



Job Safety(JHA)/Ergonomic Analyzer™

From:
STAR Consultants, Inc.
www.starconsultants.net

JHA/Ergonomic Analyzer™

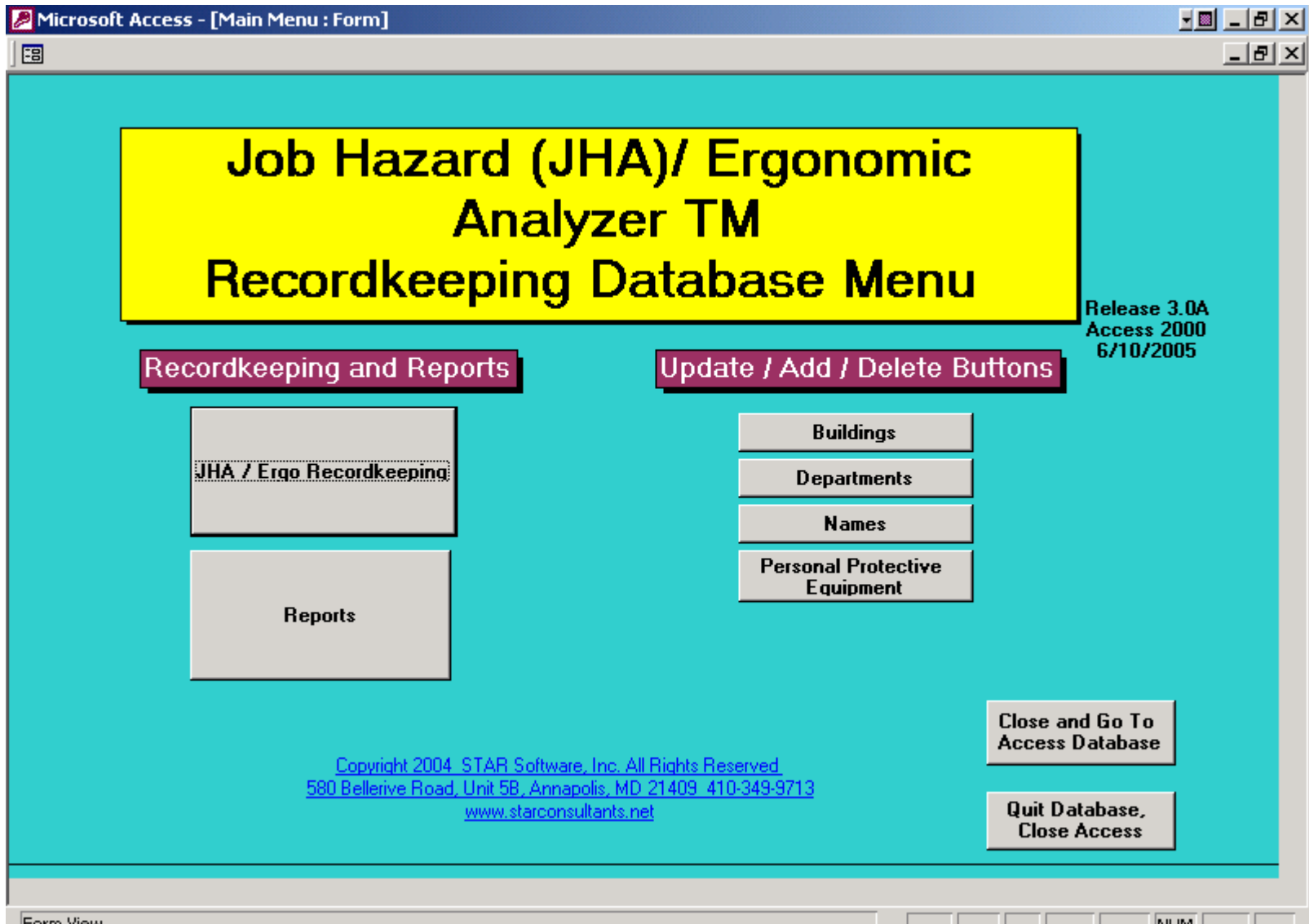
- ☆ For years, STAR has been using a Microsoft Access® database to perform Job Hazard Analysis
- ☆ We have enhanced this product to include ergonomic screening capabilities
- ☆ As an Access® 2000 database, we provide you with a license to the software code, not just the software
- ☆ You can thus tailor the program, reports, etc. as needed, and
- ☆ As your programs evolve, so too can your software...

Benefits - JHA

- ☆ The JHA process has a “pick list” of potential hazards, so your analysis doesn’t leave something out
- ☆ Each “Step” or job task can have multiple hazards and controls assigned
- ☆ The hazard types are selected consistent with OSHA Publication 3071, Job Hazard Analysis

Benefits - Ergonomics

- ☆ A separate report of your overexertion exposures can be produced, so ergonomic issues are identified
- ☆ Both controls and action plans can be documented in the same place



This is the Main Menu for the JHA recordkeeping database. Select from here to review past analysis, create new ones, view reports, update facility information (i.e., buildings, departments, areas, names of PPE). This menu is also where access to the tables, queries, forms and reports is gained for your customization efforts. By selection to go to the Access database.

