

**Department of the Interior**  
**Departmental Manual**

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**Effective Date:** 3/12/99

**Series:** Safety Management

**Part 485:** Safety and Occupational Health Program

**Chapter 14:** Job Hazard Analyses

**Originating Office:** Office of Managing Risk and Public Safety

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**485 DM 14**

**14.1 Purpose.** To specify the minimum Safety and Occupational Health Program (Program) requirements for structuring and using job hazard analyses (JHAs) within the Department of the Interior.

**14.2 References.** None

**14.3 Requirements.**

A. Each bureau will develop and manage a system by which major activities and individual jobs are analyzed as to:

- (1) The sequence of work.
- (2) The hazards associated with the sequence (actions).
- (3) The methods or safeguards to prevent, reduce and/or control the identified hazard(s).

B. Each bureau will require that JHAs are properly used to prevent unnecessary exposure to job-related hazards.

C. When work is performed by others, such as contractors, the contracting officer will determine that the person in charge of the work develops appropriate JHAs for the work to be performed. This information will be provided to the contracting officer or contracting officer representative as part of the accident prevention plan and will be approved/accepted by the contracting officer/contracting officer representative prior to permitting the contractor to proceed with the work.

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