



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

JHA No.	DND-JHA-26-0002	Revision No.	0	General or Job-Specific	General	JHA Issue Date	10/1/2025	Expiration Date	NA
Description of Work	Site Safety Orientation Job Hazard Analysis [SSO JHA] [NOTE: This job hazard analysis (JHA) encompasses activities common to SOCCo employees and SOCCo affiliates, contract labor resources and longer term visitors for locations across the PORTS site. If a prescribed hazard control in this JHA is in conflict with an area/facility policy, or a control contained in a job-specific JHA, the area/facility policy or job-specific JHA requirement(s) will supersede.]								
Site Location	PORTS			Activity or Area Name		General Site			
Facility or Project	Site Wide			Specific Location		N/A			

History Notes

This JHA supersedes FBP-JHA-13-1450 Revision 34

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
1. Performing Office/Administrative/Lab Activities	Slip Trip Fall	• Address and eliminate housekeeping hazards in a timely manner. • Do NOT run cables, hoses, wires, etc. across aisles or walkways unless protected by an approved safety protective device designed for that purpose. • Keep desks, office supplies, cleaning supplies, storage cabinets, and storage areas in a clean and orderly manner at all times. • Inspect chairs, and like furniture, on a frequent basis to ensure proper integrity, function, and stability. If damaged, or likely to present a fall hazard, tag out the item immediately for repair or replacement. • DO NOT use a ladder unless you have completed SOCCo ladder training. Use only approved ladders/step stools and inspect prior to use each time. If damaged, or likely to present a fall hazard, tag out the item immediately for repair or replacement. • Have situational awareness when in a stairwell. Always stay to the right, as you would in any pedestrian traffic route, hold the handrail with one hand free or positioned to assist with balance. DO NOT run or take steps more than one at a time, and be aware of others behind, in front of, and passing you.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Strike Against/Struck By	• Be aware of cross-traffic when approaching aisleway intersections, and in tight spaces, to avoid colliding with others. • Be careful approaching, and do not stand behind, closed doors, especially those with no window. • Load cabinets/shelves from the bottom first and empty cabinets/shelves from the top first. • Secure items which could fall from on top of bookcases, file/storage cabinets, tables, and other furniture/locations. • When not in use, keep desk and file drawers closed.
	Fire - temporary heating devices (portable heaters) NOTE: Resistance wire type space heaters are not permitted for office or cubicle use.	• Temporary heating devices must be tested and certified by Underwriters' Laboratory (UL) or other nationally recognized testing laboratory. • Temporary heating equipment, while operating, should be visually inspected continuously for the first 15 minutes of operation. Any object near the temporary heating device that is hot to the touch should be moved, or the temporary heating device should be relocated. • Only personnel familiar with the operation of the temporary heating equipment shall be allowed to operate such devices. • Temporary heating equipment shall be installed in accordance with its Manufacturer's instructions and/or recommendations. • Temporary heating equipment shall be situated so that it is secured. • Use heaters as directed in the manufacturer's owners/safety manual. • Place electric power cords so they do not present a tripping hazard or are subject to damage. • Do not modify heaters. • Do not use a defective heating device. • Do not locate heater device where they are concealed. • Do not use an adapter plug, to connect a grounding type plug into an ungrounded receptacle. • Do not plug in or unplug a heating device with wet hand or when the plug is wet. • Do not plug heaters into temporary power taps. • NOTE: No portable heater can be used in spaces where such heaters are permitted without first receiving approval of the respective facility manager. • For additional information regarding temporary fuel-fired heaters, see the Portable Heaters procedure, DND-FP-PRO-00100.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Electrical Hazards	- Inspect portable cord-and-plug connected equipment for external defects (i.e., loose parts, or deformed and missing pins) and for evidence of possible internal damage (i.e., a pinched or crushed outer jacket) before initial use. DO NOT use damaged equipment. - DO NOT open panels or access electrical compartments unless authorized and qualified to do so. - NEVER attempt to reset a tripped breaker. Contact your supervisor and notify the Facility Manager. - Only qualified personnel who know power systems shall approach electrical equipment after faults. - Employees shall not reach blindly into areas when plugging and unplugging cord and plug equipment. - Attachment plugs and receptacles shall NOT be: A. Connected or altered in a manner that would interrupt continuity of the equipment grounding conductor at the point where plugs are attached to receptacles. B. Altered to allow the grounding plug to be inserted into slots intended for connection to the current-carrying conductors. - Flexible electric cords connected to equipment shall not be: A. Used for raising or lowering equipment. B. Fastened or hung in such a fashion as could damage the outer jacket or insulation. - GFCIs shall be used in job locations where employees are likely to contact or be drenched with water or conductive liquids when using electrical cord and plug equipment. GFCIs shall also be used with temporary wiring methods including extension cords and when utilizing outdoors. - DO NOT "daisy chain" (i.e., plug surge-protected power strips in series) or create "mixed daisy chains" using both extension cords and power strips together. - When working around electrical/electronic equipment, keep drinks and other liquids capped and/or at a safe distance from the equipment; observe posted prohibitions against use of such items in certain areas.