Microsoft Access - [JSA Table]

New Record Save Record Delete Record **JHA / ERGO DATA** Find Record JHA Listing Close Form

Date Initiated: 2/24/2004 Revision Date: [] JHA Number: 14 Click cursor in Revision Date to Set JHA Number

Building: 56 Refresh Equipment #: HJ3 Print This Record

Department: Maintenance Job Task: Set Up and Usage

Area: Machine Shop Reviewer: Peete, Calvin

Analyzer: Cinc, Stewart

Tools: Cincinnati Millacron HJ3 PPE Needs Summary: []

Chemicals: Mobil Cutting fluid 3

Open Step Form Full Screen Hazard Type Definitions Hazard Control Suggestions

Step #: 1 Step Description: Set Up JSA Number: 14

Potential Hazards	Hazard Type	Recommended Safe Practice	CTS	Training	PPE Needed
Cuts from prior cuttings	Struck by or against	Remove cuttings with hand sweep			Gauntlet gloves, impervio
Contact with cutting oil	Contact with	Gauntlet gloves			Gauntlet gloves, impervio
Back strain	Ergonomic (Overexertion)	Use Genie lift for bar stock	Y	Y	
Wrist strain	Ergonomic (Overexertion)	Use ratchet for chuck tightening			

Step #: 2 Step Description: Cutting Bar Stock JSA Number: 14

Record: 1 of 3

Operator: Pavin, Cory Supervisor: Love, Davis Manager: Woods, Eldrick

Operator2: Toledo, Esteban Supervisor2: []

Operator3: [] Supervisor3: []

Operator4: [] Supervisor4: []

JHA reviews often result in action being needed to address concerns determined during the review. Page down and enter as many of these as needed!

Record: 1 of 2

Double click to open Building Form. Click Refresh on Reentry to JSA Form if New Entry Doesn't Appear on the Drop D [] [] [] [] NUM []

This screen allows the user to record background data and then record step by step the actions taken to perform a job, the hazards associated with each step, the recommended safe practices, whether the safe practice is "Critical To Safety" (CTS), whether training is required to ensure safe practice, and PPE needed for each step. Use this PPE field to document for OSHA's PPE standard. The mouse pointer is tagged with helpful information as is the bottom most line of the screen, which describes what each field is.

Note the "Hazard Type", "Recommendation Safe Practice" and "PPE Needed" are pre-listed in editable pull down text.

Microsoft Access - [Hazard Type Report]

File Edit View Tools Window Help

Hazard Types

<i>Hazard Type</i>	<i>Description</i>	<i>Memo</i>
23	Caught in, on or between	There is a potential for a person to be injured by moving parts that catch clothing, or which crush (conveyor lines, punch presses, breaks)
3	Corrosive Chemical	A chemical that, when it comes into contact with skin, metal or other materials, damages the materials. Acids and bases are examples of corrosives.
9	Electrical (Fire)	There is a potential for fire if the use of electric power results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.
11	Electrical (Loss of Power)	There is a potential for safety-critical equipment failure if the system loses electrical power.
8	Electrical (Shock, Short Circuit)	There is a potential for contact with exposed conductors or a device is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines.
10	Electrical (Static / ESD)	There is a potential to generate static electricity due to the moving or rubbing of wool, nylon, other synthetic fibers, or even flowing liquids. The discharge (spark) can ignite flammables, damage electronics, or harm the body's nervous system.
4	Environmental	There is a potential for release of hazardous material.
12	Ergonomic (Overexertion)	There is a potential for non-contact injury such as a bodily strain or sprains from lifting, bending, twisting, pulling, pushing or from repetitive motion
13	Ergonomics (Human Error)	There is a potential for mishaps, injuries resulting from the design of the equipment or procedure that provokes error. (e.g. A switch must go up to turn off the device)
17	Excavation (Collapse)	There is a potential for collapse / engulfment in dirt from trenching or excavation as the result of improper or inadequate shoring or step edge based on soil characteristics.

Page: 1

Ready NUM

The touch of the Hazard Type Definitions button produces a printable list for training, field usage, or just a reminder to the user during data entry. Simply hit the Close button to return to the data entry screen. This list of Hazard Types is short and sweet, so to enable tracking and trending at a later date. But, if the user requires more types, these can easily be added to the table by the user.

Microsoft Access - [Hazard Control Report]

File Edit View Tools Window Help

Hazard Control Suggestions

Hazard Type	Typical Control
Caught in, on or between	Machine guarding, make flaws visible with signs, PPE
Corrosive Chemical	Store acids and bases in special lockers, splash guarding, PPE
Electrical (Fire)	Overcurrent protection in equipment or panel electrical box; infrared sensor / alarm
Electrical (Loss of Power)	Back up energy sources (added power company feeds, battery banks, autostart generators)
Electrical (Shock, Short Circuit)	Guarding to prevent access or accidental contact. Lock Out Tag Out procedures. PPE.
Electrical (Static / ESD)	Bonding and grounding to relax, bleed off static accumulation.
Environmental	Interlocks, pressure relief valves, preventive maintenance on safety-critical equipment.
Ergonomic (Overexertion)	Lifting devices, workplace modifications, rotation schedules, tool modifications.
Ergonomics (Human Error)	"What if" reviews, brainstorming scenarios, replacement of misdirecting devices.
Excavation (Collapse)	Shoring and support for trenches, proper slope angles for soil characteristic. Equipment distance from edge.
Explosion (Chemical Reaction)	Separate storage for incompatible materials. Flow limiting devices. Adequate vents.
Explosion (Over Pressurization)	Interlocks. Pressure relief valves, disks. Preventive maintenance on critical systems.
Fall (Slips / Trips)	Slip resistant flooring including elevated grates in wet areas. Repair floor cracks, guard openings.
Fall (To a different level)	Guard openings, ladders (>20'), fall restraint systems with harnesses at 4' or above.
Fire / Heat / Thermal / Cold	Guard heated or ergonomic surfaces. Monitor heated environments for needed breaks. PPE for cold.

