

**EXHIBIT 5B**

**PROCEDURE FOR PERFORMING EQUIPMENT JOB SAFETY ANALYSES**

**Tasks 1 through 4 are to be performed by the User Departments/Offices**

**1. Machine Location**

- a. Floor Plan
- b. Identification Code
- c. Record in OSH Office

**2. Manufacturer's Data**

- a. Owner's Manual
- b. Safety Precautions
- c. Letters of Non-Availability
- d. Record in OSH Office

**3. Description of Use**

- a. Normal Use
- b. Special Applications
- c. Service and Maintenance
- d. Record in OSH Office

**4. Identify Potential Hazards**

- a. Energy Sources
- b. Toxic Materials

**Task 5 Performed by the OSH Office**

**5. Assess Risk**

- a. Category I
- b. Category II
- c. Category III
- d. Category IV

**Depending on the risk associated with each machine, Tasks 6 through 8 are performed by the following:**

- a. Category I - OSH Office with User Department Assistance
- b. Category II - User Department and OSH Office
- c. Category III - User Department with OSH Office Assistance
- d. Category IV - User Department

6. **Identify Potential Controls**

a. Engineering Controls

- (1) Substitute Less Toxic Material
- (2) Ergonomic Design
- (3) Different Process

b. Safety Devices

- (1) Machine Guards
- (2) Lock-Outs
- (3) Safety Glasses
- (4) Respirators
- (5) Hearing Protection
- (6) Protective Clothing
- (7) Safety Shoes
- (8) Lifting Aids

c. Warning Labels

- (1) Eye Hazards
- (2) Pinch Points
- (3) Noise Hazards
- (4) Chemical Hazards

d. Develop Procedures and Training

- (1) General Standard Operating Procedure(s) (SOP(s))
- (2) Respirator SOP(s)
- (3) Lock-Out/Tag-Out Procedures
- (4) Training
- (5) Emergency Response
- (6) Eyewashes
- (7) Lifting Techniques

7. Develop Draft SOP(s) and Interim Controls

8. Interim Control Action

- a. Initiate Changes
- b. Post Interim Controls
- c. Train Users

**Task 9 is Performed by the OSH Office**

9. Project Completion Verification

- a. OSH Office Assist Visit

- b. SOP(s) Approval

**Task 10 is Performed by the User Department**

10. Final Process

- a. Post SOP(s)
- b. Train User(s)
- c. Take Photos
- d. Catalog in OSH Office