



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 5100.10A  
CO0001

**AUG 16 2018**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 5100.10A

From: Commanding Officer  
To: Distribution List

Subj: JOB HAZARD ANALYSIS

Ref: (a) CSP 03-01-003  
(b) OSHA Handbook 3071 Job Hazard Analysis  
(c) National Safety Council Accident Prevention Manual

Encl: (1) Marine Corps Logistics Base Albany Job Hazard  
Analysis Worksheet  
(2) Training Roster

1. Situation. Nearly every task has some degree of risk, even if the only risk is human error. Like the Risk Management process, a Job Hazard Analysis (JHA) is a simple and effective technique to identify hazards and develop controls to reduce or eliminate the hazard before mishaps occur. As an Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs Star Site, Marine Corps Logistics Base Albany follows the guidelines of reference (a), OSHA's VPP Policies and Procedures Manual. Reference (a) specifies that JHA are an acceptable tool to identify hazards of routine jobs, tasks, and processes in order to identify hazards and controls. References (b) and (c) further detail the JHA process. Proficiency in developing a JHA worksheet is an essential competency for every member of the workforce and is considered a best practice in facilitating employee involvement.

2. Cancellation. BO 5100.10

3. Mission. Marine Corps Logistics Base (MCLB) Albany will implement the JHA process as worksite analysis tool in order to prevent work-related injuries and illnesses, lower workers' compensation costs, improve productivity, and sustain VPP Star worksite designation.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

#### 4. Execution

a. Commander's Intent. I expect all MCLB Albany Division Directors and Special Staff to integrate the JHA process into their mishap prevention program. Everyone in this command will be able to perform a JHA and incorporate the results of JHAs to refine the written procedures for a task or process, prescribe personal protective equipment, and identify controls to reduce or eliminate hazards.

#### b. Concept of Operations

(1) A JHA is a tool used to: identify, analyze, and record the steps necessary to perform a specific task; identify the existing or potential safety and health hazards associated with each step and; record the controls or countermeasures that will eliminate or reduce the hazards. A JHA focuses on the relationships among the performer, the task, the tools, and the work environment. From the simplest to the most complex, each task is analyzed to determine if there is a better, safer way to accomplish the task. In addition to the safety benefits, a properly completed JHA can help to streamline processes, assist in standardizing a process, identify the personal protective equipment needed to perform a task, and provide a form of documentation regarding an employee's knowledge of the task. The JHA is also an excellent way to facilitate employee involvement in how tasks are performed and can be used to train new employees on the steps involved in a task.

(2) Job Hazard Analyses are best performed at the first-line supervisor level using employees experienced in performing the task. Consider jobs with the following characteristics when selecting jobs for analysis:

- (a) Disabling injuries or illnesses
- (b) Frequent injuries or illnesses
- (c) Recordable property damage or business interruptions
- (d) A high number of near misses
- (e) High turnover
- (f) Poor production or service quality
- (g) Jobs with employee complaints

- (h) High absenteeism
- (i) New or altered jobs
- (j) Routine jobs or tasks

(3) Detailed training on how to conduct a JHA is available from the following resources:

- (a) MCLB Albany Risk Management Staff
- (b) Navy Knowledge On-Line e-Learning
- (c) Enterprise Safety Applications Management System
- (d) Risk Management Safety Training Reference Library
- (e) OSHA Handbook 3071 *Job Hazard Analysis*, reference (b)
- (f) National Safety Council *Accident Prevention Manual*, reference (c)

(4) Enclosure (1) contains a worksheet, which can be used to document the JHA and a training roster to document employee training on the JHA. Other JHA worksheets may be used as long as they contain the same information.

c. Tasks

(1) Installation Safety Manager will:

- (a) Administer this Order and ensure it remains current and accurate.
- (b) Coordinate compliance with the provisions of this Order through scheduled safety and health inspections.
- (c) Provide assistance in training supervisors to perform a JHA.

(2) Division Directors and Special Staff will:

- (a) Ensure supervisors and employees are trained in the JHA process.
- (b) Ensure supervisors perform and document JHA within their respective organizations.

(c) Request assistance from the MCLB Albany, Risk Management staff on the JHA process as required.

