

***Job Safety Environmental Analysis (JSEA)***

**BP WIND ENERGY  
OPERATIONS POLICIES AND PROCEDURES**

**Job Safety Environmental Analysis (JSEA)**

[Document Control Details](#)

## ***Job Safety Environmental Analysis (JSEA)***

### **1.0 Purpose/Scope**

- 1.1** Certain categories of work or tasks, including those covered by documented procedures, shall be analyzed using a risk assessment process. The BP Wind Control of Work Policy requires that processes are in place to conduct suitable and sufficient assessment of risk with regard to the health and safety of all involved personnel. The purpose of a risk assessment is to examine a proposed method of carrying out a task in a controlled and safe manner - not to design the task itself.
- 1.2** The Job Safety and Environmental Analysis (JSEA) is a tool used to analyze and minimize potential hazards associated with the work scope at a site or facility and to document conversations about the work hazards, *a key component*. Everyone who is part of the job needs to be part of the conversation. Tasks shall not be conducted without first being risk assessed. The complexity, length, and detail of the JSEA will vary based on the work to be performed. The JSEA shall address the hazards, controls, and mitigation needed to confirm that the work can be completed safely.
- 1.3** This Procedure describes effective and appropriate development and application of a JSEA which is a Type 1 Risk Assessment as defined in the BPWE Control of Work Policy.

#### **NOTE 1.0**

A JSEA does not replace a procedure, AND a procedure does not replace a JSEA.

### **2.0 Scope**

- 2.1** This procedure applies to all BPWE employees, visitors and contractors conducting work on BPWE sites.
- 2.2** Use of third party JSA or JSEA equivalents, such as those utilized by BPWE contractor companies, is permitted provided it addresses, at a minimum, the following information:
- A list of activities or sequence of tasks.
  - Identification of hazards focusing on energy sources.
  - A conversation regarding environmental impacts.
  - Appropriate actions or risk control measures.
  - The name of who will be responsible for implementing the control measure.
  - Signatures of persons participating in the tasks.

### **3.0 Reference**

- 3.1** Occupational Safety and Health Administration (OSHA) Handbook 3071, Job Safety Analysis
- 3.2** BP Group Standard – Control of Work
- 3.3** BPWE Standard – Control of Work

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### **4.0 General Requirements**

- 4.1** A written JSEA is required for all work as identified by the Area Authority (AA).
- 4.2** When a Level 2 Risk Assessment is required, a JSEA must also be done prior to work execution.
- 4.3** Specific identified tasks at each site may be covered by a procedural approach provided a documented Risk Assessment has been conducted and the associated procedures are controlled and managed within the Document Control Management System (DCMS) and are subject to regular review.
- 4.4** A previous JSEA (comparable in scope) may be used or referenced for that particular work activity, providing it has been reviewed by the Person in Charge (PIC), Issuing Authority (IA), Performing Authority (PA) and all persons involved in the work activity.
- 4.5** All member(s) of the workforce performing the task shall participate in the JSEA. Where more than one team is assigned to carry out the work, a PA from each team/crew shall participate in the JSEA development.
- 4.6** The JSEA shall be communicated in writing and signed off by all persons involved in the task at the job location, to show that they understand and have agreed with the Risk Assessment findings.
- 4.7** The job location shall be inspected by the PA or Issuing Authority (IA) to identify potential hazards arising from the location features.
- 4.8** If SIMOPS are occurring, a PA or IA from each job location, in conjunction with the Person in Charge (PIC), will discuss potential hazards from their work activities and their potential to impact each job location.
- 4.9** A JSEA shall consider Eliminate, Substitute, Mitigate, Control, and Protect measures. Wherever possible, hazards shall be eliminated from the task.  If the hazard cannot be eliminated, control measures must be put in place.

#### **NOTE: 3.10**

Personal Protective Equipment (PPE) is considered as the last protective barrier before a person is exposed to a hazard. Reliance on PPE shall only occur after other efforts have been made to eliminate or reduce the hazard. Mitigation measures (measures to reduce the effects of an accident or condition) must be in place even when controls are in place because residual risks will remain.

