

Association for Library Collections and Technical Services (ALCTS)

FY2013 PRESERVATION STATISTICS SURVEY REPORT AVAILABLE

The Preservation Statistics Survey – an effort coordinated by the Preservation and Reformatting Section (PARS) of the American Library Association (ALA) and the Association of Library Collections and Technical Services (ALCTS) – documents and analyzes the preservation activities of cultural heritage institutions in the United States by capturing annual data about the administrative and production activities of preservation programs.

Forty institutions responded to the *FY2013 Preservation Statistics Survey*; their data allows analysis of preservation activities for fiscal year 2013 and facilitates the evaluation of trends in preservation administration, conservation, reformatting/digitization, and digital preservation activities. Find the *FY2013 Preservation Statistics Report* and data set on the Preservation Statistics website: <http://www.ala.org/alcts/resources/preservation/presstats>

In anticipation of the *FY2014 Preservation Statistics Survey*, which will open in January 2015 and will be significantly shortened to include only production-based data (administrative and budgetary data will be collected approximately every three years), a preview of the FY2014 questionnaire and a customizable worksheet to assist in organizing and gathering data are also available on the Preservation Statistics website.

The organizers of the Preservation Statistics are collecting stories about how the ALA/ALCTS/PARS Preservation Statistics program and the long legacy of the ARL Preservation Statistics data is helpful in program planning, budget requests, and other advocacy and research. Contact the organizers with anecdotes, questions, or feedback at [preservationstatistics \[at\] gmail.com](mailto:preservationstatistics[at]gmail.com).

Health & Safety Committee

Job Hazard Analysis: Your Key Safety Tool

by J.R. Smith, Jr. ASP, Safety Manager, National Museum of Natural History, Smithsonian Institution

INTRODUCTION

A Job Hazard Analysis, or JHA, is a tool to assist you and your employees in identifying hazards and ways to reduce risks associated with a specific task or work process. The heart of the JHA, and the most critical step to its success, is for both the employee performing the task and the supervisor *together* to conduct an evaluation of tasks or processes. The Occupational Safety and Health Administration OSHA Pamphlet 3071 (found at <https://www.osha.gov/Publications/osh3071.html>) discusses in detail the process of crafting a JHA and how it should be used to create a safe work environment.



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WHAT IS A HAZARD?

Dictionary-defined, a hazard is “an unavoidable danger or risk, even though often foreseeable.” Quite simply, a hazard is the potential for harm to an employee, and most safety professionals define a hazard as an event associated with an activity or process that, if left uncontrolled, would likely result in an injury or illness. OSHA lists the most common hazards in Appendix 2 of OSHA Pamphlet 3071.

WHAT IS A JOB HAZARD ANALYSIS?

A JHA is a process which evaluates job tasks so that hazards associated with tasks are identified before an employee is exposed to the hazard. Use a JHA for deconstructing a complex job into tasks and analyzing the risks of each task. It is extremely effective when both the supervisor and the worker are involved in the exercise because the focus should be on the relationship between the worker, the task, the tools, and the work environment. Once those hazards are identified, you begin the process of either eliminating the risk or reducing the risk to an acceptable level (see OSHA Pamphlet 3071, App. 3 for a JHA template).

WHY IS A JOB HAZARD ANALYSIS IMPORTANT?

While a JHA is a small piece of the larger safety and health management system, it is a useful tool to prevent death and injury to your workforce. Also, the use of JHAs will help your supervisors and workers to identify those hazards associated with a task BEFORE they are exposed to the hazard.

WHAT IS THE VALUE OF A JOB HAZARD ANALYSIS?

The JHA is a valuable tool for many reasons. Once hazards are identified, you can take steps to establish engineering controls, safe work procedures, and proper training to ensure the hazard can be either removed or mitigated to an acceptable level. OSHA Pamphlet 3071 Appendix 1 details the control hierarchy of engineering measures, administrative controls, and personal protective equipment. The use of a JHA will reduce the amount of workplace injuries, illnesses, and possible deaths in the workplace. Using JHAs involves both the employee and the employee’s supervisor to create a JHA that benefits everyone in the process. Employees appreciate that their supervisor and upper management are concerned with the employee’s wellbeing in the workplace, and that the employee will have “buy in” of the process that leads to a successful outcome for all involved.

WHAT JOBS ARE APPROPRIATE FOR A JOB HAZARD ANALYSIS?