(d) Ensure unit safety officers provide assistance in the JHA process.

(e) Use results of the JHA to develop specific procedures for every task, refine unit safety standard operating procedures, train employees, and prescribe and validate appropriate personal protective equipment.

(f) Ensure completed JHA worksheets are posted in the immediate areas where the task or process is performed.

(g) Review JHA worksheets annually, and when the process changes, to ensure implemented control measures are effective.

5. Administration and Logistics

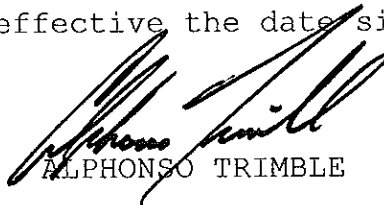
a. Administration. None.

b. Logistics. None.

6. Command and Signal

b. Command. This Order is applicable to the MCLB Albany Installation command.

a. Signal. This Order is effective the date signed.



ALPHONSO TRIMBLE

DISTRIBUTION: A

**MCLB Albany  
JOB HAZARD ANALYSIS WORKSHEET**

Date Prepared	Annual Review	Annual Review	Annual Review

Completed By: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Division Safety Officer: \_\_\_\_\_

Job / Task: \_\_\_\_\_  
 Job Location: \_\_\_\_\_  
 Division / Branch: \_\_\_\_\_

Personal Protective Equipment Required: \_\_\_\_\_

	Sequence of Basic Job Steps	Potential Hazards for Each Step	Prevention Measures & Controls
1	Observe an experienced employee and break the job down into concise, logical steps that advance the process. Tell what must be done, not how it should be done. Focus on body movements. Use action verbs such as LIFT, PLACE, TURN, STAND. Only include steps that are part of the job. Review the steps with the employee before continuing. Use operator's / owner's manuals, SOP's, etc. to validate the steps.	A hazard is a potential danger. Examine each step to find and identify the hazards and potential hazards. You may have more than one hazard for each step. Look beyond the obvious hazards and study the entire environment to include health hazards. Do not include the results of mishaps. For example, oil on the floor is a hazard, slipping on the oil is a mishap, and a sprained wrist is an injury. Use terms like STRUCK, CAUGHT IN, PINCHED, FALL FROM, INHALED, etc.	Decide what specific actions to take to eliminate or reduce the risk of each hazard that could lead to a mishap. Develop a solution for each hazard to perform the job safer. You may have more than one control for each hazard. Include, in this priority: (1) engineering controls, (2) substituting a safer product, (3) administrative controls like finding a new way to perform the step or reducing the frequency of the step, and (4) personal protective equipment.
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JOB HAZARD ANALYSIS WORKSHEET**

Date Prepared	Annual Review	Annual Review	Annual Review

Job / Task: \_\_\_\_\_

Completed By: \_\_\_\_\_

Job Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Division / Branch: \_\_\_\_\_

Division Safety Officer: \_\_\_\_\_

Personal Protective Equipment Required: \_\_\_\_\_

	<b>Sequence of Basic Job Steps</b> Observe an experienced employee and break the job down into concise, logical steps that advance the process. Tell what must be done, not how it should be done. Focus on body movements. Use action verbs such as LIFT, PLACE, TURN, STAND. Only include steps that are part of the job. Review the steps with the employee before continuing. Use operator's / owner's manuals, SOP's, etc, to validate the steps.	<b>Potential Hazards for Each Step</b> A hazard is a potential danger. Examine each step to find and identify the hazards and potential hazards. You may have more than one hazard for each step. Look beyond the obvious hazards and study the entire environment to include health hazards. Do not include the results of mishaps. For example, oil on the floor is a hazard, slipping on the oil is a mishap, and a sprained wrist is an injury. Use terms like STRUCK, CAUGHT IN, PINCHED, FALL FROM, INHALED, etc.	<b>Prevention Measures &amp; Controls</b> Decide what specific actions to take to eliminate or reduce the risk of each hazard that could lead to a mishap. Develop a solution for each hazard to perform the job safer. You may have more than one control for each hazard. Include, in this priority: (1) engineering controls, (2) substituting a safer product, (3) administrative controls like finding a new way to perform the step or reducing the frequency of the step, and (4) personal protective equipment.
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