- 4.10** A site specific emergency response action shall be a part of the JSEA. Each person involved in the work activity must be made aware of the control measures and emergency response actions that are to be taken (including the actions required of them) in an emergency.
- 4.11** The JSEA shall be kept readily available at the worksite until the job is completed.
- 4.12** Completed JSEA forms must be retained for a minimum of thirty days after completion of the work. In cases where a third party BP JSEA equivalent form is used, BP shall keep a copy of the completed JSEA equivalent form for the same period of time.

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### **5.0 Procedure**

#### **5.1 The basic steps that must be covered by the JSEA process**

- A. Break the job into a sequence of individual key tasks that are analyzed in a methodical way to identify the eight energy sources (Motion, Chemical, Radiation, Electrical, Gravity, Heat/Cold, Biological, Pressure) associated with each task.
- B. Anticipate/recognize/identify potential or existing hazards that each energy source may present for the tasks and analyze tools, equipment, or other hardware involved in the work process.
- C. To reduce risk, Risk Assessments shall consider these measures in the following order:
  1. Elimination
  2. Substitution
  3. Control
  4. Mitigation
  5. Protection
- D. Develop actions to eliminate, substitute, control, mitigate or protect against the hazard(s).
- E. Assign responsibility to a specific person(s) for carrying out each action.
- F. Review the work activity and associated JSEA by a PA after completing the job to identify areas of improvement and lessons learned from the job or the process. Improvements and lessons learned shall be considered and referenced for future similar jobs.
- G. All members of the workforce performing the task shall participate in the Risk Assessment, which shall be communicated in writing and signed off by all involved in the task.
- H. Routine tasks may be covered by a procedural approach, providing a documented risk assessment has been conducted. A JSEA does not replace a procedure.
- I. All equipment used in performing work shall be assessed as fit for purpose by a competent person through inspection and/or review of any certification.

#### **Warning: 4.1**

Emergency Response plans, based on potential emergencies, shall be in place before commencing work.

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### **5.2 The following outlines the basic steps that shall be part of a JSEA:**

- A. Assemble the work team and review the information available to plan the work.
- B. Identify all of the personnel, equipment, PPE, and procedures needed to perform the task.
- C. Add this information to the JSEA as appropriate.
- D. As a group, define the task (scope of work). The Performing Authority or the person conducting the work will ensure appropriate documents are identified and available. This includes, but is not limited to, operating procedures, P&IDs, MSDS sheets, and Isolation certificates.
- E. Review with the work team all key steps identified and develop a list of potential hazards for each key step activity. List these hazards on the JSEA form in the appropriate column.
- F. Identify any potential hazards, personnel exposure areas and environmental issues for each key step of the work (examples include pressure, chemicals, weather, adjacent work and activity, slipping, and working at heights). Pay particular attention to energy sources observed in the work area. List these hazards on the JSEA form.
- G. For each potential hazard or risk identified, list the mitigation or protection method to be used to establish control for each identified hazard. The work team must be aware of these controls and risk mitigation processes for the task to confirm a safe working environment.
- H. For each potential hazard or risk identified, list the mitigation or protection method to be used to establish control for each identified hazard. The work team must be aware of these controls and risk mitigation processes for the task to ensure a safe working environment.
- I. The PA or person performing the work assigns a work team member to be responsible for the implementation of each key step identified. The assigned persons are then responsible for the safety and environmental protection for their assigned key steps.

#### **Warning: 4.2**

Everyone is responsible for stopping the job if an unsafe act or condition is identified.

### **5.3 After completing the draft JSEA:**

- A. It is essential that the work team carefully consider and identify the presence of potential energy sources during the JSEA process. Each energy component below must be considered to achieve a safer work environment:
  1. Electrical energy sources
  2. Energy sources of pressure
  3. Gravitational energy considerations (overhead activity, lifting equipment, etc.)
  4. Energy of Motion (rotating equipment, centrifugal forces, moving objects, etc.)
  5. Chemical Energy sources
  6. Heat and Cold potentials for exposure (radiant heat, piping ice-over, etc.)
  7. Biological considerations, exposures, and associated energy (NORM, oxygen deficiency, etc.)