2. Pedestrian Safety-Walking on Site Areas NOTE: Tan coveralls (alone, both types) will no longer be suitable for use as Hi-Vis clothing. Garments must be ANSI class 2 or greater. Acceptable garment styles include vests, jackets, sweatshirts, and t-shirts and must be worn as the outer most garment. *ANSI Class 2 fluorescent orange,	Snow/Ice:	A. Follow and use designated walkways (i.e. critical walkways) B. Report/Treat areas covered with snow/ice prior to walking on C. Any employee may apply ice melt D. Although main walkway may be clear from snow removal efforts, snow removal is not complete until snow has been removed from walking paths between vehicles E. Entering and Exiting vehicles should only be done once snow and ice have been removed/treated F. Consider utilizing the one call system to be informed of site conditions during inclement weather. Alternatively, employees can call ext. 5800 for limited operations status.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
fluorescent yellow and fluorescent red safety vests will be the only approved colors worn on site.	Struck By	- All SOCCo personnel and subcontractors must wear ANSI Class 2 or higher safety vest/high-visibility clothing when "struck by hazards" (e.g., moving vehicles, forklifts, heavy equipment) exist, outdoors including when walking in parking lots and as posted in defined project areas. Tan coveralls alone do not meet this requirement. High-visibility vest, jackets, or sweatshirts ANSI Class 2 or greater must be worn in addition to the coveralls. High-visibility clothing must be worn as the outer most garment. Exceptions: -Pro-Force (unless performing traffic control or working portals). -Certain work requiring coveralls to protect against hazardous materials (e.g. rad, asbestos) -Work which requires flame retardant clothing. -Work requiring personal fall arrest equipment. -Controller/Evaluators, observers and regulatory personnel during drills and exercises. -Command staff and responders at incident command post and during response activities for drills/exercises and/or actual emergencies. Walk on sidewalk (where provided) and cross street and roads at designated crosswalks (when available). When sidewalks are not available, then walk on the left side of the road, facing oncoming traffic. Look both directions prior to crossing any roadway. Do not walk-through roll-up doors when possible, use designated pedestrian doors whenever available. Do not use short cut routes or trails. Follow and use only designated walkways (i.e. critical walkways) during snowy/icy conditions. When using crosswalks make eye contact with approaching drivers and ensure they intend to stop. - IF assisting driver with vehicle movement (i.e. backing) THEN maintain a safe distance outside the direction of travel from the vehicle. Ensure you maintain clear communication (eye contact, verbal) during assistance.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Slip/Trip/Fall	- Graded/Gravel/Paved Area (parking lot, roadway, sidewalk, etc.): - Be aware of conditions and surroundings for: - Breaks, holes or seams in asphalt/concrete. - Depressions or potholes. - Obstacles such as bumpers, curbs, protrusions, etc. - Stay focused on your walkpath; DO NOT allow distractions (e.g., phone texting) to remove focus. - Avoid large gravel, stones, rocks, chunks of asphalt/concrete, etc. - DO NOT walk with hands in pockets such that a stumble or imbalance causes a fall. - DO NOT walk with awkward or heavy loads that may cause fall. - Wear sturdy, slip-resistant shoes or boots. - Uneven Terrain: - Use sidewalks or paved walking surfaces when available. - Maintain general area housekeeping as work progresses - debris shall be removed from work areas as soon as possible during work shift and at end of shift. - Keep extension cords, hoses, and other obstructions out of walkways. - DO NOT jump from equipment stairs/ladders, portable stairs or ladders. - Utilize 3-point contact when egressing equipment, ladders and portable stairs. - Wear sturdy, slip-resistant shoes or boots.
3. Driving Personal or Company Vehicles On-Site	Struck By (vehicle)	- If receiving assistance (i.e. during backing) then ensure you maintain clear communication (eye contact, verbal) with assistant. - DO NOT operate a vehicle with obstructed views. Clear obstructions (e.g., ice, snow, sleet, dust, etc.) from windshield and windows prior to operating vehicle. - Sound horn twice prior to backing vehicle unless equipped with a functioning backup alarm. - Ensure clear eye contact with any other operators, flaggers or pedestrians. - Obey signs and flaggers. - Drive defensively and yield to pedestrians. - All motor vehicles are to yield to emergency vehicles as well as cylinder moving devices. - All occupants must wear seatbelts if available.
	Struck By (Cylinder moving equipment)	- Oncoming traffic must pull to the side of the road and stop while cylinder haulers pass. - All following traffic shall maintain a 100 foot clearance. - DO NOT pass cylinder haulers.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Vehicle Fire	• NO smoking while in government vehicles. • Evacuate to a safe distance away from a burning vehicle; make emergency notification(s). • Stop engine and DO NOT smoke when fueling. Electric vehicles powered with lithium-ion batteries are prohibited from being driven, parked, or stored in all Site buildings with the exception of Non-Nuclear facilities where minor maintenance is being performed.
	Loss of Control	• Perform checks/inspections in accordance with vehicle procedural requirements. This requirement does not apply to privately-owned vehicles (POV). • Report government vehicles that require repair to your supervisor and make arrangements for service. • Perform a 360-degree walkaround prior to each use. • Obey speed limits and traffic laws. • Slow down and watch for wildlife. • Carry a valid state driver's license at all times. • DO NOT transport personnel in the same compartment with materials and equipment. • No cell phone use (talk or text) when operating a vehicle; pull to the side of the road or use hands-free technology.
4. Riding Bicycles/Tricycles	Loss of Control Strike Against/Struck By Non-motorized Vehicle	• Inspect bicycle/tricycle before operating. • Follow traffic rules and signs, including coming to a complete stop at all STOP signs. • Use 'TURN' and 'STOP' hand signals to indicate your intentions. • Be aware of road hazards. Yield to faster moving vehicles. • DO NOT carry passengers on bikes. • DO NOT ride bikes inside buildings at speed greater than a brisk walk. • Keep both hands on the handlebars except when signaling and DO NOT stand while riding. • DO NOT ride bikes on icy or snow-covered roads. • In poorly-illuminated buildings and at night, ensure the vehicle has front and rear operational lights and is equipped with reflectors or reflective tape. • Never ride or park bikes in walkways or entrances/exits. • Access buildings through the overhead roll-up door, or by walking the bike through the man-door, according to facility-specific policy. • The following PPE (at a minimum) shall be worn:



