

Job Safety Analysis Worksheet		Date:
Title of Job/Operation: Asbestos inspections and field operations		Log Number:
Employee Name and Job Title:		Analyst/ Date:
Division/Bureau/Section: Division of Air Resource Management		Approved By/ Date:
Personal Protective Equipment Recommended or Required: For vehicle: Fire extinguisher, first aid kit, flashlight, battery jumper cables, and cell phone. Personal protection equipment: Hardhat, safety shoes, eye protection, gloves, hearing protection, coveralls and respiratory protection (training required).		
Sequence of Basic Job Steps	Potential Accidents or Hazards	Recommended Safe Job Procedures
Inspection planning; Prepare for site visit(s). Check facility file in DEP database. Review potential hazards that might be encountered while visiting this facility. Identify site/activity PPE needs; Check contents of PPE equipment bag for complete inventory	Slips, trips and falls Heavy Lifting	Be aware of your surroundings. Avoid slippery floors. Review facility file. Review reference documents on the facility being inspected. Familiarize self w/site prior to visit; know contaminants of concern and properties, locations of suspected contaminant areas. Complete appropriate training and identify appropriate PPE needs before inspection. Provide itinerary to supervisor, or periodically check in w/office. Prepare listing of emergency phone numbers, both on and offsite.
Driving/parking state vehicle	Traffic accidents	Always wear seat belts. Drive defensively/follow traffic regs. Perform quick vehicle inspection for obvious items such as tire inflation, wind shield wipers, sufficient gas to get to destination, observe State guidelines for use of a State vehicle: make certain procedures regarding accidents, injuries, vehicular break downs or roadside emergencies are available in vehicle.
	Hostile neighborhoods	Be aware of surroundings. Use buddy system, when possible. Keep doors locked. Recommend carrying cellular phone. Obtain a law enforcement escort if necessary.
	Road emergency/vehicle breakdown	Keep vehicle maintenance up to date. Keep tools and spare tire in vehicle. Recommend carrying fire extinguisher, flashlight, battery jumper cables, first aid kit, and cellular phone in vehicle.
Arrival at facility: Wear or provide proper identification Be aware of site security Assess site conditions	Irritated site owner Dangerous surroundings Heat Exhaustion and Sun Exposure (E) Weather conditions	Be courteous and diplomatic. Do not enter site unless accompanied by another inspector or site personnel. Identify areas where biohazards may lurk, plan escape route in advance. Heat- Avoid dehydration. Know signs of heat stroke, have fluids available at site, take frequent rest breaks. Sun- Keep body protected, wear sunscreen when not sampling, wide brimmed hat or hard hat and sunglasses. Inclement conditions- seek covered, secure shelter Extreme cold- layered clothing, gloves, hat, etc.

Review facility contingency plan w/facility health and safety officer or equivalent.		Identify any addition hazards not in DEP file; Be familiar with escape routes and emergency procedures.
Site inspections	Slips, trips, falls Excessive noise *All Potential Hazard Codes are applicable	Wear skid-resistant soles and steel-toe shoes or boots. Use hearing protection. Be aware of surroundings (including rough terrain, construction debris, unstable ground/surfaces, etc.). Do not climb homemade ladders or unstable structures. Avoid elevated tanks, or structures, lacking adequate safety features (such as handrails and good quality ladders.). Do not enter active asbestos removal containment area without self contained breathing apparatus (SCBA) as PPE and appropriate training. Do not enter confined spaces. Active asbestos removal containment entry requires complete removal of street clothing in uncontaminated area and use of full Tyvek suit in contamination area, with appropriate safety equipment such as boots, gloves, hardhat, etc. within the containment area.
	Asphyxiation and/or inhalation of hazardous materials.	Do not enter active asbestos removal containment area without self contained breathing apparatus (SCBA) as PPE and appropriate training. If active removal area entry is necessary, the respiratory protection procedures for DEP asbestos inspectors shall be followed. Do not enter confined spaces where toxic gases could be trapped, such as empty tanks, manholes, and chemical storage rooms (chlorine, etc.) with poor ventilation.
	Electrical hazards; Falling debris and low-hanging objects; Cuts/abrasion from sharp objects, debris, etc.	Be alert and aware of surroundings. Do not touch electrical wires (or metal surfaces in contact with wires). Wear PPE including appropriate clothing, safety boots, and gloves. Recommend Tetanus immunization.
	Dangerous animals and vegetation	Be aware of your surroundings. Learn to identify and avoid toxic plants such as poison wood trees. Watch for dangerous animals, such as dogs, raccoons, snakes and insects. Wear appropriate clothing and boots and carry mosquito repellent.
	Eye/skin contact with biological and chemical contaminants during inspection and sampling.	Minimize exposure: avoid contact with contaminated surfaces. Wear adequate PPE, such as appropriate respiratory protection, clothing, gloves, and eye protection. Carry adequate supply of clean water for washing and flushing skin and eyes. Recommend periodical medical monitoring and Hepatitis immunization.
Unknown situation/ hazard encountered	*All Potential Hazard Codes are applicable	Halt inspection and remove self to position of safety; contact supervisor/office for guidance. If appropriate guidance is unavailable, stop inspection and return to the office. If

		injury has occurred, proceed to nearest emergency medical facility for treatment. Contact supervisor as soon as possible. If you believe you have been exposed to harmful levels of chemicals or physical agents, inform supervisor as soon as possible to get medical monitoring. All injuries and suspected exposures are to be reported to supervisors. Update exposure log.
Site exit	(CW) Improper decontamination	Active asbestos removal containment entry requires complete removal of street clothing in uncontaminated area and use of full Tyvek suit in contamination area, with appropriate safety equipment such as boots, gloves, hardhat, etc. within the containment area. Minimize exposure by avoiding contact with containment area. If entry occurs into active asbestos removal area, then all decontamination procedures must be followed. These procedures should include: proper decontamination and/or disposal of contaminated safety clothing; cleaning of PPE equipment; and shower before exiting the containment area. Update exposure log.
Drive to office or next site for inspection	(SB) Traffic hazards	Follow "Driving/Parking State Vehicle" Procedures
Record Inspection activities	Slips, trips and falls Repetitive Motion	Be aware of your surroundings. Avoid slippery floors and repetitive motions. Review facility file. Review reference documents and notes on the inspected facility. Enter compliance information into Asbestos Database.

*Codes for Potential Hazards:

Struck By (SB)		Caught On (CO)		Fall To Below (FB)
Struck Against (SA)		Caught In (CI)		Overexertion
Contacted By (CB)		Caught Between (CBT)		Exposure (E)
Contact With (CW)		Fall - Same Level (FS)		