Page: 1

Ready

The Recommended Safe Practice field has a pull down for these suggestions, and overwrites are permitted. Selecting one automatically fills the field. It can then be edited. Or, one can simply type in the control if none match the situation.

New Record Save Record Delete Record **JHA / ERGO DATA** Find Record JHA Listing Close Form

Operator3 Supervisor3
 Operator4 Supervisor4

needed to address concerns determined during the review. Page down and enter as many of these as needed!

Approvals

Action Items Tracking

Control Implementation Tracking

JHA Number	Update	Picture
JHA Number: 14 Issue: Guard does not fully cover rotating stock and oil mist is escaping Coordinator: Woods, Eldrick Action Needed: Wings need to be fabricated for the side edges, flexible in style Assigned Date: 2/26/04 Target Date: 4/6/04 Closure Date:	2/28 - Engineering measured and determined requirements and interviewed Pavin for suggestions. 3/15 - Wrote contract with local vendor to fabricate the wings for the guard.	Place cursor over picture space and right click Click "Insert Object", then "Create from file" and "Browse" Find photo and highlight it. Check "display as icon" and "link" then "OK". This will display icon. To view photo, double click on icon.
* JHA Number: 14		

This form is used for tracking JHA recommendations to closure. The information provides data for a report of open and closed items.

Record: 1 of 1

Record: 1 of 1

Click this button to save changes

NUM

JHA's often result in actions needing to be taken. These can be tracked to closure. This form is accessed directly from the JHA data entry form. Digital pictures can be inserted to the record with a right click of the mouse and following directions.

Microsoft Access - [JSA Table]

New Record Save Record Delete Record **JHA / ERGO DATA** Find Record JHA Listing Close Form

JHA Number ATF 1 *JHA Number must not be a duplicate or system cannot save.* Print This Record

Building Burned building Equipment # Duplicate This Record

Department Site wide Job Task Arson Investigator

Area All areas Date Initiated 2/10/2003 Revision Date *(Only duplicate front end data)*

Analyzer Haas, Jonathan Reviewer Haas, Jonathan

Tools Oxygen meter, LEL meter

Chemicals Span gases for calibrating meters

Open Step Form Full Screen Hazard Type Definitions Hazard Control Suggestions Open Action Item Tracker Form

Step # 1 Step Description: 360 Assessment of building JHA Number ATF 1

Potential Hazards	Hazard Type	Recommended Safe Practice	CTS	Training	PPE Needed
Structural collapse	Struck by or against	Do not enter until engineering asse	Y		
Electricity	Electrical (Shock, Short C	Utilities shut down building feeds ε	Y		
Secondary explosion	Explosion (Chemical Reac	Have bomb team investigate wher	Y		
Secondary explosion	Explosion (Over Pressuri	Wait until pressure vessels are co	Y		
Chemical exposure	Toxic Chemical	Obtain Hazardous Material Listing	Y		

Step # 2 Step Description: Internal initial assessment of building JHA Number ATF 1

Record: 1 of 4

Operator Supervisor Manager

Operator2 Supervisor2

Operator3 Supervisor3

Operator4 Supervisor4

Approvals

JHA reviews often result in action being needed to address concerns determined during the review. Page down and enter as many of these as needed!

Record: 1 of 1

Form View NUM



The button "Duplicate This Record" is intended to ease repetitive data entry for the top portion of the form, as plant, department, analyzer, can be the same for a number of JHAs. One must change the JHA number or Access will not permit the the save -the JHA number is the key which can not be duplicated.

New Record Save Record Delete Record **JHA / ERGO DATA** Find Record JHA Listing Close Form

JHA Number *JHA Number must not be a duplicate or system cannot save.* Print This Record

Building Equipment #

Department Job Task Duplicate This Record

Area Date Initiated Revision Date *(Only duplicates front end data)*

Analyzer Reviewer

Tools

Chemicals

Open Step Form Full Screen Hazard Type Definitions Hazard Control Suggestions Open Action Item Tracker Form

Step # Step Description: JHA Number

Potential Hazards	Hazard Type	Recommended Safe Practice	CTS	Training	PPE Needed
Structural collapse	Struck by or against	Do not enter until engineering asse	Y		
Electricity	Electrical (Shock, Short C	Utilities shut down building feeds ε	Y		
Secondary explosion	Explosion (Chemical Reac	Have bomb team investigate wher	Y		
Secondary explosion	Explosion (Over Pressuri	Wait until pressure vessels are co	Y		
Chemical exposure	Toxic Chemical	Obtain Hazardous Material Listing	Y		

Step # Step Description: JHA Number

Record: of 4

Operator Supervisor Manager

Operator2 Supervisor2

Operator3 Supervisor3

Operator4 Supervisor4

Approvals

JHA reviews often result in action being needed to address concerns determined during the review. Page down and enter as many of these as needed!

Printing a JHA for use in the workplace is made easy via the "Print This Record" button. All the steps will print out, as opposed to the form view which shows just two. The JHA will look like this screen. You may prefer to print out a regular looking JHA from the reports menu.

