



JSA Employee Exposure List

Safety and Environmental Management System

SEMS 2-4

Who is affected by a JSA and Why?

We must constantly review jobs performed by SONOCO employees that potentially could cause injuries, illnesses or damage to equipment or property. Here is why:

1. Obstacles, barriers, or obstructions overlooked in the design of the location, buildings, tools, machinery, or workstations.

EXAMPLE: A protruding (at eye level) valve in a walkway

2. Situations that may have developed after production (work in the area) began.

EXAMPLE: A grating walkway that sags due to excessive use over a long period of time.

3. Situations that may have resulted from changes in work practices.

EXAMPLE: Dirty laundry is usually taken outside galley to grocery box. Because of placement of new equipment on deck, the grocery box is now moved to the other side of the platform. Therefore the job changes due to the work site changes

4. New personnel who never have performed the job before.

EXAMPLE: New hire utility-hand, new to offshore and to the site.

The JSA assist employees in developing solutions to eliminate or at least control these hazards, preventing injury. These solutions may include making physical changes in operations such as putting a safety guard on a machine or tool, or by developing a step-by-step procedure for handling a task.

What are the benefits? Why must they be done consistently and correctly?

1. Provide individual training in safe work habits.
2. Instruct new employee.
3. Re-train and upgrades veteran employees' safe work habits.
4. Help to develop a "safety conscious attitude".
5. Increase safety efficiency, productivity, and attention to detail.
6. Improve management-supervisor-employee relations.
7. Improve and encourages employee involvement and participation.



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What jobs and task should be selected for a JSA?

In the past, those jobs with the worst accident experience or the worst potential were chosen. **ALL JOBS THAT WE DO ARE POTENTIALLY HAZARDOUS.** The work site is also a hazardous place **IF** we do not follow set work procedures and stay aware of our surroundings at all times. Therefore, the list of jobs/tasks for JSA's include all routine and non-routine jobs.

What hazards should be looked for?

- Being caught in or between objects or structures
- Being struck by or striking objects
- Slips, trips & falls
- Strains caused by:
 - Lifting
 - Twisting
 - Bending
 - Pushing
 - Pulling
- Breathing toxic vapors/fumes
- Contact with hot or cold surfaces
- Contact with injurious or infectious surfaces

Choosing what task will be most effective to cover in a JSA:

Most catering functions have been listed on various charts below and separated by who and what work area they affect. Both routine and non-routine task have been listed to make sure routine task don't get forgotten.

These charts are non all inclusive and should only be used as a guide to give ideas of new JSA topics.



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BR/QUARTERS PERSONNEL

JOB TO BE DEFINED ▶ The positions affected are listed according to whose job is most affected by the task ▶ All utility hands (BR & GH) have to know all tasks because of position change	1. POSITION AFFECTED	2. POSITION AFFECTED	3. POSITION AFFECTED	WRITTEN	REMARKS
Making up bunks	BR	GH		Y	See JSA: Making a Bunk
Dusting and wiping down surfaces in the living quarters	BR	GH			
Sweeping/vacuumping floors	BR	GH	C		
Cleaning and wiping down walls in living quarters	BR	GH	C		
Cleaning lockers	BR	GH			
Mopping floors	BR	GH	C		
Cleaning stairways (sweeping, mopping, walls, railings)	BR	GH	C		See JSA: Stairway Use
Cleaning urinals, toilets, stalls	BR	GH			
Clean sinks, showers, stalls	BR	GH			
Cleaning shower mats and floor mats	BR	GH			
Cleaning exercise room	BR	GH			
Cleaning offices	BR	GH	C		
Putting out clean towels/laundry	BR	GH			See JSA : Material Handling
Transporting dirty laundry to laundry room	BR	GH	C		See JSA: Material Handling
Transporting dirty/clean laundry to/from storage area/grocery box	BR	GH	C		See JSA: Material Handling
Use of washer	BR	GH		Y	See JSA : Washer Use
Use of dryer	BR	GH		Y	See JSA : Dryer Use
Sort and folding laundry	BR	GH			
Making coffee and cleaning machine	BR	GH	C		
Use of cleaning cart: stocking with cleaning supplies, laundry, use on each floor	BR	GH			See JSA : Material Handling
Cleaning laundry room	BR	GH			



