
Job Hazard Analysis

1. Purpose

A Job Hazard Analysis (JHA) is an analysis of the hazards and risk associated which focus on identifying and controlling hazards. Utilizing the JHA will provide a process for analyzing the work activities that will identify the tools, materials and equipment needed to develop work methods and procedures for accomplishing the task. The process will identify existing and potential hazards and assessing the risk and identify methods to eliminate or protect against the hazard.

2. Definitions

1. **Controls:** This is how to eliminate or minimize the hazards. There are three types of controls
 - a. **Engineering controls** eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment. This is the preferred control
 - b. **Administrative controls** are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.
 - c. **Personal Protective Equipment (PPE)** - Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.
2. **Exposure** – When an employee enters a “danger zone” by virtue of their proximity to the hazard
3. **Hazard** - An unsafe condition or practice that could cause injury, illness, or property damage and is preventable. Examples of hazards include: working at heights, slippery surfaces, exposed moving machinery parts, fire, explosion, noise, electricity, toxic emission, corrosive chemicals, low oxygen, repetitive tasks, heavy lifting, infectious Bloodborne pathogens, assault
4. **Job Hazard Analysis**- A process that focus on job task as a way to identify hazards before they result in injury. It focuses on the relationship between the worker, the task, the tools and equipment, and the environment and identifies control to reduce or eliminate the hazard. .
5. **Task** - Any activity (mental or physical or both) that has been assigned to an employee as a responsibility and carries with it both positive and/or negative consequences based on the performance of that job.

3. Steps To An Effective JHA (See Appendix A Job Hazard Analysis Form)

1. Define the scope or the work to be analyzed and watch the work being done.
 - a. Involve the employee performing the work

2. Break the job down into small tasks or steps.
 - a. Each task or step should be written on the worksheet one by one. Avoid creating steps that are too small, as the analysis may become too long and cumbersome.
 - b. Watch the employee performing the work
 - c. Ask other employees who have performed the task what are the steps to perform the work
3. In the Hazard column identify and write down the hazards associated with each task. **See Appendix B Common Hazards and Descriptions** for types of hazards. Consider every possible thing that could go wrong. Questions you can ask are:
 - a. What could go wrong?
 - b. What could cause things to go wrong?
 - c. What other factors could contribute to an incident or injury to the worker?
 - d. How could equipment be damaged
4. Next the Control Measure should be developed (**See Appendix C Hazard Control Measures**). Write down all the possible controls for each of the hazards identified in each of the task. There may be several controls that can be used for each hazard. This may include procedures, practices, and personal protective equipment (PPE)
 - a. Controls include and should be implemented in the following sequence:
 - i. Engineering – eliminate of the hazard or reduced exposure to the hazard
 - ii. Administrative – Reducing the exposure by changing conditions or the way that the work is done
 - iii. Personal Protective Equipment – When exposure to hazards cannot be engineered completely out and administrative control cannot provide sufficient additional protection. PPE is the last line of defense.
5. After finishing listing the tasks, hazards and controls, write down any training that is required to address the hazards, operate equipment or needed to perform the task.
6. Write down the types of Personal Protective (PPE) that may have to be used to control the hazards.
7. Review JHA with employees performing the work.
8. The JHA can always be reviewed and upgraded when new information is needed to be added.

5. Training

1. **See Appendix D JHA Training PowerPoint Presentation**
2. Face-To-Face training can be obtained by contacting Training USA
Phone: 813-995-8872
Email: info@wetrainamerica.com