JSA Procedures

Requirements

The Job Safety Analysis (JSA) is the process of identifying/evaluating hazards and implementing control measures to eliminate or reduce the potential for an incident. A JSA may be required based upon the complexity of the job, the number of personnel involved, and the hazards that may be encountered. A JSA will be required for, but not limited to the following:

- Jobs requiring Hot Work (welding, burning, grinding, etc.)
- Jobs requiring personnel to work at heights or working outside the handrails
- Vessel/tank cleaning or confined space entry jobs
- Jobs requiring Lockout/Tagout procedures
- Jobs requiring opening of process piping or equipment
- Jobs being performed during simultaneous operations
- Jobs that involve crane or lifting operations
- Jobs that involve deck openings (open holes)

The JSA must be documented on a form (Apache or Contractor JSA form) that includes the date, project or job description, job steps, hazards and safe guards for each step of the job. It should also include the required PPE and must be signed by all personnel involved including the Person in Charge (PIC) or Consultant over the job/task.

Pre-developed JSAs for specific tasks can be used as a guideline for the job. However, specific hazards pertaining to the project, task, location, etc. must be analyzed and included in the JSA. This process must include participation from all crew members so that everyone has an opportunity to identify hazards and become familiar with the job sequence and JSA.

Responsibilities

The JSA is a group activity coordinated by the Person in Charge (PIC), Lead Operator, Third Party Supervisor, Consultant, Apache Production Foreman, Production Superintendent or their equivalents. All personnel involved with the job and those affected must participate and ensure the following:

- The sequence of job steps are identified and listed
- Hazards associated with each step are identified and listed
• Necessary safeguards to prevent or control hazards are established
• Assign individual responsibilities where applicable
• Review completion of JSA for accuracy
• All personnel involved with the job must sign the JSA form.

- The Supervisor of the person in charge of the job/task must approve the JSA prior to the commencement of the work. This approval can be in writing (endorsement of the JSA form) or via e-mail, electronic signature on the JSA form, or web-based program approval. If the approval is done by means other than in writing on site, the approval must be backed with sufficient information to identify the supervisor as having signature authority over the task. Such documentation shall accompany the JSA which must be retained on site for 30 days and on file for two (2) years following completion of the work. (NOTE: In the event of loss of communications with the remote supervisor the PIC may proceed with the task after having performed all prior steps of the JSA process. As soon as communications are restored the PIC will brief the supervisor and obtain after-the-fact approval and will document same).

- A pre-job safety meeting should be held before work begins and/or if conditions change so that the actual work environment can be communicated and the crew familiarized with the job. The completed JSA will be reviewed by all who will work on the particular job for which the JSA was developed, and will be filed with the daily work reports upon completion of the job. For production-related jobs, the platform operator will be responsible for filing completed JSA’s at the platform for future reference. For Construction, Workover, Decommissioning/P&A and Drilling projects, the Apache Supervisor will retain one copy on location for reference and will e-mail one copy to the Apache HSE Department. Completed JSA’s will be retained in project files. These may be held as originals or in electronic format.

- The use of Stop Work Authority must be discussed in all pre-job planning and Job Safety Analysis (JSA).

- Follow Apache JSA Record Retention Procedure (30 Days Onsite and 2 Years on File)