

10 Great Ways to Prepare a JHA/SWP for Industrial Hygiene Review

1. **Be precise in explaining the scope of the project.** Provide more than a short title. Provide a full description of the scope of work. Do not leave the project details up to interpretation. Enhance a project title like *“Installing chiller system”* with details on the scope of work with a phrase like *“Fabricating sheet metal duct, applying foam insulation, and solvent welding PVC pipe”*.
2. **Provide details on the size of the operations.** Add a phrase like *“Fabricating 20 feet of 3’x4’ sheet metal duct and solvent welding 75 In.ft. of ¾” PVC pipe with 100 joints”*. There is probably a big difference to the reviewer whether a job involves 1 or 1000 repetitions of the same task. Do not assume the reviewer will know how large the job is from your project title. Time estimates for hazard generating activities should also be provided.
3. **Describe the job environment.** Let the reviewer know if the work is to be done indoors or outside, on an open roof, a vast high bay, or in a small closed in area. Do not assume the reviewer will know where the work will actually be done from the building number.
4. **Mention the substrate and composition of materials involved.** For example, mention if a part will be installed into wood studs versus poured concrete. Expand phrases like *“Install panels”* to *“Install 3 panels (200 Amp) recessed into drywall over wood studs with pan head screws into studs and molly or expansion bolts into drywall. Cut Drywall with hand keyhole saw”*.
5. **Describe all steps in the whole process.** For example, when describing electric panel installation, include how the panels will be affixed to the wall. For a project of installing aggregate pavers or concrete block, describe how the stones will be cut to size.
6. **Describe all the hazards of operations you will perform.** If you are using equipment that produces a hazard, describe it and any controls. For example, if pouring an epoxy floor, describe the hazard of the airborne chemicals from the epoxy and clean-up. If grinding or drilling concrete, describe the airborne silica dust that will be generated. Include how waste will be handled if generated.
7. **Describe hazards fully.** Include information on the type of chemicals to be used. For example, for a process involving glues or paints, describe the products. Describe the type of insulation you are installing. Do not leave it to the reviewer to guess what products will be involved. Include the Safety Data Sheets (or SDS) for the products you will use at the time of JHA/SWP submission.
8. **Describe tools that will be used.** Let the reviewer know whether high speed drills, abrasive saws, pneumatic hammers, or hand powered tools will be used. Do not assume the reviewer will know the process you plan to use. Mention if the tool has controls such as a water spray or capture ventilation.
9. **Describe the controls you will use for hazards.** Describe if you will provide ventilation and how much exhaust air will be provided. Describe respiratory protection you will use or any other types of PPE. Avoid vague phrases like *“Respiratory protection as required”* and *“Appropriate PPE as necessary”*. Do not leave the reviewer to wonder if you will “require” the respirators during your operations. Use precise phrases like *“A half face respirator with inorganic vapor cartridges will be used during the gluing of pipes”*. List all other engineering or administrative controls used during the project.
10. **Describe exposure monitoring you have done or will do.** Include the basis for your determination of worker exposure. If the task has been monitored in the past, state that. If you have proof that respiratory protection is not needed, provide that information. Let the reviewer know this is not the first time you have done the work and you have data that has been generated during similar work.