1. **APPLICATION**
   1. This procedure applies to all operations at the Clemson University Restoration Institute.
2. **PURPOSE**
   1. The purpose of this procedure is to establish the necessary requirements and components for implementing an effective Safety Task Analysis (STA) program at CURI facilities. An effective STA program will reduce the potential for incidents and/or injuries via safe work procedure development.
3. **RESPONSIBILITIES**
   1. It is the responsibility of management to ensure the effective implementation of this procedure. Management must also ensure that this procedure does not conflict with any local standards, regulations, or codes.
      1. All CURI employees are responsible for adhering to this safety procedure.
4. **SUMMARY**
   1. 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.
5. **DESCRIPTION**
   1. This document describes the components of the STA program at the CURI facilities. The facility's STA program contains the following key elements:
      1. Management commitment to the STA process;
      2. Training of personnel;
      3. Job selection;
      4. Analysis of the job;
      5. Hazard Identification;
      6. Hazard Controls;
      7. Implementation of controls, and;
      8. Review and banking of approved STAs.
6. **MANAGEMENT COMMITMENT TO THE STA PROCESS** 
   1. 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.

**7. TRAINING OF PERSONNEL**

a. All personnel taking part in the STA program shall be formally trained in the STA process. 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.

**8. JOB SELECTION**

a. The selection and prioritization of jobs to be analyzed shall be accomplished by using the following criteria:

i. Incident frequency;

ii. Repetitive jobs;

iii. New/changed jobs;

iv. Complaints/difficult tasks;

v. Hazardous jobs, and;

vi. Manual material handling tasks.

* 1. When jobs meet more than one of the above criteria, their priority shall increase as candidates for Safety Task Analysis.

**9. ANALYSIS OF THE JOB**

a. 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.

**10. HAZARD IDENTIFICATION**

a. When potential hazards are evaluated, the following incident causes should be considered:

* + 1. Machine hazards;
    2. Electrical hazards;
    3. Material handling;
    4. Dust, fumes, heat, noise, or gases;
    5. Hand tool use and condition;
    6. Work area condition;
    7. "Struck by";
    8. "Caught in";
    9. Chemical exposure;
    10. Falls from the same level, or from elevation, and;
    11. Overexertion.

**11. HAZARD CONTROLS**

a. 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;

**12. IMPLEMENTATION OF CONTROLS**

a. 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.

**13. SAFETY TASK ANALYSIS REVIEW**

a. Completed STAs shall be reviewed and approved by the manager, then sent to the safety manager for review and banking. STAs shall also be reviewed periodically 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 / safety exposures, the STA for that job/procedure should be reviewed and modified.

**14. RELATED DOCUMENTS**

a. Safety Task Analysis Training Module.

b. Safety Task Analysis Form