

Job Safety Analysis Worksheet		Date:
Title of Job/Operation: : Wastewater Permitting Engineer Travel and perform Water Facilities Site Visits to wastewater facilities.		Log Number:
Employee Name and Job Title:		Analyst and Date:
Division/Bureau/Section: NWD / Water Facilities Program		Approved By and Date: 2006
Recommended PPE: Safety glasses, hard hat, hearing protection, steel toe, shoes with non-slip soles. PPE for special one-time site inspections or visits as indicated in recommended procedures below.		
Sequence of Basic Job Steps	Potential Accidents or Hazards*	Recommended Safe Job Procedures
Prepare for the site investigation - schedule site, review the files, ensure immediate supervisor knows place and time of your inspection	- see office work JSA	- see office work JSA - if you anticipate hostility or threats, ensure you are not the only DEP person attending the meeting - take a cellular phone, leave number on checkout board; leave expected return time, - anticipate adverse field conditions, insect repellent, snake boots,
Proceed to vehicle / Travel to & from facility. Assess weather	(SB) Moving vehicles on road or in parking areas (SB) Traffic hazards (SB) heavy equipment operating at facility (SB) Lightning	Be attentive when crossing traffic and walking within parking areas. Map route to site; have area map available; follow defensive driving practices. If using State vehicle: 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.
Initial site arrival – • Check in with security or receptionist, introduction to responsible person • Check out facility's Safety requirements (PPE) for visitors, become acquainted with site and location of emergency use items • Assess site conditions • Assess weather conditions	(SB) Traffic (SB) Dangerous surroundings (BIO) Animals (dogs), snakes, stinging insects (CW) Chemical release areas (E) Vapors (E) Weather conditions (SB) Lightning	Be alert. Judgment if accompaniment by another person required. Identify areas where hazards may lurk, plan escape route in advance. Wear site / activity appropriate PPE as required. Be familiar w / site plan, ID areas of contamination. Survey site for areas of discoloration, puddles, dead or stressed vegetation; Stay reasonably clear of such areas. Identify escape route, position self upwind, evacuate immediately if / when strong odors or irritation noted. a. Heat - know signs of heat stroke, have fluids available at site. b. Sun - keep body protected, wear sunscreen when not sampling, wide brimmed hat or hardhat. c. Inclement conditions - seek covered, secure shelter. d. Extreme cold - layered clothing, gloves, hat, etc.
Perform Site inspection: • Facility familiarization tour: Observe process equipment • Inspect wastewater system from beginning through to disposal • Inspect storage of materials / chemicals related to permit • Inspect sludge handling / storage	(SB) heavy equipment operation, manufacturing equipment, (FS) slip, trip, fall hazards, rough terrain (FB) climbing industrial stairs, platforms, low overhead obstacles, ponds, berms, flumes, pipes (CW) hazardous chemicals (BIO) wastewater bacteria, pathogens (E) Vapors, liquids, aerosol drift	Be Alert. Obey Plant's Safety measures. Maintain safe distance from equipment. Wear protective clothing and site / activity appropriate PPE. Identify escape route, position self upwind, evacuate immediately if / when strong odors or irritation noted.
Return to office/home	(SB) Traffic hazards	FOLLOW "TRAVEL TO SITE" PROCEDURES

*Codes for Potential Hazards:

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