



OP 0.00.002– Job Hazard Analysis

JOB HAZARD ANALYSIS

Management reserves the right to change these procedures without notice in order to ensure the health & safety of any individual or situation.

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Date Issued
Draft 9.10.07

Revision Status
Rev 1.0

Date Reviewed
Draft

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Objective

This procedure has been developed to describe the steps that will be undertaken to perform a job hazard analysis (JHA) on any task inside the Lead Shed. A JHA will be undertaken for each task to ensure it can be undertaken with no harm to people or the environment.

Scope

The job hazard analysis procedure will be performed prior to the commencement of any task for the first time to ensure that the job can be performed with no harm to people or the environment. The job hazard analysis procedure is to be repeated should new tasks be identified.

Accountabilities

Managing Director	Approve and endorse the requirements of this procedure at the corporate level.
General Manager (Site Operations)	Approve & endorse at a Senior Management level (Operational)
Manager - Metallurgy	Ensure sufficient resources & training are adequate for full compliance of this procedure
OSHE Manager	Establish, manage and maintain the induction, training, and monitoring databases. Co-ordinate the auditing process at the prescribed intervals.
Superintendants	Ensure compliance & training requirements are in place & directly monitor this procedure, document & report any required changes to the procedure
Supervisors	Directly supervise all operators/contractors to ensure full compliance of this procedure
Operators	Be familiar & trained & carry out this procedure as per the requirements
Contractors	Be familiar & trained & carry out this procedure as per the requirements

References

Relevant Legislation

None

Relevant Guidelines and Codes

None

Associated Procedures

All

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Attachments

None

MANAGEMENT ACTIONS

PROCEDURE		Compliance (Y/N)																				
To be audited prior to commencement of a new task																						
1	The appropriate personnel have been involved in working through the Job Hazard Analysis form and the JHA step sheet. The appropriate personnel include the personnel who will be undertaking the task and the Magellan Department Manager.	<input type="checkbox"/>																				
2	A JHA has been completed for each task involving the handling, transport and storage of lead concentrate at the Port of Esperance.	<input type="checkbox"/>																				
3	Each JHA includes a breakdown of the steps to be performed, a description of the potential hazards associated with lead exposure related to the task, and the health, hygiene and environmental controls (including PPE) to minimise exposure while carrying out the task	<input type="checkbox"/>																				
4	All permits and plans related to each JHA have been issued and attached to the relevant JHA.	<input type="checkbox"/>																				
	Sufficient time was allocated prior to commencing the task to undertake the JHA.																					
7	Each JHA has been approved and endorsed by Magellan’s General Manager.	<input type="checkbox"/>																				
8	Each JHA contains a list of personnel who will be required to undertake the task described in the JHA.	<input type="checkbox"/>																				
	The training and inductions databases have been checked to ensure the personnel listed in each JHA have undertaken the appropriate training or inductions.																					
JHA Step Sheet																						
	The JHA step sheet was used to break down the task into steps, so as to identify hazards for each step.																					
	The following categories were used to break down the task: 1. Pre-start / Job prep. 2. Performing Job / Implementation / Operation. 3. Finish Job / Clean Up / Close Out.																					
	Potential hazards were identified at each step in each category.																					
	Controls were put in place for each hazard identified.																					
	e.g. JHA Step Sheet Example:																					
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Step</th> <th style="width: 30%;">Hazards</th> <th style="width: 30%;">Controls</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td colspan="4">A) Pre-Start / Job Preparation</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Step	Hazards	Controls		A) Pre-Start / Job Preparation																
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B) Performing Job																			
C) Finish Job / Close Out																			
JHA Form:																			
The following information was recorded on the JHA Form																			
General information: The job description, the area and equipment number to be worked on (if applicable.)																			
Permits or plan required have been issued and attached to the JHA.																			
Examples																			
<table border="1"> <tr> <td>Permits</td> <td>Plans</td> </tr> <tr> <td>General Isolation</td> <td>Emergency</td> </tr> <tr> <td>Hot work</td> <td>Extrication</td> </tr> <tr> <td>Confined Space Entry</td> <td>Traffic Diversion</td> </tr> <tr> <td>Working at Heights</td> <td>Critical Crane Lifts</td> </tr> <tr> <td>Excavation</td> <td>EWP Use</td> </tr> <tr> <td>Grid-mesh / Floor Removal</td> <td>Scaffolding</td> </tr> <tr> <td>High Voltage Access</td> <td>Blasting</td> </tr> <tr> <td>Radiation</td> <td>Other</td> </tr> </table>	Permits	Plans	General Isolation	Emergency	Hot work	Extrication	Confined Space Entry	Traffic Diversion	Working at Heights	Critical Crane Lifts	Excavation	EWP Use	Grid-mesh / Floor Removal	Scaffolding	High Voltage Access	Blasting	Radiation	Other	
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Hygiene controls are in place, dirty area requirements are stipulated.																			
PPE requirements and/or safety systems are listed.																			
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<table border="1"> <tr> <td>PPE</td> <td>Safety systems</td> </tr> <tr> <td>Dust Masks</td> <td>Fall Protection</td> </tr> <tr> <td>Respirators</td> <td>Protective Clothing</td> </tr> <tr> <td>SCBA</td> <td>Barricading / Signs</td> </tr> <tr> <td>Disposable Overalls</td> <td>Fire Blankets</td> </tr> <tr> <td>Gloves</td> <td>Fire Extinguishers</td> </tr> <tr> <td>PAPRs</td> <td>Radio / Phones</td> </tr> </table>	PPE	Safety systems	Dust Masks	Fall Protection	Respirators	Protective Clothing	SCBA	Barricading / Signs	Disposable Overalls	Fire Blankets	Gloves	Fire Extinguishers	PAPRs	Radio / Phones					
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Personnel: A list of personnel working under each JHA was completed including: Full name.																			

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	The Date. Their signature.	
	The following signatures were attained before the commencement of each task: The JHA developer. The supervisor in charge. The management representative (note all three is usually the one person e.g. a supervisor.)	
	Work closure: Work closure is to certify, that all people, materials, and tools have been removed from the area, and the area has been returned to a clean and safe condition. This was signed off by the supervisor of the job and the management representative.	

Audit Notes / Recommendations

Procedure Audited By:		Company:	
Signature:		Date:	