

Appendix C: Project Task List, Job Steps, and Job Hazard Analyses

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[CompanyName] Job Hazard Analysis (JHA) for Mixing and Handling Paints and Coatings

Activity/Work Task: Mixing and Handling Paints and Coatings	Risk Assessment Code (RAC) Rating Matrix						
Project Location:							
Contract Number:[ProjectNumber]	Severity	Probability					
Date Prepared:		Frequent	Likely	Occasional	Seldom	Unlikely	
Prepared by (Name/Title):		Catastrophic	E	E	H	H	M
		Critical	E	H	H	M	L
Reviewed by (Name/Title):		Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L	
Notes: (Field Notes, Review Comments, etc.)		<p>Step 1: Review each "Hazard" with identified safety "Controls" and determine RAC rating (above). "Probability" is the likelihood to cause an incident or near miss, and identified as: Frequent, Likely, Occasional, Seldom or Unlikely. Severity" is the outcome/degree if an incident or near miss did occur and identified as: Catastrophic, Critical, Marginal, or Negligible Step 2: Identify the RAC (Probability/Severity) rating as E, H, M, or L for each "Hazard" on JHA. Annotate the overall highest RAC at the top of JHA.</p>				<p>RAC Rating E = Extremely High Risk H = High Risk M = Moderate Risk L = Low Risk</p>	
Job Steps	Hazards	Controls			RAC		
Measuring and mixing paints and coatings:	Chemical exposure, spills, inhalation of vapors	Chemical-resistant PPE, proper ventilation, spill kits			High		
Handling and disposing of paint solvents and	Fire hazards, chemical burns, inhalation hazards	Use of fire-resistant containers, PPE, adequate ventilation			High		
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application equipment:							
Equipment to be Used	Training Requirements/Competent or Qualified Personnel name(s)	Inspection Requirements					
Mixing containers, measuring equipment, PPE, spill kits	HAZCOM training, Respiratory protection training	Daily PPE and equipment inspections, pre-use checks of ventilation systems					

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Environmental Inspection and Audit Procedures	24
Safety Data Sheets (SDSs) and Chemical Inventory	26
Hazard Communication Program	29
Silica Exposure Control Plan	32
Employee Exposure Evaluation Procedure	34
Medical Surveillance Procedure	36
Hearing Conservation Program	38
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EQUIPMENT MAINTENANCE AND SAFETY INSPECTION PROCEDURES

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

To ensure consistent maintenance and inspection of equipment used in painting and coating operations, enhancing safety, reliability, and compliance with OSHA and SSPC QP1 standards.

SCOPE

Applies to all equipment used on project sites, including PPE, powered tools, lifting equipment, respiratory equipment, and specialized coating application equipment.

ROLES AND RESPONSIBILITIES

- **HSE Manager:** Oversees the overall maintenance and inspection program, compliance, and recordkeeping.
- **Supervisors/Project Managers:** Ensure inspections and maintenance tasks are conducted regularly and documented accurately at the site level.
- **Employees:** Inspect equipment prior to use, report deficiencies, and perform routine maintenance tasks as trained and directed.

INSPECTION PROCEDURES

DAILY PRE-USE INSPECTIONS

- Employees visually inspect all equipment daily before use for obvious damage, wear, or malfunction.
- Remove defective equipment from service immediately, clearly tagging it out until repaired or replaced.

PERIODIC DETAILED INSPECTIONS

- Conduct detailed inspections at intervals recommended by equipment manufacturers or regulatory

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MAINTENANCE PROCEDURES

PREVENTIVE MAINTENANCE

- Adhere to preventive maintenance schedules recommended by equipment manufacturers.
- Perform routine maintenance tasks such as lubrication, adjustments, component replacement, and function checks as required.
- Document all preventive maintenance activities clearly, maintaining accurate and accessible records.

CORRECTIVE MAINTENANCE

- Promptly address identified equipment defects or malfunctions.
- Use qualified personnel to perform equipment repairs or component replacements.
- Document all corrective maintenance clearly, including description of issue, actions taken, parts replaced, and date of service.

SPECIFIC EQUIPMENT GUIDELINES

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Inspect PPE daily, checking for cleanliness, damage, and effectiveness.
- Maintain and store PPE in clean, dry locations to prevent contamination and degradation.

RESPIRATORY PROTECTION EQUIPMENT

- Conduct thorough inspections and functional tests regularly.

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- Follow manufacturer-specific maintenance and inspection schedules strictly.

LIFTING AND RIGGING EQUIPMENT

- Regularly inspect lifting and rigging equipment for signs of wear, damage, or malfunction.
- Verify compliance with load ratings, structural integrity, and safety standards.

