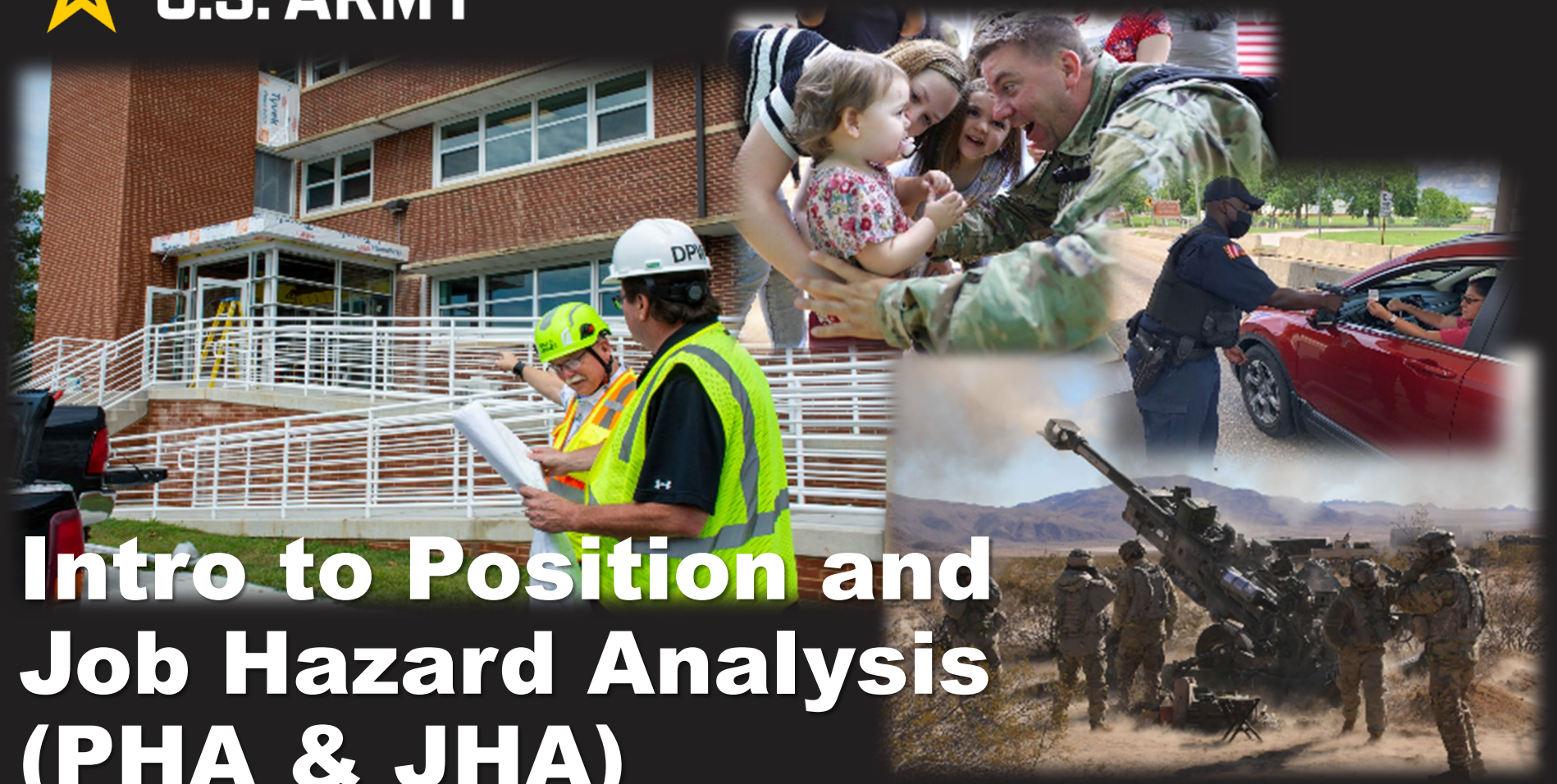
U.S. ARMY



Intro to Position and Job Hazard Analysis (PHA & JHA)

WE ARE THE ARMY'S HOME

Garrison Safety Office (GSO)
U.S. Army Installation Management Command

REFERENCES

- AR 385-10, The Army Safety Program
- DA PAM 385-10, Army Safety and Occupational Health Program Procedures
- DA PAM 385-30, Risk Management
- 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters (OSHA)
- USACE EM 385-1-1, Safety and Health Requirements Manual
- IMCOM 385-10, Chapter 18
- IMCOM-Readiness, Supervisor Safety Training and New Employees Safety Orientation, 14 Nov 25
- FS/HAAF USAG Safety SOP, Annex G, POSITION AND JOB HAZARD ANALYSIS PROCEDURES, Update 2 MAR 26

What Is a PHA?