JHA / ERGO DATA

New Record Save Record Delete Record Find Record JHA Listing Close Form

JHA Number *JHA Number must not be a duplicate or system cannot save.*

Building Equipment #

Department Job Task

Area Date Initiated Revision Date *(Only duplicates front end data)*

Analyzer Reviewer

Tools

Chemicals

Open Step Form Full Screen Hazard Type Definitions Hazard Control Suggestions

Step # Step Description: JHA Number

Potential Hazards	Hazard Type	Recommended Safe Practice	CTS	Training	PPE Needed
Structural collapse	Struck by or against	Do not enter until engineering asse	Y		
Electricity	Electrical (Shock, Short C	Utilities shut down building feeds e	Y		
Secondary explosion	Explosion (Chemical Reac	Have bomb team investigate wher	Y		
Secondary explosion	Explosion (Over Pressuri	Wait until pressure vessels are co	Y		
Chemical exposure	Toxic Chemical	Obtain Hazardous Material Listing	Y		

Step # Step Description: JHA Number

Record: of 4

Operator Supervisor Manager

Operator2 Supervisor2

Operator3 Supervisor3

Operator4 Supervisor4

Approvals

JHA reviews often result in action being needed to address concerns determined during the review. Page down and enter as many of these as needed!

Record: of 1

Form View NUM

Use of pull down menus greatly speeds data entry. Or, one may type in the first few letters and get a match. The system then autofills the field. Pull down menus are used whenever feasible.

Site Employee Names Update

Add Record

Save Record

Find Record

Close Form

▶	Name	Cantler, Colleen
	Name	Esposito, Paul
	Name	Haas, Jonathan
	Name	Hanna, Ed
	Name	Hopkins, Melanie
*	Name	

To delete record, click cursor on gray bar to left of name, and hit delete

Record: 1 of 5

Name of Site Employee Last Name First, First Name Last

NUM

The pull down menus for names, department, plants are kept up via the update buttons on the Main Menu. Closing the form returns the user to the Main Menu.

Job Hazard (JHA)/ Ergonomic Analyzer TM Recordkeeping Database Menu

Release 3.0A
Access 2000
6/10/2005

Recordkeeping and Reports

JHA / Ergo Recordkeeping

Reports



Update / Add / Delete Buttons

Buildings

Departments

Names

Personal Protective Equipment

Close and Go To
Access Database

Quit Database,
Close Access

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The Reports Menu is accessed from the Main Menu

Close This Menu

JHA Database Reports Menu

- Print Blank JHA Form**
- Print Hazard Controls List**
- Print Hazard Type List**
- Print Completed JHA List**

- Preview Closed Action Items By Date Range Report**
- Preview Open Action Items Report**
- Preview Late Action Items Report**
- Preview Critical To Safety Report**
- Preview Training Requirements Report**
- Preview Ergonomic Issues Report**
- Preview Specific JHA**
- Preview List of JSAs by Date Range**

For convenience, this database allows for the printing of blank forms for field usage.

Microsoft Access - [Blank JSA Form : Report]

File Edit View Tools Window Help

90% Close

Job Safety Analysis Data Sheet

Job Task _____ Equipment ID: _____
 Plant: _____ Department: _____
 Analyzer: _____ Date Initiated: _____
 Reviewer: _____ Revision Date: _____
 Tools: _____
 Chemicals: _____ JSA Number: _____

CTS - check if injury will occur if safe practice is not followed *Check if training is required to ensure safe practice*

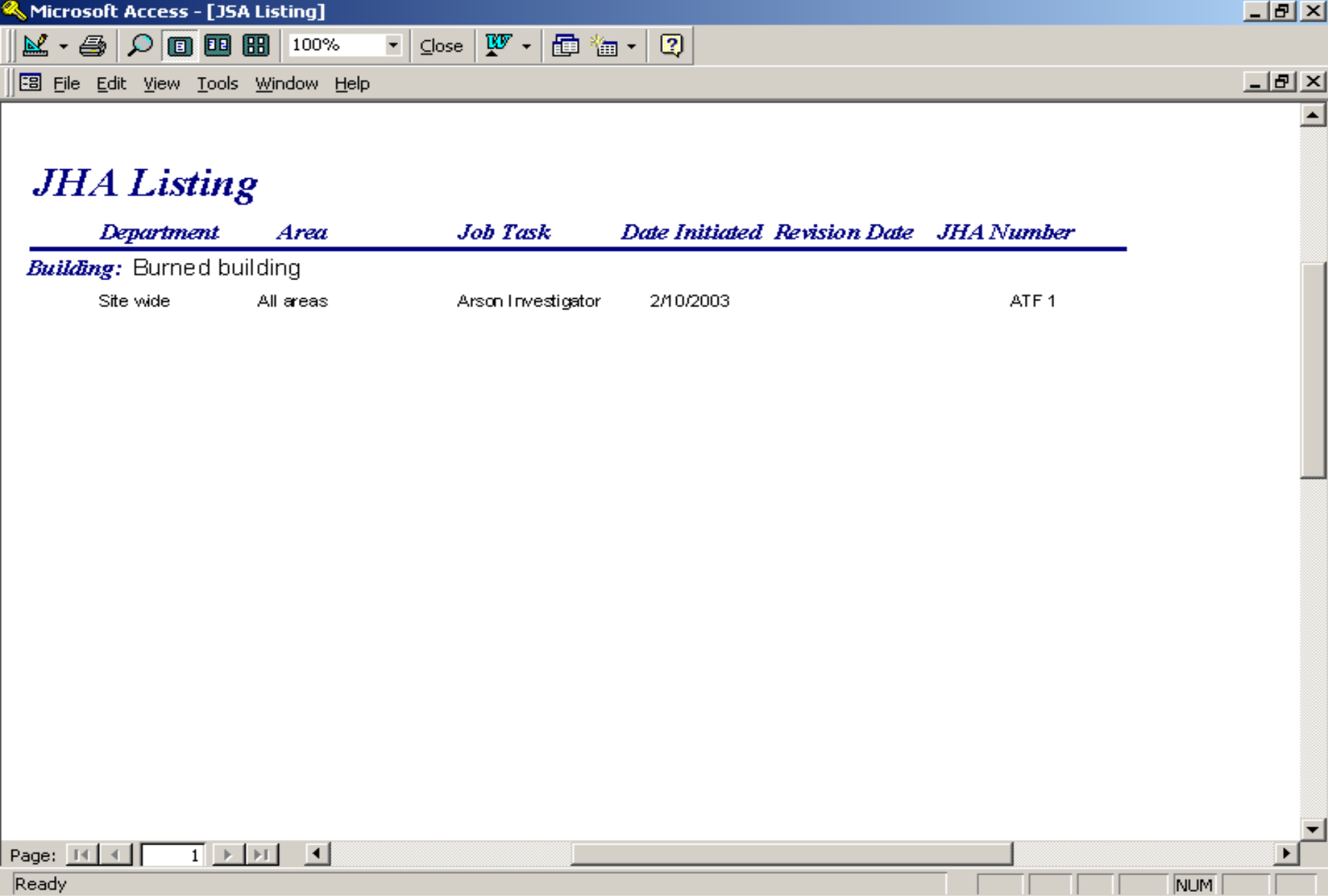
Enter All Steps, Descriptions, Potential Hazards, Hazard Types, etc. for this job task