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GALLEYHAND (KITCHEN PERSONNEL)

JOB TO BE DEFINED <ul style="list-style-type: none"> ▶ The positions affected are listed according to whose job is most affected by the task ▶ All utility hands (BR & GH) have to know all tasks because of position change 	1. POSITION AFFECTED	2. POSITION AFFECTED	3. POSITION AFFECTED	WRITTEN	REMARKS
Cleaning and sanitizing all work surfaces (dining area)	G H	BR	C		Chemical use
Cleaning and sanitizing all work surfaces (kitchen)	G H	BR	C		
Cleaning and sanitizing eating/food contact surfaces	G H	BR	C		
Cleaning and sanitizing all work surfaces (kitchen)	G H	C	BR		Chemical use
Sweeping and mopping dining room/kitchen	G H	BR	C		
Cleaning walls/windows	G H	BR	C		
Emptying garbage cans /food scraps	G H	C	BR		Lifting procedures
Cleaning and stocking pantry	G H	C	BR		
Cleaning/Stocking/Retrieving Items from cooler	G H	C	BR		
Cleaning/ Stocking/Retrieving Items from freezer	G H	C	BR		
Loading/cleaning drink dispenser	G H	C	BR		Material Handling
Loading/cleaning milk machine	G H	C	BR		Material Handling
Stocking items into overhead storage areas: 1. Pantry 2. Galley	G H	C	BR		Material Handling
Making salads/cleaning salad bar	G H	BR	C		Food sanitation
Stripping/waxing floors	G H	BR	C		



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Washing/sanitizing dishes (hand)	G H	BR	C		
Cleaning sinks	G H	C	BR		
Making coffee or tea /cleaning machine	G H	C	BR		
Use of food disposal	G H	C	BR	Y	Use of Disposal
Use of trash compactor	G H	C	BR		
Using and cleaning walk-in coolers and freezers	G H	C	BR		
Loading and cleaning drink dispenser	G H	C	BR		
Cleaning offices, recreation and TV room	G H	BR	C		
Using/cleaning ice cream machine	G H	C	BR		
Use of knife	G H	C	BR	Y	Knife Safety
Using and cleaning the dishwasher	G H	C	BR		



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COOKS (ALL)

JOB TO BE DEFINED ▶ The positions affected are listed according to whose job is most affected by the task ▶ All utility hands (BR & GH) have to know all tasks because of position change	1. POSITION AFFECTED	2. POSITION AFFECTED	3. POSITION AFFECTED	WRITTEN	REMARKS
Use of mixer(s)/*cleaning bowls	C	*GH			GH may clean the bowl
Using/cleaning oven	C				Cook only
Using/Cleaning grill	C				Cook only
Use of knife	C			Y	See JSA: Knife Safety
Use of Meat Slicer	C				Cook only
Using/cleaning steam table	C	GH	BR	Y	See JSA: Use of Steam Table
Use of steamer	C	GH	BR	Y	See JSA: Use of Commercial Steamer
Proper storage of re-usable (food) items	C				
Using/cleaning of deep fat fryer	C				See JSA: Use of Deep Fat Fryer
Proper thawing of food items	C				
Proper cooking of food items	C				
Pulling Groceries (for meals)	C	GH	BR		
Proper holding of food @ correct temperatures	C	GH			
Use of Food Disposal	C	GH			See JSA: Use of Food Disposal
Personal Protective Equipment Use	C	GH	BR	Y	See JSA: Personal Protective Equipment
Attending emergency drills	BR	GH	C		
Unloading groceries	GH	BR	C	Y	See JSA: Unloading Groceries



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