SPECIALIZED COATING APPLICATION EQUIPMENT

- Inspect coating equipment such as spray guns, hoses, pumps, compressors, and abrasive blasting equipment according to manufacturer guidelines.
- Ensure cleanliness, proper function, and calibration accuracy for effective and safe operation.

RECORDKEEPING

Maintain accurate and organized records of: - Inspection checklists and findings. - Preventive and corrective maintenance records. - Equipment manuals, calibration records, and manufacturer recommendations.

TRAINING

- Provide comprehensive training on inspection and maintenance procedures for relevant personnel.
- Regularly reinforce training through refresher sessions and procedural updates.

PROGRAM EVALUATION

- Regularly audit equipment maintenance and inspection procedures to ensure compliance and effectiveness.
- Implement corrective actions promptly to address identified deficiencies.

ENVIRONMENTAL INSPECTION AND AUDIT PROCEDURES

Project Name: [ProjectName]

Project Number: [ProjectNumber]

Prepared By: [HSEManagerName]

Date: [Insert Date]

Revision: 1.0

PURPOSE

To outline structured procedures for conducting regular environmental inspections and audits, ensuring comprehensive compliance with applicable EPA, state/local regulations, and SSPC QP1 environmental standards.

SCOPE

Applicable to all project sites managed by [CompanyName], including subcontractor activities.

OBJECTIVES

- Ensure ongoing compliance with environmental regulatory requirements.
- Identify, document, and promptly correct environmental deficiencies.
- Promote continuous improvement in environmental management practices.

ROLES AND RESPONSIBILITIES

- **HSE Manager:** Coordinates the environmental inspection and audit program, documents findings, and ensures implementation of corrective actions.
- **Quality Manager:** Collaborates in audit activities to ensure alignment with SSPC QP1 standards.
- **Supervisors/Project Managers:** Facilitate on-site inspections, corrective actions, and compliance monitoring.
- **Employees:** Comply with environmental management procedures and participate actively in inspections and audits.

INSPECTION PROCEDURES

ROUTINE SITE ENVIRONMENTAL INSPECTIONS

- Conduct weekly environmental inspections covering waste management, spill prevention, material storage, and housekeeping.

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- Inspect sites prior to commencing activities to verify environmental controls, spill response readiness, and compliance with permits and regulations.
- Document inspections and correct deficiencies prior to initiating work.

AUDIT PROCEDURES

COMPREHENSIVE ENVIRONMENTAL AUDITS

- Conduct formal environmental audits monthly or upon project milestones.
- Audit includes review of waste disposal records, hazardous material management, spill prevention measures, stormwater controls, air quality management, and regulatory permit compliance.

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- Clearly assign responsibility and timelines for corrective actions identified during audits.
- Conduct follow-up audits to verify corrective actions have been effectively implemented and documented.

AREAS OF ENVIRONMENTAL INSPECTION AND AUDIT

- Hazardous material storage and labeling.
- Waste segregation, containment, and disposal practices.
- Spill prevention and response preparedness.
- Stormwater and erosion control practices.
- Air quality management measures.
- Regulatory permit compliance and documentation.
- Subcontractor adherence to environmental standards and practices.

DOCUMENTATION AND RECORDKEEPING

Maintain organized and comprehensive records, including: - Inspection and audit reports. - Corrective action logs and verification records. - Waste manifests, hazardous material documentation, and regulatory permits. - Training and certification records.

TRAINING

- Provide regular training for personnel involved in environmental inspection and audit activities.
- Training includes regulatory requirements, inspection techniques, documentation procedures, and corrective action management.

PROGRAM EVALUATION

- Conduct regular reviews of the inspection and audit procedures to ensure ongoing effectiveness and compliance.
- Utilize audit findings to identify systemic improvements and procedural updates.

CONTINUOUS IMPROVEMENT

- Continuously evaluate environmental inspection and audit procedures, incorporating lessons learned, regulatory changes, incident analysis, and best practice advancements.
- Regularly communicate updates and improvements to personnel and integrate feedback into program refinements.

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Silica Exposure Monitoring Log	30
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Hearing Test Record Summary	32
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Waste Disposal Log	34
Wastewater Disposal Log	35
Spill Incident Report Form	36

Safety Performance Review Meeting Log	
Project: [ProjectName]	Project ID: [ProjectNumber]
Equipment Type	Inspection Frequency:

Date	Employee/Team Reviewed	Reviewer Name	Area of Review	Findings/Observations	Corrective Actions Required	Completion Date	Signature

Equipment Inspection Log	
Project: [ProjectName]	Project ID: [ProjectNumber]
Equipment Type	Inspection Frequency:

Date	Equipment ID/	Inspected By	Condition (Pass/Fail)	Issues Found/Comments	Action Required	Corrective Action Completion Date	Inspector Signature