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
		-Clothing, High-visibility ANSI Class 2 or greater (Outer Garment) -Helmet, cycling, OS&H approved high-visibility)
5. Operating Motorized Carts [NOTE: DND-OS-PRO-00010, Vehicle Safety, defines a cart as: "A motorized, non-licensed vehicle with a maximum speed of no more than 25 MPH (e.g., golf cart, utility cart, etc.). Carts do NOT include all-terrain vehicles [(ATVs) or rough terrain vehicles (RTVs)."]	Loss of Control Struck By Equipment/Property Damage	• Cart drivers must have current training. • Inspect the cart to verify that all lights, horns and backup alarms are operational. • DO NOT operate carts on public roadways unless the cart is licensed and properly equipped. • Use caution around heavy equipment, where the cart's low profile limits line-of-site between operators. • Wear seat belts if a cart is so equipped. • Obey all traffic rules and signs. • Keep your body inside the cart at all times. • Passengers must be properly seated within the cab (i.e., not in the cart bed). NOTE: If the cart is designed with rear seats facing in either direction, then their use is acceptable. • DO NOT transport equipment or material that carts are not designed to carry. • Do not use a cell phone while operating the cart.
6. Activities Outside During Inclement Weather NOTE: Assume that all evacuation alarm signals are real and act accordingly. In the event a tornado is detected in the area, the Plant Shift Superintendent (PSS) will issue a Tornado Warning and direct that everyone seek shelter.	Severe Weather - General Tornadoes	• Be knowledgeable of designated severe weather shelter locations in your normal work area(s). • Take cover and remain in a severe weather shelter until the "All Clear" is given. • Be aware of the hazards that may be present following severe weather such as downed power lines, tree limbs and flood waters. • DO NOT re-enter any building or area affected by an emergency condition unless approved by the Incident Commander (IC) or an "All Clear" is given. • Remain inside during a severe thunderstorm or during a tornado warning. • In the event a tornado is detected in the area, the Plant Shift Superintendent (PSS) will issue a Tornado Warning and direct that everyone seek shelter. • Know where the tornado shelters are located in your area; ask if you are unsure. Locations are shown in the facility Emergency Action Plan (EAP).



