements for Industrial Head Protection,” ANSI Z89.1-1986, which shall be marked on the helmet’s shell. (Also see Section 3.3)

18.6 Hearing Protection

- (a) OSHA has established permissible noise levels and duration of exposure for workers. When noise levels or exposure cannot be reduced to below the permissible noise level, ear protection devices shall be provided and worn.
- (b) To be effective, the device used shall be properly fitted. Some earplugs are disposable and should be discarded after one use. Nondisposable earplugs shall be cleaned after each use. (Also see Section 3.5)

18.7 Eye and Face Protection

- (a) Eye and face protective equipment shall be provided when there is a potential for injury from flying particles, liquid chemicals, gases, electrical shock/arcing and radiant energy. Companies are required to provide a type of eye protection suitable for the work to be performed.
- (b) Eye and face protection can include goggles, glasses and face shields. Eye protection devices shall comply with the “American National Standard Practice for Occupational and Educational Eye and Face Protection,” ANSI Z87.1-1989. (Also see Section 3.2)

18.8 Respiratory Protection

- (a) The company shall provide appropriate respiratory devices, where required. They are to be used by all affected workers in accordance with the company’s respiratory program.
- (b) All respiratory devices shall be approved by the Department of Health and Human Services National Institute for Occupational Safety and Health for the contaminant or situation to which the worker is exposed. (Also see Section 3.8)

18.9 Personal Fall Arrest System

The company shall provide each worker an appropriate personal fall arrest system to be used, where required. Safety harnesses, lifelines and shock-absorbing lanyards shall be used when guardrails and safety nets are not available or feasible, and there is a fall exposure over six feet. (Also see Section 3.6 and 4.1)

18.10 Hand Protection

If there is a potential for cuts, abrasions, burns and skin contact with chemicals, gloves, suitable for the hazard, shall be worn. (Also see Section 3.7)

18.11 OSHA Regulations

A job hazard assessment for PPE is required by 29 CFR Subpart 1, Section 1910.132 through 138. Additional PPE requirements can be located in 29 CFR Subpart E, Section 1926.95 through 107 and other regulations, such as Subpart G, K and M. The Job Hazard Assessment establishes the minimum PPE requirements for elevator industry personnel performing service and repair work.

18.12 Assessing Workplace Hazards

The employer shall assess the workplace hazards to determine where PPE is required. Use of the Job Hazard Assessment Form (NEII SC01) is recommended to help the elevator company comply with OSHA regulations. The assessment process is outlined as follows:

- (a) A Competent Person shall conduct a hazard assessment to identify hazards which require PPE and/or to verify the PPE used by the worker is sufficient. This shall be noted and documented as written certification of the assessment.
- (b) Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- (c) Issue and train each employee on the use and care of the required PPE and insure that each employee has properly fitted PPE.

- (d) Appropriate equipment shall be issued to the employee prior to startup or at new-hire orientation by the employer. The employee may be required to provide some PPE.

18.13 Training

OSHA requires the company to provide training to each employee who is required to have PPE and to know:

- (a) when PPE is necessary;
- (b) what PPE is necessary;
- (c) how to properly wear, fit, adjust and remove PPE;
- (d) the limitations of the PPE; and
- (e) the proper care, maintenance, useful life and disposal of the PPE.

If the company has reason to believe the trained worker does not have the understanding and skill required by the company to use the PPE, the company shall remove the worker from the job until the worker is adequately trained.

Each company is required to certify that each worker has been trained or retrained if there is a job assignment change which presents a new hazard, or the need for retraining is identified. Documentation on the date, type of training and worker's name should be retained as documentation.

Figure 18a

JOB HAZARD ASSESSMENT
(MAY NOT BE ALL INCLUSIVE)

Date:

Job:

Prepared By:

[illegible]

May be required to comply with other regulatory and/or company standards

Form: SC01

Figure 18b

JOB HAZARD ASSESSMENT
(MAY NOT BE ALL INCLUSIVE)

Date: _____

Job:

Prepared By:

<input type="checkbox"/> Top of Car	<input type="checkbox"/> Outside of Car (Landing)
<input type="checkbox"/> Pit	<input type="checkbox"/> Escalator/Moving Walk
<input type="checkbox"/> Inside of Car	<input type="checkbox"/> Machine Room

Work Location:	Eyes	Face	Hands/Arms	Head	Feet/Legs	Other* (Specify)
Major Tasks: _____ Steps: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____	CHECK IF APPLICABLE	SAFETY GLASSES W/SIDE SHIELDS SAFETY GOGGLES WELDING (GLASSES & GOGGLES) RESPIRATOR FACE SHIELD WELDER'S HOOD (W/TINTED LENS) HEARING PROTECTION	COTTON WORK GLOVES CUT RESISTANT GLOVE RUBBER GLOVE NEOPRENE GLOVE LEATHER GLOVE HEAT RESISTANT GLOVE SLEEVES WELDER'S JACKET	STANDARD HARDHAT OTHER	SAFETY SHOES PANTS/COVERALLS KNEE GUARDS	PERSONAL FALL ARREST SYSTEM LIFELINE GUARDRAILS/BARRICADES HOLE COVERINGS LOCKOUT/TAGOUT GFCI STOP SWITCH PROCEDURE
Hazards						
- Site Conditions can't						
- Falling Objects						
- Mechanical Repairs						
- Blowers						
- Welding						
- Soldering						
- Cutting						
- Hoisting						
- Grinding						
- Sanding/Chiseling						
- Babbitting						
- Drilling						
- Power Actuated Tools						
- Metal Working/Handling						
- Sawing						
- Roping						
- Moving Equipment						
- Other (Specify if not all inclusive)						

May be required to comply with other regulatory and/or company standards