- **Position Hazard Analysis (PHA)** : A specific analysis prepared for each position (job series) to document the hazards associated with the tasks of that role.
- PHA form identifies the potential hazards an employee may encounter based on their specific position and duties.



What Is a PHA?

- PHA is based on **employee job series**.
  - Supervisors will use the PHA to document hazards associated with employees required job task.
  - The PHA process requires annual or as needed reviews. These reviews will sync with annual performance reviews.
  - As needed reviews are when the employee, job process, or job tools change.

- Example PHA form and info (GSO webpage):

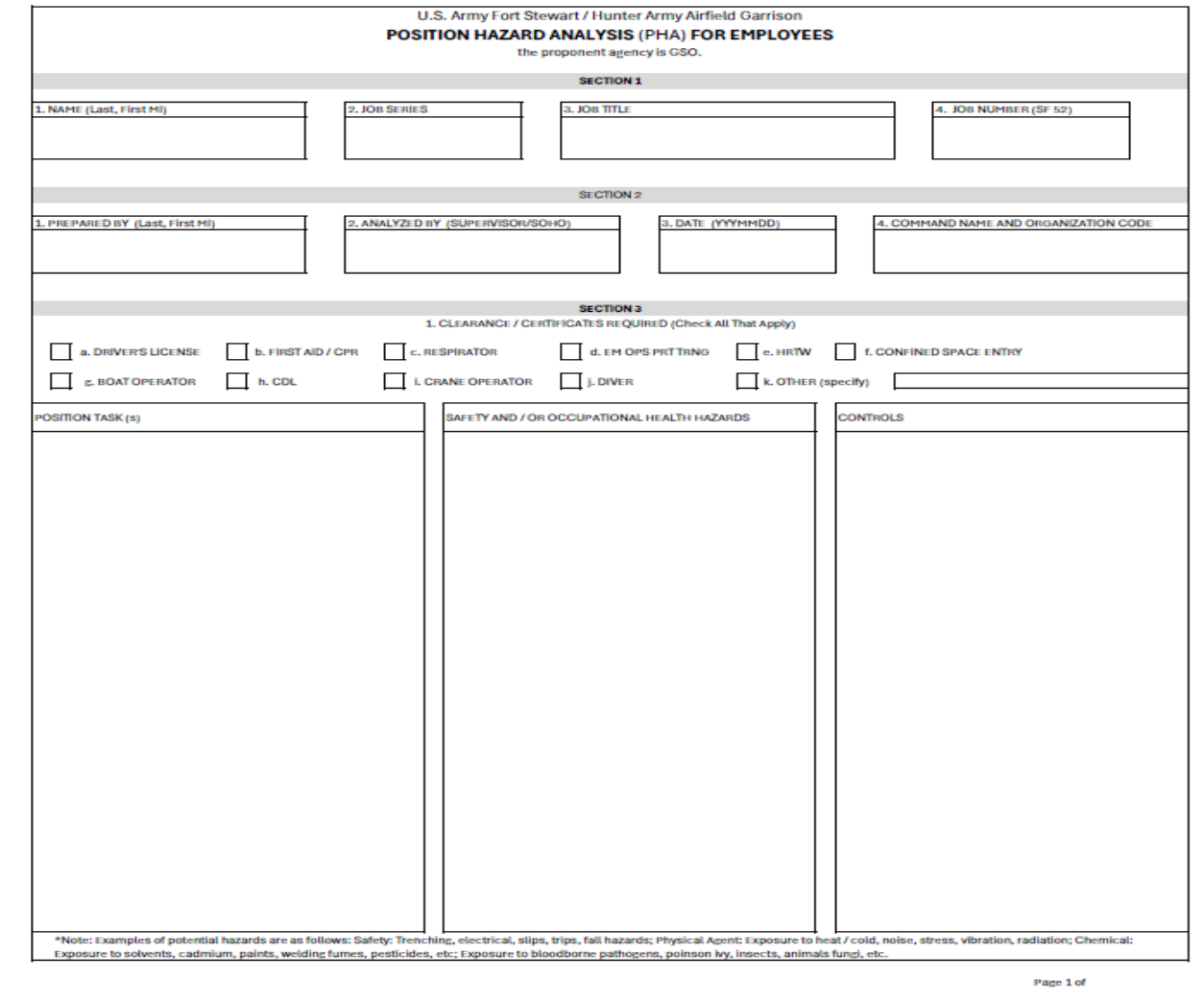
  https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office

- PHA Resource Listing by Job Series (ID-WH SharePoint):

https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R/SitePages/IMCOM-Readiness-Safety.aspx

Example PHA form

Fillable Form Available: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office



U.S. Army Fort Stewart / Hunter Army Airfield Garrison

POSITION HAZARD ANALYSIS (PHA) FOR EMPLOYEES

the proponent agency is GSO.