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Lightning	• Help visitors find shelter. • Personnel should be prepared to take shelter if weather becomes more dangerous. • Receipt of notification of Lightning Watch and Warning can be through the lightning detection system, on-site visual lightning sightings, radio or weather pager alerts, NWS, or other means. PSS: Upon receipt of notification to a Lightning Watch condition, notify PORTS personnel using email lists (pagers, text, and email) and direct X-300 Console Operator or designee to notify PORTS personnel that a lightning watch is in effect. IF lightning activity is determined to be intense and frequent within 5 miles of the PORTS site, THEN within 10 minutes direct the X-300 Console Operator, or designee, to make plant PA and radio announcements that a lightning warning is in effect. IF 30 minutes has passed since the last indication of lighting activity, THEN declare an "All Clear" on the Lightning Warning.
7. Performing Manual Material Handling Tasks	Musculoskeletal Injuries Strains Sprains	• Use mechanical equipment to move heavy or large loads, when possible. • Get help (2 or more persons) for awkward material (in its shape, packaging, size, etc.), or material not conducive to proper ergonomics for a single person. • It is recommended to perform warm-up exercises and stretches that will keep your muscles strong and flexible before strenuous, repetitive work, or moderate-to-heavy lifting. • Keep your back as straight as possible while standing, sitting, bending or lifting. • Bend your knees and get down close to the load. • Keep your head straight and forward. • Establish secure footing before attempting to lift. • Lift gradually using your legs without jerking or twisting your body while in motion. • Keep the load close to your body. • DO NOT lift more than 50 pounds or 1/3 of your body weight, whichever is less, without help. • A manual lift over 50 pounds or 1/3 of the body weight (whichever is less) shall require supervisor walk-down and review prior to execution. Supervisor review of any lift to determine: a. Weight of item(s) being lifted b. The approach for lifting item(s) c. If an ergonomic evaluation is needed



