

# Supervisor Instructions

## Introduction

Supervisors are required to survey their areas to identify hazards their employees are exposed to. Hazards associated with the job/tasks an employee performs are identified along with the necessary Personal Protective Equipment (PPE) to protect the employee. PPE is never a substitute for other means of eliminating hazards such as engineering out the hazards. The following steps need to be taken:

Step 1: Identify any job tasks that contain hazards. You will identify hazards, potential hazards, unsafe acts or conditions.

Step 2: If no hazards were identified then no other actions need to be taken. If job tasks containing hazards were identified then determine if definitive guidance exists that clearly identifies the hazards and associated PPE. If adequate definitive guidance exists then no further action is required. If no definitive guidance exists then perform a PPE Job Safety Analysis.

Step 3: Perform a PPE Job Safety Analysis.

## Identify Job Tasks Containing Hazards

Evaluate the tasks employees perform that have hazards associated with performance of the task. Hazards are often separated into two categories: health and safety. Bioenvironmental Engineering will identify health hazards when they perform their industrial hygiene assessment. Supervisors must be knowledgeable enough so they can assist Bioenvironmental Engineering by ensuring they are told about all tasks where exposure takes place. Bioenvironmental Engineering cannot evaluate hazards when they are not told process exist that contain those hazards.

## STEP 1: Identifying Hazards

Many but not all of the hazards encountered in the work area are identified in an industrial hygiene assessment accomplished by Bioenvironmental Engineering. Hazards identified in Industrial Hygiene Assessment:

### Health Hazards

- Hearing hazards
- Respiratory hazards
- Laser hazards
- Ionizing radiation hazards

- Ultraviolet radiation hazards
- Heat stress hazards
- Ergonomic hazards
- Chemical hazards

## Hazards normally not identified in the Industrial Hygiene Assessment.

### Safety Hazards

- Hazards associated with flying objects
- Hazards associated with falling objects
- Hazards associated with shock or burns
- Hazards associated with crushing and cutting
- Hazards associated with impact to the body
- Hazards associated with manual lifting/material movement

### Identifying where the hazards are:

- Look at recent or past injuries. Include lost time, first aid, near misses.
  - Safety office can provide a record of injuries.
  - OSHA Form 200
  - Worker's compensation claims.
- Closely examine work areas with the highest rate of accidents and disabling injuries. Also ask employees about any 'close calls' they have encountered while performing their job, since this may uncover additional potential hazards.
- Use your employees. Involve the employees by discussing the reasons for the survey and the procedures to be used. It is important to point that the survey is not a review of job performance. If possible, involve an employee from each work area assessed in reviewing the job procedures and potential hazards and in examining PPE currently in use.
- Complete the walk-around survey. Observe the following:
  - The layout of the workplace
  - The location of the workers
  - The work operations
  - The present and potential hazards
  - Places where PPE is use, including the type of device and the reason for its use.

- Focus on movement and energy. Areas that have movement and energy will have hazards. The following work areas are prime for hazards because they have a lot of movement and energy associated with their operations:
  - welding areas
  - loading docks
  - battery changing areas
  - maintenance shops
  - spray paint stations or booths
  - compressed gas storage areas
  - chemical storage areas
  - hazardous waste storage areas
  - industrial operations areas.

Look for the following sources of hazards as you survey the workplace:

Sources of motion – machinery or processes where any movement of tools, machine elements or particles could exist, or movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects;

Sources of high and low temperatures – handling of chemicals during a production process, or exposure from a spill or leak;

Types of chemical exposure – handling of chemicals during a production process, or exposure from a spill or leak;

Sources of harmful dust – areas where cutting metal, concrete, or other operations produces dust;

Sources of light radiation – welding, brazing, or cutting processes, furnaces, heat treating, high intensity lights, etc;

Sources of falling or dropped objects – man lifts in warehousing, stacked pallets, use of dollies, shipping and receiving areas;

Sources of sharp objects (that might pierce the feet or cut the hands) – working with machinery, food handling and storage, sawing and cutting;

Sources of rolling or pinching objects (that could crush the feet) – moving stock, such as paper rolls;

Electrical hazards

Sources of environmental hazards – Ice/snow slip and fall, temperature, wind chill;

Co-Workers – people who work in the immediate vicinity of others can present hazards from their presence or the operations with which they are involved.

## **Step 2: Determine if adequate definitive guidance exists**

Do technical orders, work control documents or other documentation clearly outline the hazards and associated PPE? Do not assume that guidance is adequate. You need to review the guidance to make sure it covers the hazards and PPE. Hill AFB has experienced several injuries where process documents such as Tech Orders existed with inadequate hazards identification and PPE guidance.

## **Step 3: Identify Personal Protective Equipment (PPE)**

- Make an estimate of the type, risk level, and seriousness of potential injuries.
- Review the type of PPE being used and compare it to the hazards of the work area.
- If the PPE in use does not provide more than the minimum protection required, select the proper gear and make sure the device is fitted to the worker.
- Pay close attention to this area of proper fit. A worker is more likely to wear a piece of PPE if it fits comfortably

## **References**

**AFOSH 91-501 Chapter 1, PPE/JSA for unsafe work environments**  
**AFOSH 91-501 Chapter 3, PPE for physical hazards**  
**AFOSH 91-501 Chapter 4, PPE requirements of manual material handling**  
**AFOSH 91-501 Chapter 12.6 PPE for hand and portable tools**  
**AFOSH 91-501 Chapter 14, PPE for all hazards**  
**AFOSH 91-501 Chapter 18.3 PPE for operation of machines**  
**OSHA 29 CFR 1910.132, PPE General Requirements**

## PPE Job Safety Analysis Certificate

This can be used to document the job safety analysis you perform when determining PPE requirements.

<b>PPE Job Safety Analysis Certificate</b>	Building #:	Page __of__ ; JSA NO __	Date:	<input type="checkbox"/> New
	Employee/Operator:	Supervisor:	Analysis By:	
Company/Organization:	Plant/Location:	Department:	Certified By:	
Job Task	Potential Hazards Unsafe Acts or Conditions	Required Personal Protective Equipment		

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