

<b>JOB HAZARD ANALYSIS</b>	JOB:	DATE:	Page ____ of pages	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED
<b>Instructions on Reverse Side</b>	Title of Person Who Does Job:	Supervisor:	Analyzed By:	
Organization:		Approved by Activity Director/Commander:		
Recommended Personal Protective Equipment:				
SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE		

## INSTRUCTIONS FOR COMPLETING JOB HAZARD ANALYSIS FORM

Job Hazard Analysis (JHA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed, clarification and hazard awareness, as a guide in new employee training, for periodic contracts, and for retraining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JHAs: Jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Here is how to do each of the three parts of a Job Hazard Analysis:

### SEQUENCE OF BASIC JOB STEPS

Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements. For example, the job might be to move a box from a conveyor and putting it on a hand truck is one logical set of movements, so it is one job step. Everything related to that one logical set of movements is part of that job step.

The next logical set of movements might be pushing the loaded hand truck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the hand truck to the receiving area might be the final step of this type of job.

Be sure to list all the steps in a job. Some steps might not be done each time – checking the casters on a hand truck for example. However, that task is a part of the job as a whole, and should be listed and analyzed.

### POTENTIAL HAZARDS

Identify the hazards associated with each step. Examine each step to find and identify hazards-actions, conditions, and possibilities that could lead to an accident.

It is not enough to look at the obvious hazards. It is also important to look at the entire environment and discover every conceivable hazard that might exist.

Be sure to list health hazards as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time.

It is important to list all hazards. Hazards contribute to accidents, injuries, and occupational illnesses.

In order to do part three of a JHA effectively, you must identify potential and existing hazards. That is why it is important to distinguish between a hazard, an accident, and an injury. Each of these items has a specific meaning.

**HAZARD** – A potential danger. Oil on the floor is a hazard.

**ACCIDENT** – An unintended happening that may result in injury, loss, or damage. Slipping on the oil is an accident.

**INJURY** – the result of an accident. A sprained wrist from the fall would be an injury.

Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.

#### RECOMMENDED ACTION

Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

Among the actions that can be taken are:

1) engineering the hazard out; 2) providing personal protective equipment; 3) job instruction training; 4) good housekeeping; and 5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains).

List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job.

Be specific. Say exactly what needs to be done to correct the hazard, such as, “lift using part of your leg muscles.” Avoid general statements like “be careful.”

Give a recommended action or procedure for every hazard.

If the hazard is a serious one, it should be corrected immediately. The JHA should then be changed to reflect the new conditions.