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### 8. Radiation hazards and associated energy

- B. Once the JSEA is reviewed and amended as necessary, the finalized JSEA should be signed by the Issuing Authority, Performing Authority, and Person in Charge, or their designee. All work team members must sign off on the JSEA before beginning work activity or implementation of control measures.
- C. As the scope of work changes, personnel are required to stop the job, re-evaluate the hazards of the work, and update the JSEA form as agreed. When deviations are considered, the job should be stopped and the JSEA modified to incorporate the new procedure and any additional risks. This confirms that work is performed and work improvements are documented and implemented by affected parties.
- D. All of the personnel who participate in the work must be represented in the JSEA process. A new JSEA meeting must occur for personnel changes.
- E. After the work covered by the JSEA has been performed, the completed JSEA form should be kept on file for future reference. Completed JSEA forms are very useful when similar work is performed later in the life of the facility.

### 5.4 Instructions For Completing the JSEA Form

#### A. Header

- 1. Fill in the appropriate information.
- 2. If there is any chance or other jobs impacting the safety of the job being assessed, then Simultaneous Operations (SIMOPS) activities should be described. *Focus on how the jobs could interact.*

#### B. Permit

- 1. Note any Control of Work permits here (if required)
- 2. If permits are required, include the IA in the JSEA process.

#### C. Emergency Response

- 1. Fill in the appropriate information and include a description of the agreed to muster point and emergency contact telephone numbers. For site specific work, this section could be pre-populated but it should be reviewed for each JSEA.
- 2. Include driving directions or job location information to streamline emergency response.
- 3. Reference any established emergency response plan that provides clear communications with local emergency services, if it exists.

#### D. HSSE Conversation Points

- 1. Check (✓) all HSSE conversation points that apply to help anticipate, recognize, and identify potential or existing hazards with this JSEA.
- 2. Review of this section before and during the development of the task sequence and hazard recognition section should result in a more thorough HSSE conversation and the elimination or reduction of risk.

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### **E. Job Sequence / Hazard Mitigation Instructions:**

#### **1. STEP 1 – Sequence of Job Tasks**

- a. Divide the job into a sequence of key sub-tasks, each describing what is being done. As a way of separating the tasks, think about changes in energy sources or the addition of new energy sources for each task.
- b. Remember to tell **WHAT** is done and **not HOW** it is done.
- c. Review each job task looking for timing and sequencing errors. Avoid the two most common errors; making the tasks too detailed or making the tasks too general so those important sub-tasks are lost.
- d. If the number of tasks becomes very large, then consider splitting the job into parts and creating an additional JSEA for the subsequent jobs.

#### **2. Step 2 – Determine the Following for Each Task**

- a. Energy source(s)
  - write the first letter of the one or more energy sources associated with each task (Motion, Chemical, Radiation, Gravity, Heat/Cold, Biological, Pressure)
- b. Specific identified hazard, and/or Environmental impacts, action(s)
  - List the hazards that could cause impacts when the task is performed (against each task energy source).
  - Ask the question “How can the hazard(s) hurt me or anyone working on the job location?”
- c. Risk control measures and responsible person
  - List the actions and control measures required to eliminate or minimize the risk of injury and or incident arising from the identified hazard and impact to the environment. Identify one or more actions, existing or proposed, for each identified hazard. Avoid making general statements about the procedure, such as "Be Careful". List exactly what the worker needs to know in order to control the hazard(s). Each JSEA shall consider “Eliminate, Substitute, Control, Mitigate or Protect” measures.
  - Consider possibilities such as combining tasks, changing the sequence, substituting less harmful chemicals or determining whether other safety equipment is needed to reduce the hazards. Writing a JSEA is an opportunity to identify the safest, most effective work methods. If JSEA participants can not agree that hazards have been controlled to an acceptable level, then the job shall not proceed until re-evaluated with the Area Authority.
  - Determine the Responsible Person - Write the name, not job title, of the person responsible to implement the control measure identified. The accountability for carrying out actions will be clearly assigned, understood, and initialed by the responsible person indicating their

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personal commitment and accountability for that action.

