

Purpose:

The purpose of the Job Hazards Analysis Review Board (JHARB) is to provide additional review and oversight for selected portions of the SRTC JHA determination and performance process.

Scope:

WSRC Manual 8Q Employee Safety Manual, Procedure 38, Hazard Analysis Program, provides guidance for the implementation of the JHA process at SRS in support of the Integrated Safety Management System. The SRTC JHARB scope includes the following functions:

- Annually reviewing SRTC Technical Area safety performance and establishing a documented JHA Plan outlining the priority and schedule for JHAs to be conducted in the coming year.
- Periodically reviewing selected JHAs for overall implementation of the JHA process, completeness and adequacy of the JHA, composition of JHA Teams, effectiveness of JHA recommendations, etc.
- Specifying ad hoc JHAs to be performed when required.
- Recommend JHAs for site-wide applicability.
- Disseminate lessons learned or improvements as appropriate.

Membership:

The SRTC FOSC members and alternates shall act as the SRTC JHARB. In addition, the SRTC Technical Area Safety Engineer and OSHA Coordinator should be present for all JHARB meetings.

Responsibilities:

The responsibilities of the SRTC FOSC Chair, Secretary, and Members shall apply to the JHARB as appropriate.

SRTC Work Group Managers are responsibilities for:

- Appointing a JHA Lead and Team for each JHA within their respective area of responsibility.
- Reviewing, evaluating, and implementing JHA recommendations.
- Prioritizing, tracking, and implementing accepted recommendations resulting from the completed JHAs as well as identifying/recommending interim actions as needed.
- Maintain copies of completed JHAs.

SRTC Safety Engineer is responsible for:

- Reviewing all JHAs for completeness prior to inputting in the JHA database.

Revision 1 is a significant rewrite of the Charter. Consequently, no revision bars are used.

Meetings:

All JHARB reviews will be scheduled as FOSC agenda items and the results documented in the FOSC Meeting Minutes. Copies of all presentations and reports shall be provided to the FOSC Secretary to become a part of the meeting minutes. The originator of any JHAs, RWPs, or presentations shall provide sufficient copies for distribution at the meeting. Follow-up action items will be documented and tracked in the SRTC Commitment Tracking System.

Qualification and Training Requirements:

Additional qualification and training requirements for members of the FOSC, and their designated alternates, to function as JHARB members include:

- Job Hazard Analysis Awareness (Course Code HRD11000)
- Required Reading:
 - Manual 8Q, Procedure 38, Job Hazard Analysis Program

Prepared by: << signed by Jerry A. Clements >>
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