Supervisors and employees should focus on the following jobs when crafting the JHA:

- ✓ Jobs with the highest injury or illness rates
- ✓ Jobs with the potential to inflict severe or disabling injuries or illnesses
- ✓ Jobs where one simple human error could result in a severe injury or death
- ✓ Jobs that are new to your operation or have recently had a change in the process
- ✓ Jobs complex enough to require written instructions

To perform a JHA, you would ask the following as you analyze each task:

Sample: Working on scaffolding to clean a sculpture in a gallery or outdoors

What can go wrong?	<ul style="list-style-type: none"> • Chemical spill on you, floor, or soil • Damage to collection item by spilling chemicals on item • Scaffolding not erected properly.
What are the consequences?	<ul style="list-style-type: none"> • Flammables on clothes • Skin irritation or splash in eyes • Damage to collection item • Faulty scaffolding/no fall protection training = injury or falling to death
How could it happen?	<ul style="list-style-type: none"> • Not replacing cap on container • Container not stabilized/secured on platform • Tight working space, cramped conditions • Lack of knowledge/training on properly erecting and inspecting scaffolding • Improper use of fall protection system preventing a fall
What are other controlling factors?	<ul style="list-style-type: none"> • Proper chemical handling procedures • Splash goggles, rubber apron, proper long-sleeved gloves • Proper training and protocols for working in high places • Competency through training and knowledge of properly erecting and inspecting scaffolding • Working at height protocols and training
How likely is it that the hazard will occur?	<ul style="list-style-type: none"> • Chemical spill on workers + item, very likely • Fall from height, likely

Now, can you complete this exercise for specific conservation tasks such as:

- A paper treatment that will include the step of adhesive residue removal using a solvent bath
- A book treatment that will include a step involving the use of a stack cutter, plough, or guillotine

WHAT A JHA IS NOT

JHAs are not the panacea for preventing injuries in the work place, but they are an effective process for raising awareness among workers and supervisors as to hazards and needed controls. They are also a great training tool and safety reminder for tasks that are done infrequently or are complicated, or have the ability to cause severe injury or damage.

You might use a hazardous guillotine trimmer a couple of times a week (needing a JHA) or go up on scaffolding to inspect the top of an exhibit enclosure only once a year (crafting and reviewing a JHA is definitely needed before you start this work).

However: Refrain from using the JHA for simple regular tasks such as using a paper cutter or climbing a ladder to inspect a painting. Following the manufacturer’s operating instructions, and/or posting a very simple standard/safe operating procedure, is usually sufficient. [See Ladder Safety SOP sidebar] Overuse of the JHA process dilutes the value of the JHA.

WHEN SHOULD YOU CONSULT A SAFETY, FIRE PROTECTION, OR INDUSTRIAL HYGIENE PROFESSIONAL?

Regardless of outside help, it is important that you and your supervisors continue to stay involved in the hazard identification and control process, as you are on the front lines every day and will be the first to spot an unsafe condition or a control that is not working as it should.

However, at some point, your management will need the help of a safety professional to conduct exposure monitoring or evaluate your JHAs and overall risk management efforts to ensure that life safety, environmental regulations and best practices have been met. Some sources may be free of cost, such as your local fire department, county environmental agencies (e.g., for hazardous waste disposal questions), or your insurance company. Consultants may be

found on industrial hygiene professional web sites (www.aiha.com) and occupational safety organization websites (www.asse.com).

One of the best resources, though, may be the OSHA consultation services providing FREE onsite assistance in developing and implementing effective workplace safety and health management plans. Industrial hygiene chemical exposure, noise, or radiation monitoring may also be included. This is not a compliance inspection! No penalties are imposed nor citations issued, as long as you correct the identified hazards within a mutually agreed-upon timeframe to meet regulations and ensure a safe workplace (fair enough!). Small employers (fewer than 250 employees) may qualify for this assistance. OSHA Consultation Projects, by state, are listed in the back of Pamphlet 3071, and more information can be found at: <https://www.osha.gov/dcsps/smallbusiness/consult.html>

Ladder Safety SOP

Standard Operating Procedure (SOP) Tips from AIC Health & Safety Committee

Review Before Using Ladder

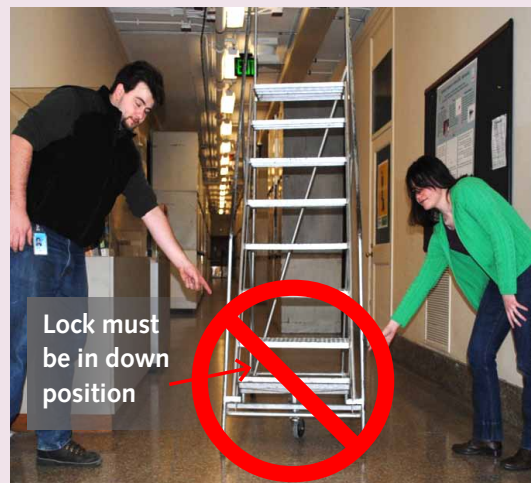


Do not move ladder with load on shelf

Do not drop boxes from ladder



Do not face away from ladder when climbing down



Lock must be in down position

This ladder is not locked. Never use ladder unless step is locked.