### **3. Step 3 – Repeat Step 2 for Each Task in Order**

- a. Although there are three lines given for each task, there may be more hazards than three for each task. More than one hazard (and its mitigation) can be listed per line, or more than one task block can be used for a single task. The goal of the form is to help keep the energy source, the hazard, and the mitigation together while allowing space to properly assess each task.
- b. An additional page is available for jobs with more tasks or JSEA's requiring more signatures.

### **F. Stopping the Job**

1. Stop the job at any time anyone is concerned about safety.
2. Stop the job if anyone identifies a hazard not recorded on the JSEA.
3. Be alert to any changes in personnel, conditions at the work site, or hazards not covered by the original JSEA.
4. If it is necessary **stop the job**, re-assess the task and hazards, and amend the JSEA as needed.
5. Triggers to “Stopping the Job”
  - a. Stop Work Authority (SWA) establishes the authority and **obligation** of all individuals to suspend work on any operation that they feel is unsafe. This section is for identified triggers where the work crew has determined that if a certain event(s) happens, everyone will know to stop the job (for example: winds above 30 mph during a lift, re-hydration after 1 hour of work on a hot day, etc.)
  - b. The goal of these lines is to help assure people on the work crew that stopping the job for safety is OK whether it is planned or not. Stopping the job is so important that we include it in the discussion and job planning.
  - c. **Job Stops/Change in Scope** – If the scope of work changes during the job or if new hazards are identified, stop the job to assess these hazards and the appropriate mitigations. Significant changes in scope should be reviewed with the AA and PIC. Note the hazards in this section and then modify the Job Sequence / Hazards / Mitigation Section to thoroughly cover the new hazards or new tasks.

### **G. JSEA Authority Signatures** – Signatures are required by all individuals on the job location who are involved in the work activity and performing operational tasks.

1. Area Authority (AA) - Signature required if AA is on the job location and participates in the JSEA tasks.
2. Issuing Authority (IA) - Name and signature required.
3. Performing Authority (PA) - Name and signature required.
4. Person in Charge (PIC) - Name and signature required. The PIC may also be the AA, IA or PA.

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5. Others involved in JSEA - All workers and visitors on the job location must sign the JSEA acknowledging their understanding and agreement of the tasks, hazards, impacts, controls and responsibilities.

### **H. Post Job Review / Lessons Learned**

1. This area can be completed on an exception basis. A PA should record best practices, and noteworthy improvements in safe work execution or safe working behaviors. Recommended actions for improving HSSE performance should also be recorded here.
2. The PA is responsible to confirm that appropriate lessons learned from the job are captured and communicated with the AA.
3. Job Closeout/Notifications – These questions are designed as reminders for leaving a clean and safe job location. Any comments related to the answers are to be in the Post Job Review section. The PA signature is required. The “Other Personnel” line is for site specific use.

### **6.0 Training**

- 6.1 JSEA training has been combined with and will be conducted with Control of Work and Permit to Work training.

### **7.0 Auditing**

- 7.1 The utilization of the JSEA process will be audited during each sites annual Operations and HSSE audit.
- 7.2 This procedure shall be audited every three years.

