# Purpose

The purpose of this procedure is to establish the necessary requirements and components for implementing an effective Safety Task Analysis (STA) program at the EIC facility. An effective STA program will reduce the potential for incidents and/or injuries via safe work procedure development.

# Scope

Safety Task Analysis (STA) is the systematic evaluation of work tasks / jobs to determine the physical, procedural, and/or environmental based hazards that exist. STA also studies the actions of people which could result in incidents/injuries. The STA determines the actions that may be taken to eliminate or control the hazards so the job can be performed safely. This is the key component of the safety process where hazards are identified, evaluated, and controlled.

## Reference Standard

Occupational Safety and Health Administration: 1910.(5)(a)(1)

# Responsibilities

1. It is the responsibility of management to ensure the effective implementation of this procedure.
2. Management must also ensure that this procedure does not conflict with any local standards, regulations, or codes.
3. All employees are responsible for adhering to this safety procedure.

# Definitions

**Safety Task Analysis (STA)** – is the systematic evaluation of work tasks / jobs to determine the physical, procedural, and/or environmental based hazards that exist.

# Procedure

## Management Commitment to the Safety Task Analysis Process

The success of the STA program is dependent upon management's commitment and active participation. CURI management will participate in the STA process through the following procedures:

* + 1. Management shall be actively involved in STA reviews;
    2. Management shall be committed to implementation of controls developed from the completed STAs, and;
    3. Management shall establish the STA process as an ongoing program.

## When an Safety Task Analysis Is Required

Listed below are the are general requirements for when an Safety Task Analysis should be performed. All electrical work requires a separate form, Electrical Safety Task Analysis, that is part of the Electrical Safety Procedure.

**Required:**

* When called out in an Standard Operating Procedure (SOP) or Work Instruction (WI)
* When a competent person makes an assessment that an STA is required based upon the following criteria
  + Incident frequency;
  + Repetitive jobs;
  + New/changed jobs;
  + Complaints/difficult tasks;
  + Hazardous jobs, and;
  + Manual material handling tasks.

**Not Required:**

* Routine machine shop activities
* Frequent maintenance tasks
  + Work on a ladder
  + Aerial and scissor lift general usage
* Approved work instructions that do not require additional documentation
* When specifically stated in an SOP that a STA is not required

## Safety Task Analysis Instructions

In order to conduct an analysis of a job, the job must be broken down into specific steps. Care must be taken not to break the job down into such small steps that they are meaningless, or so broad that some of the important components are missed. Each step must describe a specific work task.

When potential hazards are evaluated, the following exposures should be considered:

1. Machine hazards;
2. Stored and potential energy;
3. Electrical hazards;
4. Material handling;
5. Dust, fumes, heat, noise, or gases;
6. Hand tool use and condition;
7. Work area condition;
8. "Struck by";
9. "Caught in";
10. Chemical exposure;
11. Falls from the same level, or from elevation, and;
12. Any hazards that could result in injury or property damage.

When determining the best method(s) of controlling possible job hazards, there are several control methods which shall be considered:

* + 1. Substitution of a less hazardous material or method;
    2. Job redesign;
    3. Engineering revisions;
    4. Procedural revisions;
    5. Administrative controls.
    6. Training, and;
    7. Personal protective equipment;

Controls identified should be evaluated for implementation feasibility. Controls which eliminate the potential hazard shall be considered first. If these controls are not feasible, then controls which would minimize the potential hazard would be considered. Personal Protective equipment is always the last resort for protection.

## Safety Task Analysis Review

Completed STAs shall be reviewed by a separate competent person relative to the hazards present. Any applicable STAs shall be reviewed prior to start of work to ensure they are current and accurate. Whenever there is a change in operations, process, or controls, which may result in new or additional health and safety exposures, the STA for that job should be reviewed and modified.

If a completed STA is determined to be insufficient by a competent person in the documentation of the task, hazards or control methods, retraining may be recommended.

# TRAINING OF PERSONNEL

All EIC personnel taking part in the STA program shall be trained in the Safety Task Analysis Procedure. This shall be accomplished through the use of the STA training module PPT presentation. This training will address the following:

* + 1. How to select and prioritize jobs to be analyzed;
    2. How to analyze a job by breaking it down into steps;
    3. How to identify the hazards of a job, and;
    4. How to develop controls for the hazards.

# Forms

[F-060-EIC Safety Task Analysis](https://clemson.sharepoint.com/teams/SafetySteeringCommitee/Shared%20Documents/Safety%20System%20Documents/Safety%20Policies%20and%20Programs/F-060-EIC%20Safety%20Task%20Analysis.docx)

# Revision History

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| --- | --- | --- | --- | --- |
| Revision | Date | Summary of change | Author | Approver |
| A | 9/15/2020 | Initial issue | Kurt Rayburg  J. Curtiss Fox | Kurt Rayburg  Randy Collins  J. Curtiss Fox  Tom Salem  Jesse Leonard  Jim Tuten  Nancy LaFlair  Konstantin Bulgakov |
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