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Cuts/Lacerations	- Inspect item to be handled. - Do not reach blindly when grabbing onto a potentially rough- or sharp-edged object. - Where cut hazards exist wear work gloves with a minimum ANSI cut resistant rating of A2. Where puncture hazards exist wear work gloves with a minimum ANSI puncture resistance rating of 3. - If in doubt about the use and types of personal protective equipment (i.e., gloves), then consult OS&H.
8. Use of Small Quantities of Consumer Chemicals NOTE: consumer use is exempt under DND-IH-PRO-00014, Hazard Communication. Consumer use is that which is consistent in duration and frequency with consumer (non-workplace) use as defined in 1910.1200(b)(6)(ix).	Chemical Exposure(s) meeting the definition under 1910.1200(b)(6)(ix) (e.g., Spray Nine, Windex, cleaners, insect repellants, etc.)	- Substitute with a less hazardous alternative material, if possible. - Keep inventories as low as possible. - New chemicals must be approved by OSH prior to bringing the chemical on site. - Store in labeled containers recommended by the manufacturer, protect against damage when handling, and keep closed at all times when not in use. - Inspect containers for damage or leaks before handling; never use containers that appear to be swollen. - Store in a dry, cool area out of direct sunlight. - Use ONLY for the purpose intended by the manufacturer. - Dispose of discarded aerosol cans in proper waste management containers and storage areas. - DO NOT reuse empty containers - the residue may be hazardous.
	Fire/Explosion	- Dispense flammable liquids carefully and ensure proper ventilation is present. - DO NOT store combustible or flammable liquids with incompatible materials as described in the MSDS or other guidance literature. - Eliminate all ignition sources (sparks, smoking, flames, hot surface) when using flammable products.
9. Use of Simple, Hand-held Tools	Injury Due to Improper Tool Use	- Select the right tool for the job and operate as designed. If unsure, ask about tool use or refer to the manufacturer's instructions. DO NOT alter tools. - Inspect tools prior to use to verify all components are in good repair. - Ensure that all tools are maintained in good condition. Tag defective equipment with a WARNING - DEFECTIVE EQUIPMENT tag and remove the equipment from service. - Carry tools in an appropriate manner in accordance with manufacturer's instructions. - Store tools in good condition in a dry place. - Wear appropriate PPE based on hazard.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
	Pinch Points	- Follow requirements of manufacturer's instructions during use. - Avoid placing body parts into locations where there is the potential for pinching hazards. - Wear leather or other suitable gloves unless doing so presents a hazard.
	Sharp Blade (causing laceration/puncture)	- Use only company provided self-retracting safety blade utility knives. - When using a utility knife, keep opposite hand/fingers away from cutting area, and cut away from the body, when possible. - Direct saw blades, knives, and other tools away from aisle areas and other employees working in close proximity. - Ensure that knife and scissor blades are kept sharp; dull tools can be more hazardous than sharp ones. - Use of personal or unauthorized knives is prohibited during work activities. - Where cut hazards exists wear work gloves with a minimum ANSI cut resistant rating of A2. - Where puncture hazards exist wear work gloves with a minimum ANSI puncture resistance rating of 3.
	Musculoskeletal Sprains/Strains	- If available, use ergonomically-designed tools to reduce stress and strain. - It is recommended to perform warm-up exercises and stretches that will keep your muscles strong and flexible before performing repetitive work. - Avoid working with arms/elbows elevated at awkward angles. - Ensure that floors be kept as clean and dry as possible to prevent slips during tool use.
10. Housekeeping NOTE: Facility management shall provide general oversight of housekeeping in each area/facility, including provision for scheduled janitorial, maintenance, and other services, as required. Supervision	Slip/Trip/Fall	- Have a clean-as-you-go attitude: maintain work areas in a clean, orderly and sanitary condition. - Walk your space frequently to identify and correct hazards within your control. - NOTE: For those hazards outside your ability to correct, notify supervision and/or facility management. - Store tools, equipment and work materials securely in proper containers and locations. - Keep corridors, aisles, stairwells and walkways clear of debris, equipment and tools. - Store trash and scrap in proper containers.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