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### **8.0 Key Responsibilities**

Position	Responsibilities
Site Managers, Facility Managers, Operations Managers, Project Managers	<ul style="list-style-type: none"> <li>• Be familiar with the intent of the provisions of the CoW Policy, be aware of the scope of work and resources deployed within those areas of operation within their control, and confirm suitable and sufficient assessment of risk with regards to the health and safety of all involved personnel.</li> <li>• Be accountable for the reasonable elimination or reduction of risk.</li> <li>• Confirm that appropriate lessons learned are developed, approved, and reviewed with applicable personnel.</li> <li>• Attend CoW training, as well as training in the associated permit practices, JSEA, risk assessment, MOC, and BP's Golden Rules of Safety.</li> <li>• Confirm that personnel receive the necessary training and are assessed as competent.</li> </ul>
All Personnel	<ul style="list-style-type: none"> <li>• Participate in/review risk assessments.</li> <li>• Conduct a work site inspection prior to commencing work.</li> <li>• Assist in the identification of deficiencies in the work process and help identify possible improvements.</li> <li>• Intervene when any CoW system is not achieving the level of protection it was designed to provide. This includes the personal responsibility to STOP the JOB anytime an unsafe condition may exist.</li> </ul>
AA (Area Authority)	<p>The Area Authority (or their designated alternate) is responsible for:</p> <ul style="list-style-type: none"> <li>• Authorizing all work activities within their designated area of responsibility.</li> <li>• Verifying that a Risk Assessment process is in place and is being followed consistently at the site.</li> <li>• Reviewing and auditing the risk assessment process to confirm that the standard of risk assessment is maintained and areas of improvement are identified and implemented.</li> <li>• Confirming that a process is in place to manage the appointment of competent persons to act as Authorizing Signatories for Level 1 (JSEA) and Level 2 Risk Assessments.</li> <li>• Confirming that a process is in place to manage the appointment of competent persons to act as Level 1 Risk Assessment Completers.</li> <li>• Confirming that a process is in place to manage the appointment of competent persons to act as Level 2 Risk Assessment Team Leaders confirming that appropriate Risk Assessments have been conducted and applicable risk mitigation has occurred.</li> <li>• Confirming with the IA that all appropriate control measures have been</li> </ul>

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Position	Responsibilities
	<p>put in place prior to commencement of activity.</p> <ul style="list-style-type: none"> <li>• Confirming that appropriate permits and certificates are issued, closed, and filed per local operating requirements.</li> </ul>
Performing Authority (PA)	<p>The PA is accountable to the IA/AA for safe delivery of all work activities. The PA may be the person carrying out the task or may be supervising a group of people carrying the job. The PA can be responsible for more than one task at any one time, providing the tasks can be safely managed concurrently.</p> <ul style="list-style-type: none"> <li>• Coordinate with the PIC and maintain full knowledge of all work in progress.</li> <li>• Confirm that non-essential personnel are kept a safe distance from the work activity.</li> <li>• Confirm with the oncoming PA that adequate handovers take place at shift change.</li> <li>• Accept and sign authorized permits for work activity being performed.</li> <li>• Confirm that the following have been clearly established, communicated and understood: what procedures, practices, and policies will be followed: what permit tracking system will be used, and who is in charge.</li> <li>• Participate in the Risk Assessment for the planned activity.</li> <li>• Confirm, in the JSEA discussion, that all persons involved in the task understand the scope of the work, the hazards, and controls for the job.</li> <li>• Confirm that all workers involved in the permitted and non-permitted work sign JSEAs and permit(s) acknowledging their understanding and agreement. In the event there is more than one work team on the job location, there will be representation from each team during the Risk Assessment.</li> <li>• Confirm that appropriate certifications and / or inspections are review or made as appropriate.</li> <li>• Confirm that all equipment and tools used on the job location are inspected and are in good working order.</li> <li>• Confirm that only work within the scope of the JSEA/permit takes place.</li> <li>• Confirm that the job location and worksite is kept in a clean and safe condition.</li> <li>• Observe work activities. If an individual feels that he/she cannot safely manage more than one concurrent task, stop the appropriate portions of assigned work and request assistance.</li> <li>• Remain on the job location until work activities have stopped, permits</li> </ul>

