

Pandemic Influenza Job Safety Analysis and Trigger Point Matrix Procedure

A Pandemic Influenza Job Safety Analysis (JSA) is an assessment of a task to learn where, when and what the specific job methods are that bring employees into close contact (less than 6 feet) with persons who are infected with influenza-like illness, or are potentially infected.

The Trigger Point Matrix (TPM) follows the JSA. The Pandemic Emergency Operations Leadership and Support Team's responsibility is to select and approve the appropriate types of safe work practices and measures suitable to meet the unique needs of the department and their respective work sites during a pandemic and complete the Trigger Point Matrix.

This guidance is to be used in conjunction with the Model Pandemic Influenza Safe Work Practice and its appendices.

The JSA/TPM is a five step approach.

- Set up a cross functional pandemic influenza team.
- Group departmental jobs.
- Complete a JSA for each grouping.
- Identify the department's essential functions and categorize all jobs into their respective Occupational Safety and Health Administration (OSHA) Risk Levels.
- Develop alternative or new ways to do the job and the safe work practices, methods or procedures for each identified job method to curtail the spread of influenza and list these practices on the TPM.

How to do a JSA:

- See Appendix B: Pandemic Influenza Job Safety Analysis (JSA), pages 13, 14 and 15 of [Model Pandemic Influenza Safe Work Practice](#).

Steps:

1. Select the person(s) to do the analysis. (team members, safety and health coordinators)
2. Group Departmental Jobs (e.g. Office Environment with public contact, Office Environment without public contact, Field Staff, Influenza Infection Investigative Staff, Residential Institutional Care Staff, Health Care Staff), etc.
3. Select the employee(s), work site(s), situations(s) and location(s) to be observed.
4. Inform the employee(s) of the purpose of the observation.
5. Identify each job method or physical activity that requires employees to come into close contact with others or potentially contaminated environmental surfaces. Whenever possible, use phrases, not sentences and use action verbs (carry, place, pick up, hand) to help visualize the job method.

Examples of activities and locations where potential encounters may occur:

Meeting Rooms and Offices, Rest Rooms

Lunch Rooms, Cafeteria Lines
Food Preparation and Delivery

Verifying signatures and
Identifications
Cash transactions
Receptionist, Tour Guides
Two employees assisting each other
in carrying or lifting a heavy load
Medical and Dental Procedures
Employee use of shared equipment
Receipt and handling of supplies,
mail laboratory samples, etc.

Interviewing Clients, Parolees and
Probationers
Restraining individuals
Entrances, exits, aisle ways,
elevators
Traveling companions in Vehicles
Working in Confined Spaces
Searching individuals
Environmental surfaces

6. Categorize all jobs into their respective OSHA Risk Levels.
7. Recommend safe work practices to explore. Specific statements which describe both what action is to be taken and how it is to be performed are preferable. To create appropriate safe work practices consider the following:
 - Develop alternative or new ways to do the job.
 - Set up standard operating procedures for essential functions.
 - Revise or modify work procedure, e.g. modifying steps which result in close contact, changing the sequence of steps or adding additional steps.
 - Revise or modify work flow or processes.
 - Modify the physical work environment, e.g. shielding to reduce the exposure to the influenza virus by using enclosures, positioning plastic barriers, etc.
 - Reduce the exposure. One way of minimizing exposure is to reduce the frequency of the job method or close contact activity.
 - Require the use of the appropriate personal protective equipment during very high and high risk activities.
 - Communicate hygiene practices and distribute posters.

How to Do a Trigger Point Matrix:

See Appendix G: Trigger Point Matrix, pages 27 and 28 of [Model Pandemic Influenza Safe Work Practice](#).

There are four basic influenza control methods; Time, Distance, Shielding and Hygiene Practices. Within each of the influenza control methods there should be a variety of safe work practices.

As the severity of the pandemic increases, “Decrease the Time, Increase the Distance, Use Shielding when appropriate, and Increase the use of Hygiene Practices.” Therefore the goal of the process is for each work area to be able to select and apply the department approved, pre-identified and escalating combination of appropriate safe work practices from each of the four influenza control methods listed on their Trigger Point Matrix (ices).

Once the JSA recommendations have been reviewed, the department’s selected and approved safe work practices should be identified on the Trigger Point Matrix.