<u>Step Number:</u>	<u>Step Description:</u>	<u>Potential Hazards:</u>	<u>Hazard Type</u>	<u>Recommended Safe Practices:</u>	<u>CTS?</u>	<u>Training?</u>	<u>PPE</u>

Page: 1

Ready NUM

The form matches the input screen - or the input screen matches the form.



The JHA listing is just that - a listing of JHAs entered into the system. It is sorted by Plant and by Department, making lookup easy for the user.

Close This
Menu

JHA Database Reports Menu

Print Blank JHA Form

Print Hazard Controls List

Print Hazard Type List

Print Completed JHA List

Preview Closed Action Items By Date
Range Report

Preview Open Action Items Report

Preview Late Action Items Report

Preview Critical To Safety Report

Preview Training Requirements Report

Preview Ergonomic Issues Report

Preview Specific JHA

Preview List of JSAs by Date Range

Printing the Hazard Controls List or the Hazard Type List produces the same list as viewable from the JHA data entry screen. These can be used in the field for ready reference while conducting the JHA.



Close This Menu

JHA Database Reports Menu

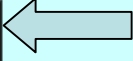
Print Blank JHA Form

Print Hazard Controls List

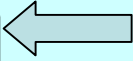
Print Hazard Type List

Print Completed JHA List

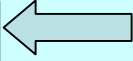
Preview Closed Action Items By Date Range Report



Preview Open Action Items Report



Preview Late Action Items Report



Preview Critical To Safety Report

Preview Training Requirements Report

Preview Ergonomic Issues Report

Preview Specific JHA

Preview List of JSAs by Date Range

Tracking of actions to closure is made a bit easier with the selection of reports shown.

Microsoft Access - [Closed Action Items By Date Range Report]

File Edit View Tools Window Help

Late JHA Action Items Report Sorted By Coordinator

<u>B</u> uilding	<u>D</u> epartment	<u>A</u> rea	Assigned Date	Target Date	Coordinator	
JHA Number	Job Task	Equipment #	Issue	Closure Date	Action	Update Info

Page: 1

Ready

This report is sorted by the name of the person that the user has indicated on the JHA data is to coordinate getting the action item fixed, solved, or otherwise closed. Late items are of concern, the system uses the target date and compares it to today's date to generate this.

Microsoft Access - [Closed Action Items By Date Range Report]

File Edit View Tools Window Help

Open JHA Action Items Report Sorted By Coordinator

<u>Building</u>	<u>Department</u>	<u>Area</u>	<u>Assigned Date</u>	<u>Target Date</u>	<u>Coordinator</u>
JHA Number	Job Task	Equipment # Issue	Closure Date	Action	Update Info
[Empty Table]					

Thursday, March 20, 2003

Page: 1 of 1

Ready

This report produces a listing of all open action items, also sorted by coordinator. Coordinators can be given periodic update reminders of items still open, and some may be late too.

Close This
Menu

JHA Database Reports Menu

Enter Parameter Value

Enter Start Date MM/DD/YYYY

OK

Cancel

Enter Parameter Value

Enter Stop Date

OK

Cancel

Preview Closed Action Items By Date
Range Report

Preview Open Action Items Report

Preview Late Action Items Report

Preview Critical To Safety Report

Preview Training Requirements Report

Preview Ergonomic Issues Report

Preview Specific JHA

Preview List of JSAs by Date Range





**Close This
Menu**

JHA Database Reports Menu

Print Blank JHA Form

Print Hazard Controls List

Print Hazard Type List

Print Completed JHA List

**Preview Closed Action Items By Date
Range Report**

Preview Open Action Items Report

Preview Late Action Items Report

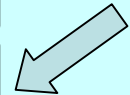
Preview Critical To Safety Report

Preview Training Requirements Report

Preview Ergonomic Issues Report

Preview Specific JHA

Preview List of JSAs by Date Range



Critical To Safety Report

These practices if not followed will lead to an injury

Plant /Department/Task/ Step	CT S1 Practice 1	CT S2 Practice 2	CT S3 Practice 3	CT S4 Practice 4	CT S5 Practice 5
<i>Arbitrary</i>					
123					
Mow Lawn Removing full bag	<input checked="" type="checkbox"/> Stop mower	<input type="checkbox"/> Lift with legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mow Lawn Mowing	<input type="checkbox"/> Rid lawn of toys and objects	<input checked="" type="checkbox"/> Mow across hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>TC</i>					
678					
Building New Die Put parts onto buildup table	<input type="checkbox"/> Slide parts from cart	<input checked="" type="checkbox"/> Keep from under load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building New Die Summary for this job	<input type="checkbox"/> Deburr all new die plates	<input type="checkbox"/> Impervious gloves	<input type="checkbox"/> Ensure exhaust operating	<input checked="" type="checkbox"/> Keep from under load	<input type="checkbox"/> Change material to el need to strike with ha to affix; use soft m all