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Position	Responsibilities
	<p>are closed, and appropriate equipment has been secured for the shift or the responsibilities have been handed over to another PA.</p> <ul style="list-style-type: none"> <li>Confirm that appropriate lessons learned from the job are captured, incorporated and communicated with the AA.</li> </ul> <p>The PA may serve as the IA if competent in the permit practice and requirements in question. However, the PA cannot serve as the AA. The PA and AA cannot be the same person. Each Permitted task must have a separate PA and AA [see pg 7, PTW Guide].</p>
Level 1 Risk Assessment or JSEA Completer	<p>This role is performed by those carrying out the work activity. The main responsibilities for this role are:</p> <ul style="list-style-type: none"> <li>Complete Level 1 Risk Assessments where required.</li> <li>Confirm that adequate consultations have taken place (typically with the Area Authority and or/Supervisor).</li> <li>Confirm that appropriate authorization has been obtained prior to work commencing.</li> </ul>
Person In Charge (PIC) or their designee	<ul style="list-style-type: none"> <li>Function as a liaison between all personnel and groups on the work site.</li> <li>Coordinate any issues that could result in a change in work scope with the AA.</li> <li>Review and/or participate in the Risk Assessments for the planned activities.</li> <li>Determine the JSEA is the appropriate risk assessment process for the work.</li> <li>Confirm that all people working on site have reviewed and signed the JSEA(s) and verify that the appropriate permits have been completed.</li> <li>Remain on site until work activities have stopped, permits are closed, and appropriate equipment has been secured for the shift or responsibilities have been handed over to another PIC.</li> <li>May approve start of work activity upon review of the JSEA and related documents (Permit to Work, Isolation Certificates, Hot Work permitting, etc.).</li> </ul>
Personnel Carrying Out the Work/Task Performers	<p>The responsibilities of the people carrying out the work are to:</p> <ul style="list-style-type: none"> <li>Understand the hazards and control measure associated with the task.</li> <li>Participate and contribute in the pre-job toolbox talk/safety meeting.</li> <li>Actively monitor the worksite and surroundings for change.</li> <li>Stop the job at any time they are concerned about safety.</li> <li>Stop the job if they identify a hazard not recorded on the Risk Assessment, JSEA, Permit to Work or Procedure.</li> <li>Carry out work as defined in the Risk Assessment, JSEA, Permit to Work or Procedure.</li> </ul>

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Position	Responsibilities
Authorizing Signatories	<p>The Area Authority (or designated alternate) will appoint personnel competent to authorize completed Level 1 and Level 2 Risk Assessments.</p> <p>A person authorizing a Level 1 Risk Assessment will:</p> <ul style="list-style-type: none"> <li>• Decide whether the risks can be controlled adequately by the proposed means, taking into account the controls required by a relevant local procedure and the competence of the person of charge.</li> <li>• Initiate the need to complete a Level 2 Risk Assessment if they are not completely assured that the risks will be adequately controlled and believed a more rigorous risk assessment is required.</li> <li>• This role will be performed by the Area Authority for tasks being controlled by permits – refer to Permit to Work Process for details. Competent and authorized work-crew supervisors and/or operations supervisors will typically perform this role for tasks controlled using procedures.</li> </ul> <p>A person authorizing a Level 2 Risk Assessment will:</p> <ul style="list-style-type: none"> <li>• Accept the level of residual risk not controlled by the relevant procedure.</li> <li>• Confirm that the risk assessment was carried by a team with the appropriate level of expertise.</li> </ul> <p>Confirm that the risk assessment team has taken appropriate guidance on health, safety and environmental legislation and consequent limits on operation.</p>

### 9.0 Acronyms and Definitions

**Acronyms Table**

Acronym	Definition
AA	Area Authority
CoW	Control of Work
DCMS	Document Control Management System
HSSE	Health, Safety, Security, and Environmental
IA	Issuing Authority
JSA	Job Safety Analysis
JSEA	Job Safety Environmental Analysis
MOC	Management of Change
MSDS	Material Safety Data Sheet
P&ID	Piping and Instrumentation Diagram
PA	Performing Authority
PIC	Person in Charge