shall act as liaison with service or tenant group conducting activities in an area/facility, and make routine housekeeping assignments, as directed; initiate maintenance work requests; and direct or request any specific cleaning needs.	Fire	• DO NOT accumulate combustible debris. • Smoke only in designated Smoking Areas and put cigarette stubs in marked receptacles. • Store flammable materials in approved storage cabinets and locations.
	Nuclear Criticality	• Keep radioactive material and hazardous material in special designated containers/areas. • Perform housekeeping activities in fissile control area, as required in specific NCSAs.
11. Activities in Areas with Safety Tags, Signs & Postings	Bodily Injury, Equipment Damage	• Observe and follow all safety tags, signs and postings. • If you cannot follow the indicated requirements, do not proceed. Contact your supervision. • Never operate equipment tagged with DANGER - DO NOT OPERATE - PERSONNEL PROTECTION tags. • Never operate equipment tagged with WARNING - DEFECTIVE EQUIPMENT tags. • Management Expectations: - Supervision will ensure that all boundaries/postings are clear, current and concise. - If an employee encounters a boundary and/or posting, they will comply with the guidance provided. - If the employee is unable to comply, or if there is a question about whether the guidance is correct or applicable, the employee will STOP and notify supervision prior to proceeding. - If the posting or boundary is not properly established or is no longer applicable, supervision shall not direct personnel to ignore it. They are to correct the situation prior to proceeding. - Only Radiation Control (Radcon) personnel are authorized to make changes to radiological boundaries/postings. - If personnel find that they have inadvertently violated a boundary or posting, they are expected to immediately STOP work, and report the issue.
12. Areas with Inadequate Lighting	Insufficient Illumination Levels - Slips, Trips, Falls - Electric Shock and Burns - Inability to Exit the Space - Strike; Struck By	• Use portable, temporary lighting (e.g., generator-powered light stands, battery-powered LED lights, etc.). • Protect temporary lighting lamps against breakage/contact. • Temporary lighting in wet/conductive locations should be provided with GFCI protection, or a 12V lighting system should be used. • Personnel should carry flashlight on their person at all times when inside any buildings on site. This will enable a person to see their way to an exit in the unlikely event that there is a power failure and an emergency egress light is not functioning properly.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Work Activity, Task, or Job Step	Potential Hazard(s)	Hazard Control(s)
		• In low-light level areas (including outdoors when walking in the parking lots) wear the following: -High-Visibility ANSI Class 2 or greater (Outer Garment) - Exceptions: -Pro-Force unless performing traffic control or working portals. -Certain work requiring anti-contamination (anti-c's) coveralls (Rad, asbestos) -Work which requires flame retardant clothing. -Work requiring personal fall arrest equipment. -Controller/Evaluators, observers and regulatory personnel during drills and exercises. -Command staff and responders at incident command post and during response activities for drills/exercises and/or actual emergencies.



Job Hazard Analysis

JHA Suffix Number: 26-0002
Revision:0

Job Hazard Analysis Approval			
Printed Name	Signature	Functional Role	Approval Date
Lindy Brewer	lindy.brewer@ports.pppo.gov	ESH&Q Field Section Manager [ELE,EXC,FLL,HR,OS,SCF]	10/1/2025 6:45 AM
Christian Horsley	Christian.Horsley@ports.pppo.gov	IH Section Manager [IH,LSO,IH-BE]	10/1/2025 10:40 AM
David McClay	David.McClay@ports.pppo.gov	USW Safety Representative	10/1/2025 10:52 AM
Kimberly Brown	Kimberly.Brown@ports.pppo.gov	Occupational Safety Manager [ELE,EXC,FLL,HR,OS,SCF]	10/1/2025 7:38 AM
Tim Lacy	Tim.Lacy@ports.pppo.gov	ESH&Q Field Section Manager [ELE,EXC,FLL,HR,OS,SCF]	10/1/2025 6:52 AM