Targeting and eliminating CTS issues when possible reduces overall risk levels. The report lists the step and the current control.



**Close This
Menu**

JHA Database Reports Menu

Print Blank JHA Form

Print Hazard Controls List

Print Hazard Type List

Print Completed JHA List

**Preview Closed Action Items By Date
Range Report**

Preview Open Action Items Report

Preview Late Action Items Report

Preview Critical To Safety Report

Preview Training Requirements Report

Preview Ergonomic Issues Report

Preview Specific JHA

Preview List of JSAs by Date Range



Where employee training is needed to communicate the need for the control measure in order to avoid injury, this indicates that the employee must remember every time. Such jobs may be revised to eliminate the hazard. This report produces a listing of those jobs / tasks.

Training Requirements Report

Training is required to ensure safe procedure practice

Plant /Department/Task/ Step	1 Practice 1	2 Practice 2	3 Practice 3	4 Practice 4	5 Practice 5
<i>Arbitrary</i>					
123					
Mow Lawn Removing full bag	<input checked="" type="checkbox"/> Stop mower	<input type="checkbox"/> Lift with legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mow Lawn Mowing	<input type="checkbox"/> Rid lawn of toys and objects	<input checked="" type="checkbox"/> Mow across hill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>TC</i>					
678					
Building New Die Summary for this job	<input type="checkbox"/> Deburr all new die plates	<input type="checkbox"/> Impervious gloves	<input checked="" type="checkbox"/> Ensure exhaust operating	<input type="checkbox"/> Keep from under load	<input type="checkbox"/> Change material to el need to strike with ho to affix; use soft m all

The report can be used as a reference for the supervisor for new or transferred employee training. It can also be used to target jobs for critical review. Are warning signs needed as a reminder in the workplace?

Close This Menu

JHA Database Reports Menu

Print Blank JHA Form

Print Hazard Controls List

Print Hazard Type List

Print Completed JHA List

Preview Closed Action Items By Date Range Report

Preview Open Action Items Report

Preview Late Action Items Report

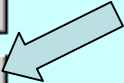
Preview Critical To Safety Report

Preview Training Requirements Report

Preview Ergonomic Issues Report

Preview Specific JHA

Preview List of JSAs by Date Range



This report will list those tasks which have ergonomic related issues.

Ergonomic Issues Report

Building:

Dept:

Area:

JHA Number:

Equipment #

Job Task

Step #

Step Description

Potential Hazards

Hazard Type

This report will document ergonomic issues of note.

Job Hazard (JHA)/ Ergonomic Analyzer TM Recordkeeping Database Menu

Release 3.0A
Access 2000
6/10/2005

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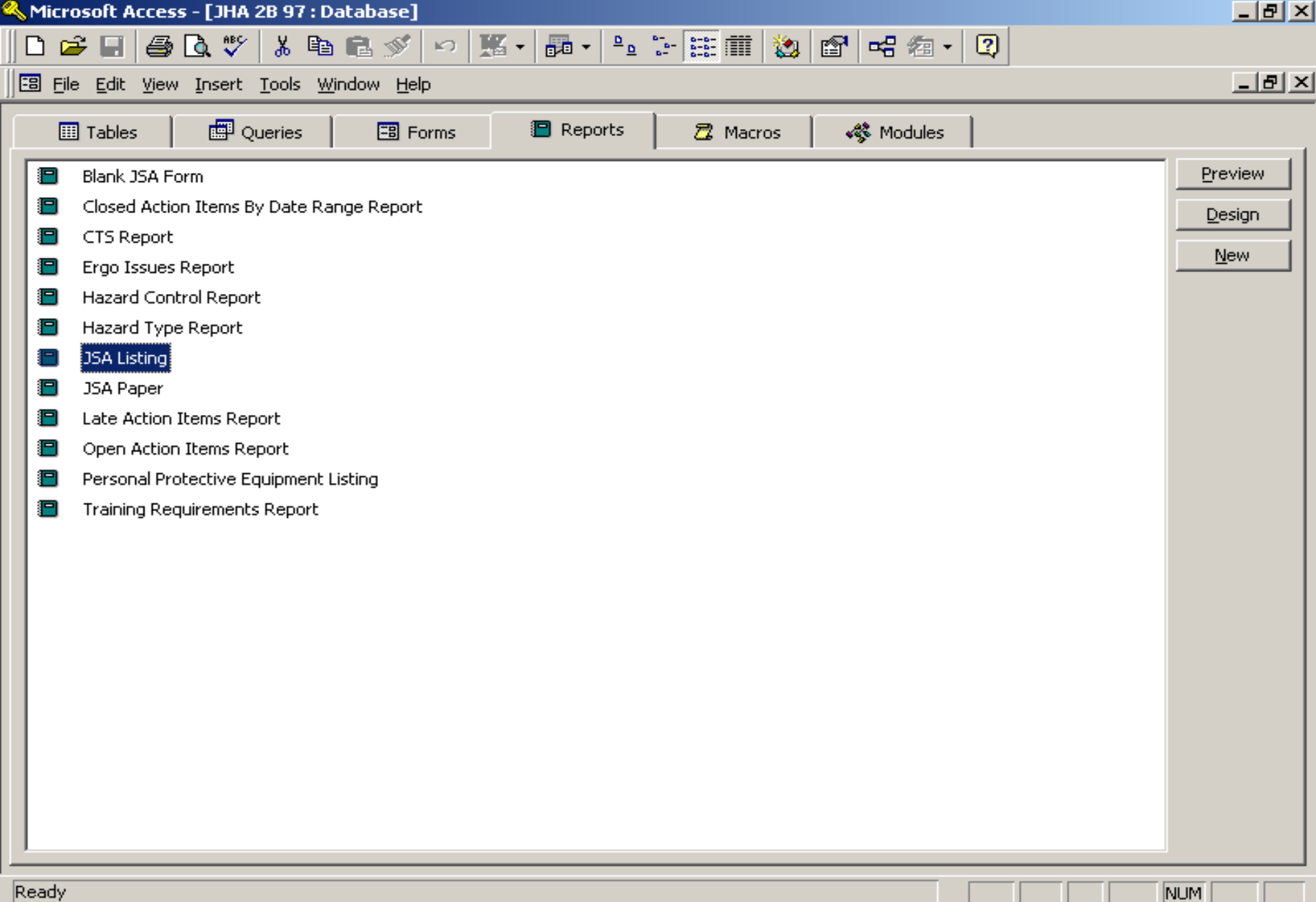
Close and Go To Access Database