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Acronym	Definition
PPE	Personal Protective Equipment
PTW	Permit to Work
SIMOPS	Simultaneous Operations
SPM	Safe Practices Manual
SPU	Strategic Performance Unit
SWA	Stop Work Authority

### Definitions Table

Term	Definition
Actions	Activities or measures which eliminate, control, mitigate or protect against hazards.
Competency	The ability to perform a task in the correct manner with the correct understanding and reasoning behind the task.
Competent Person	A person who has demonstrated that they have the knowledge, training, and experience required to perform the defined role to the standard required. A competent person is capable of identifying existing and predictable hazards, soil types in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to personnel and has authority to take prompt corrective measures to eliminate them.
Control of Work (CoW)	A formal approach to manage work risk with a procedural form of control. CoW uses processes and systems to regulate work activities (i.e., the power to direct).
Energy	The capacity for action or accomplishment (motion, chemical, radiation, electrical, gravity, heat/cold, biological, pressure).
Essential Personnel	Personnel whose direct involvement with work site activities is required to maintain critical operations.
Hazard	Equipment, materials, activities, or conditions that have a significant potential to cause injury or harm to people, negatively impact the environment or cause loss of property; i.e., the potential of a substance, activity or process to cause harm.
Incident	An undesired event that did or could have resulted in personal harm, environmental or property damage or impact
Job Safety Environmental Analysis (JSEA)	A job related safety and environmental analysis that is intended to identify hazards and provide actions to mitigate all known hazards with a particular task.
Level 1 Risk Assessment (hazard identification)	A broad overview of the task by a competent person(s) to identify any significant hazards involved and appropriate control measures which are required to be in place to allow the job to proceed. This can be accomplished using the AE PA JSEA process and form.
Level 2 Risk	A Level 2 Risk Assessment requires additional assessment, which is initiated when the Competent Person(s) determines that there are greater

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Term	Definition
Assessment	hazards or complexities associated with the task which require a more rigorous level of assessment, e.g. some permit required activities.
Management of Change (MOC)	An established means of managing and controlling physical, chemical, organizational, process, or administrative changes.
Performing Authority (PA)	<p>The responsible person for the activity being carried out on the work site under the Control of Work Policy, practices, and permits.</p> <p>The PA is accountable to the IA/AA for safe delivery of all work activities. The Performing Authority may be the person carrying out the task or may be supervising a group of people carrying the job. The Performing Authority can be responsible for more than one task at any one time, providing the tasks can be safely managed concurrently. The PA may serve as the IA if competent in the permit practice and requirements in question. However, the PA cannot serve as the AA. The PA and AA cannot be the same person. Each Permitted task must have a separate PA and AA, [pg 7, PTW Guide].</p>
Permit to Work (PTW)	Management system used to understand, approve, and process work activities in a safe manner.
Residual Risk	The risk that remains after the identified actions have been put into place.
Risk	A risk is the likelihood of a substance, activity or process to cause harm. Risk includes the possibility of loss, injury, damage, or being exposed to a danger. It is a combination of both severity of the consequence and likelihood that the event will occur.
Risk Assessment	The process of hazard identification and the assessment of the potential for identified hazards to be realized in any given activity. Additionally, it is a key element of the control of work process. It also evaluates whether the hazards are adequately controlled.
Simultaneous Operations (SIMOPs)	Multiple independent operations that occur on a location at the same time. Events of any one operation may impact the safety of personnel or equipment of another operation (i.e., drilling, construction, diving, and welding).
Task	An activity or segment of a job in support of a piece of work.

### 10.0 Exhibits



HSSE 14.21.01  
JSEA Short Form....



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JSEA-Add'l Pages...

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### Document Control Details

<b>Document Name</b>		JSEA			
<b>Scope</b>		BP Wind Energy			
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<b>Authority</b>		Matt Sakurada	VP Operations and Asset Management	<b>Custodian</b>	Dale Smith HSSE Advisor Operations
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01	11/16/2010	Converted to new BPWE procedure format Added DCMS number		Matt Sakurada	Dale Smith