CONCLUSION

A Job Hazard Analysis program in the work place will reduce injuries, illnesses, and workplace costs by reducing workers' compensation payments. Additionally, by having an active JHA program, you demonstrate that management is concerned about the health and safety of their employees, and provide employee empowerment during the process of crafting the final JHA product. Overuse of the JHA process for simple regular tasks which do not present a significant hazard should be avoided because they dilute the value of the JHA to both management and the employee. The JHA, if used properly to analyze the steps in a significant task, is an effective tool for minimizing preventable injury or damage to equipment because both the user and the supervisor are involved in crafting the JHA.

RESOURCES

Job Hazard Analysis, OSHA Pamphlet 3071, 2002
<https://www.osha.gov/Publications/osha3071.html>

Need more help from AIC Health and Safety Committee on crafting your JHA? Contact J.R. Smith at [smithjr\[at\]si.edu](mailto:smithjr@si.edu)

Have a question about health and safety in your conservation work? Send it to us at HealthandSafety@conservation-us.org.

Additional Health & Safety resources are available on the Health & Safety Committee website and wiki.

People

Tatiana Cole joined the staff at The Better Image as Assistant Photograph Conservator in September 2014. Tatiana was most recently at the Amon Carter Museum of American Art in Fort Worth, Texas in a two-year fellowship in Photograph Conservation. In 2012 she earned a Masters of Science degree from the Winterthur / University of Delaware Program in Art Conservation, with a Major in Photograph Conservation and a Minor in Paper Conservation. She can be reached at [TatianaC\[at\]thebetterimage.com](mailto:TatianaC@thebetterimage.com)

Jessica S. Johnson is the new Head of Conservation and Senior Objects Conservator at Smithsonian's Museum Conservation Institute (MCI), specializing in archaeological materials. She received an M.A. in Anthropology from the University of Arizona (1986) and a B.Sc. in Archaeological Conservation from the Institute of Archaeology, University College London (1990) where she is currently an Honorary Research Associate. Before coming to MCI, she worked with the University of Delaware, Institute for Global Studies, and helped to establish the Iraqi Institute for the Conservation of Antiquities and Heritage (IICAH) in Erbil, Iraq, where she worked from 2009–2014. At IICAH, she served as Program Director and most recently as the Academic Director. Jessica is very familiar with the Smithsonian, as she was a senior conservator at the National Museum of the

American Indian from 2000–2009.

At MCI, Jessica will continue her recent research in environmental monitoring of an ancient wooden tomb, developing better understanding of the effects and treatment of salts in archaeological ceramics, and assessing the presence and effects of pesticides in Native American artifacts. Jessica can be reached at (301) 238-1218 and [JohnsonJS\[at\]si.edu](mailto:JohnsonJS@si.edu).

Dr. Dawn V. Rogala is now a Paintings Conservator at the Museum Conservation Institute (MCI). Dawn received an M.A./C.A.S. in Art Conservation from Buffalo State College/State University of New York (2006) with a specialization in paintings conservation, and a Ph.D. in preservation studies from the University of Delaware (2014). Dawn has studied and treated paintings from numerous regions and eras, with a particular focus on modern and contemporary art. Dawn's doctoral research focused on identifying the late-career palette of Abstract Expressionist painter Hans Hofmann and examining relationships among those materials, the artist's signature painting style, and the physical and aging characteristics of his paintings.

Dawn will be working on a special project to organize and create an archive of materials, research, and equipment used by Dr. Marion Mecklenburg during his decades of research at MCI. Marion studied the mechanical behavior of art materials, with resulting discoveries that had—and continue to have—a direct impact on the preventive and treatment efforts of collections professionals around the globe

Consuela (Chela) Metzger will be joining the UCLA Library Preservation Program as Head of the Library Conservation Center. Consuela comes to the UCLA Library from Winterthur, Delaware, where she is the conservator of library collections and as well as associate faculty at the Winterthur—University of Delaware program in Art Conservation. Prior to her tenure at Winterthur, from 2001 to 2010 Consuela held the position of lecturer in book conservation and book history for the conservation program at the University of Texas at Austin. From 1994 to 2000, she completed two separate grant-funded conservation projects at the Huntington Library, working on materials from several significant collections, from 16th and 17th century English pamphlets to a children's art education collection. She also taught book conservation in Buenos Aires, Argentina, under a three-month-long Fulbright Lectureship. Consuela's appointment will begin on December 15, 2014.

In Memoriam**Roland H. Cunningham (1938–2014)**

It is with great sadness that we announce the passing of Ron Cunningham, retired senior paintings conservator at the Museum Conservation Institute (MCI), on August 16, 2014.

Ron came to the Smithsonian's Conservation Analytical Laboratory (CAL, now called MCI) in 1982 from the Wadsworth Athenaeum in Hartford, Connecticut, where he was already an established presence in the paintings conservation community. As a student at New York University, Ron originally planned to attend medical school—he had the meticulousness, the stamina, and the wit to do it, but he found blood was unpleasant to deal with—and then he found conservation. What medicine lost, the