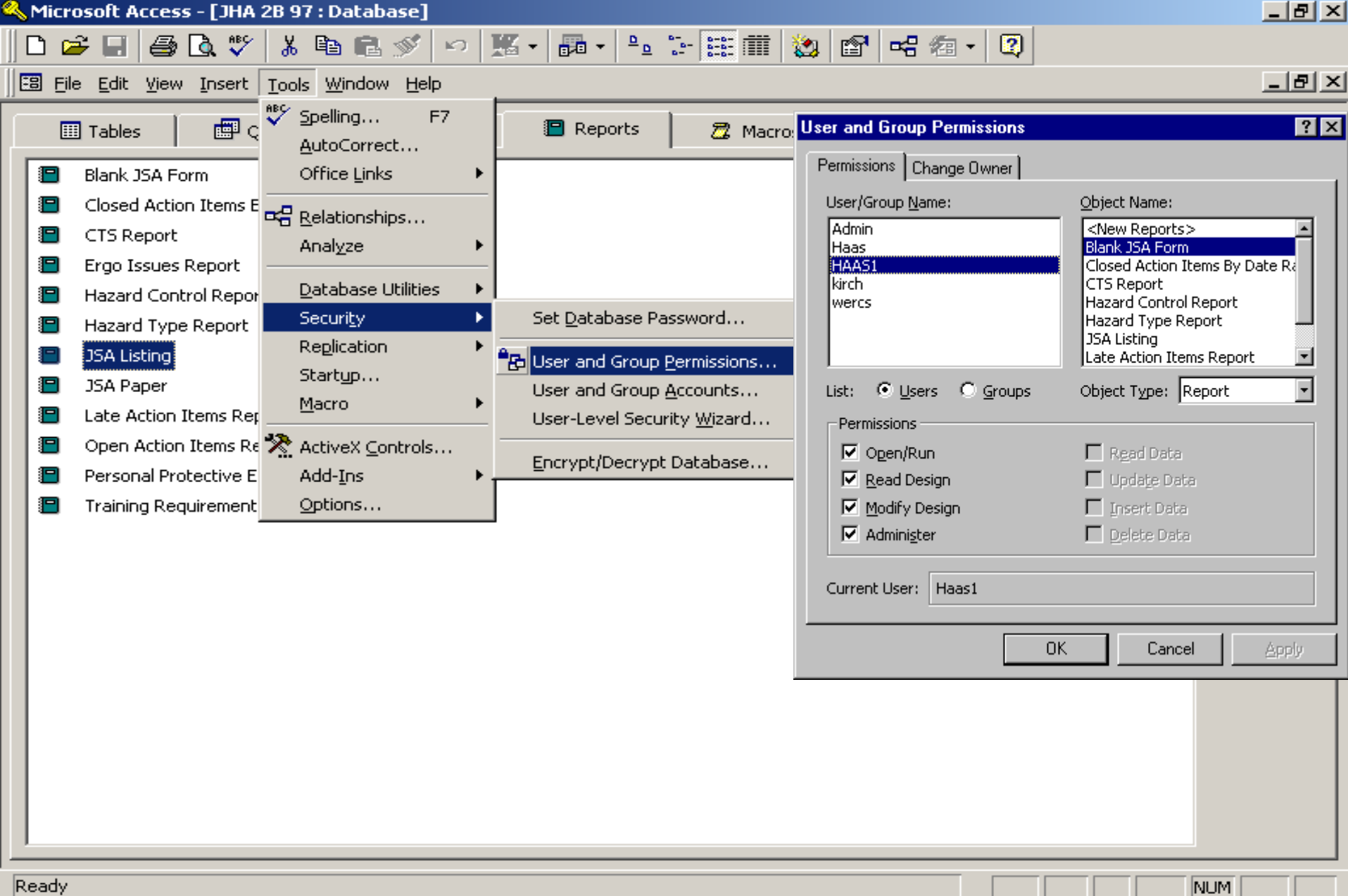
Quit Database, Close Access

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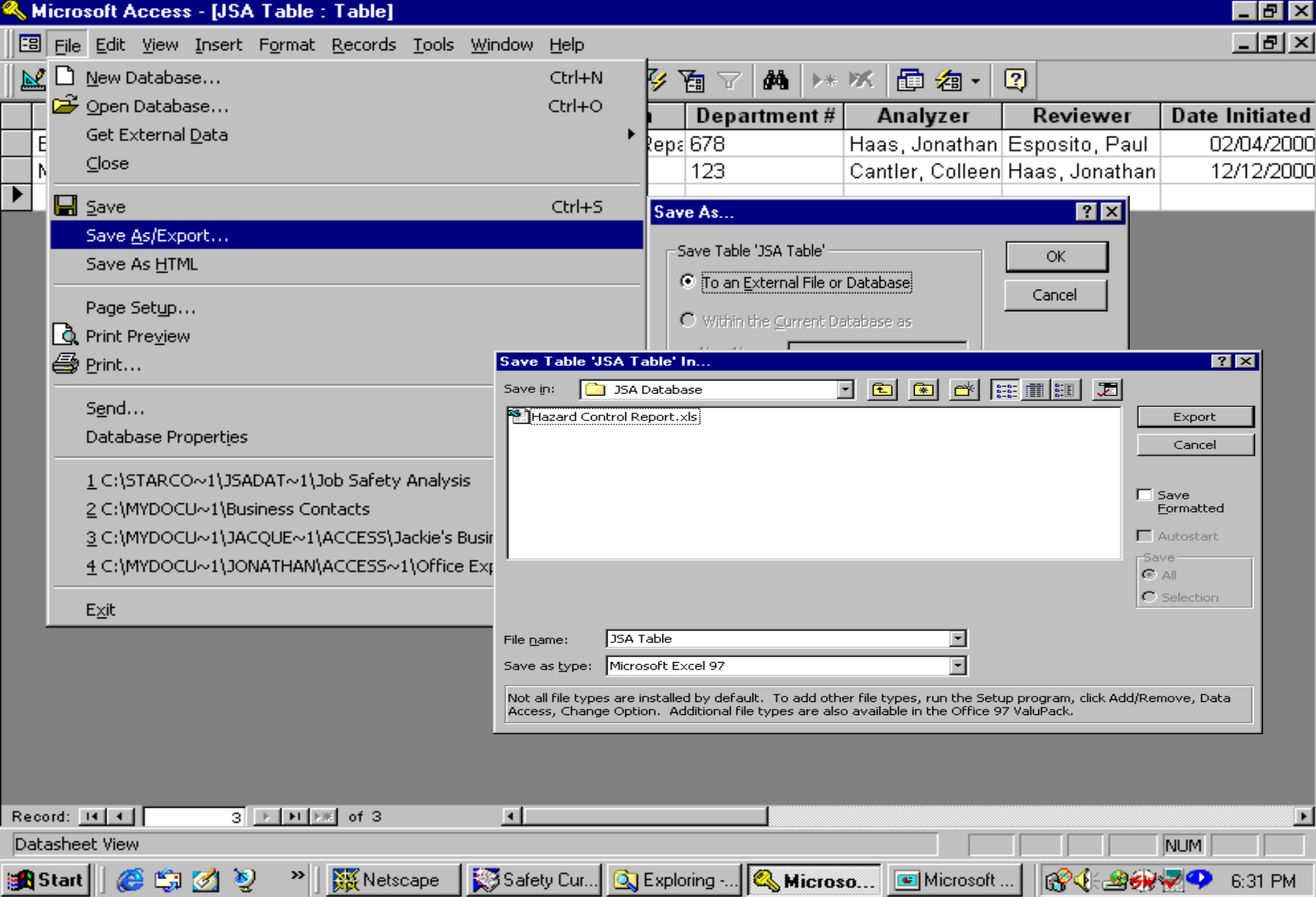
Selecting this option allows full access to the program and its tables, queries, forms and reports for your editing and enhancement.



The database was created very simply in order to permit enhancements by users with moderate Microsoft Access experience.



The purchaser can easily add security to the database to permit usage only by authorized users. The plant may be able to view and print reports, but not update data if desired.



In this case, the file is being saved as an Excel file. One can export to an Access database too.

Job Hazard (JHA)/ Ergonomic Analyzer TM Recordkeeping Database Menu

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Access 2000
6/10/2005

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STAR Consultants hopes that this software is just what you have been looking for!
It is offered as is, or for a fee, can be enhanced to your specifications.

Benefits of this database:

- ☆ JHAs are designed to the format desires of OSHA and to the data collection recommended by the National Safety Council and industry leaders..
- ☆ JHAs are useful in the workplace for new or transferred employee hazard communication and other training.
- ☆ JHAs are invaluable in accident investigation as a document to refer to for determining root causes.
- ☆ This database permits the user to document the site's official survey for personal protective equipment - documentation is required by OSHA.
- ☆ The database can be modified by the user and is not bundled up by the authors. It is yours - licenses are required for differing usages.



**Contact STAR Consultants, Inc
at 410-349-9713
visit our web page at
www.starconsultants.net
or e-mail questions to
info2star@starconsultants.net**

The photo of the smashed armadillo in this show represents the humor of the database designer and does not necessarily represent the humor of STAR Consultants, Inc..