SECTION 1

1. NAME (Last, First MI)	2. JOB SERIES	3. JOB TITLE	4. JOB NUMBER (SF 52)

SECTION 2

1. PREPARED BY (Last, First MI)	2. ANALYZED BY (SUPERVISOR/SOHO)	3. DATE (YYYMMDD)	4. COMMAND NAME AND ORGANIZATION CODE

SECTION 3

1. CLEARANCE / CERTIFICATES REQUIRED (Check All That Apply)

☐ a. DRIVER'S LICENSE ☐ b. FIRST AID / CPR ☐ c. RESPIRATOR ☐ d. EM OPS PRT TRNG ☐ e. HRTW ☐ f. CONFINED SPACE ENTRY

☐ g. BOAT OPERATOR ☐ h. CDL ☐ i. CRANE OPERATOR ☐ j. DIVER ☐ k. OTHER (specify) _____

POSITION TASK (s)	SAFETY AND / OR OCCUPATIONAL HEALTH HAZARDS	CONTROLS

*Note: Examples of potential hazards are as follows: Safety: Trenching, electrical, slips, trips, fall hazards; Physical Agent: Exposure to heat / cold, noise, stress, vibration, radiation; Chemical: Exposure to solvents, cadmium, paints, welding fumes, pesticides, etc; Exposure to bloodborne pathogens, poinson ivy, insects, animals fungi, etc.

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PHA Resource Listing by Job Series (IDWH SharePoint):
https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-R/SitePages/IMCOM-Readiness-Safety.aspx

Ex. Position Hazard Analysis (PHA)

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POSITION HAZARD ANALYSIS (PHA) **FOR EMPLOYEES**

the proponent agency is GSO.

SECTION 1

1. NAME (Last, First MI)	2. JOB SERIES	3. JOB TITLE	4. JOB NUMBER (SF 52)
Rambo, John T	0018	Safety Pro	XXX

SECTION 2

1. PREPARED BY (Last, First MI)	2. ANALYZED BY (SUPERVISOR/SOHO)	3. DATE (YYYMMDD)	4. COMMAND NAME AND ORGANIZATION CODE

SECTION 3

1. CLEARANCE / CERTIFICATES REQUIRED (Check All That Apply)

- [x] a. DRIVER'S LICENSE
- [ ] b. FIRST AID / CPR
- [x] c. RESPIRATOR
- [ ] d. EM OPS PRT TRNG
- [ ] e. HRTW
- [ ] f. CONFINED SPACE ENTRY
- [ ] g. BOAT OPERATOR
- [ ] h. CDL
- [ ] i. CRANE OPERATOR
- [ ] j. DIVER
- [ ] k. OTHER (specify)

POSITION TASK (S)	SAFETY AND / OR OCCUPATIONAL HEALTH HAZARDS	CONTROLS
Field inspections and investigations	Compressive foot injuries	Wear appropriate safety shoes/boots (meet ANSI Z 41)
	Ankle injuries	Wear proper field boots with ankle height of at least 4 inches.
	Head injuries	Wear hard hat when exposed to overhead hazards. Hard hats are required to be worn at all times when in Hard Hat Areas.
	Eye injuries	Wear appropriate eye protection as necessary.
	Hand injuries	Wear appropriate gloves as necessary.
	Exposure to haz waste	Wear appr level of prot clothing and equip. Be knowledgeable of procedures when on exposed hazardous waste. Maintain certIAW 29 CFR 1910.120

*Note: Examples of potential hazards are as follows: Safety: Trenching, electrical, slips, trips, fall hazards; Physical Agent: Exposure to heat / cold, noise, stress, vibration, radiation; Chemical: Exposure to solvents, cadmium, paints, welding fumes, pesticides, etc; Exposure to bloodborne pathogens, poinson ivy, insects, animals fungi, etc.

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What Is a JHA?

- **Job Hazard Analysis (JHA):** A technique for studying workplace hazards with a focus on finding the best ways of controlling them.
- A JHA focuses on the relationship between the worker, the task, the tools and the work environment.
- Ideally, after you identify uncontrolled hazards, steps must be taken to eliminate or reduce them to an acceptable risk level. Keep in mind this is not a one-time event.
- Usable PHA form available on the GSO webpage.



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Example JHA form

Fillable Form Available: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office

JOB HAZARD ANALYSIS/RISK ASSESSMENT – Fort Stewart / Hunter Army Airfield
For use of this form see GSO SOP, Annex G Job Hazard Analysis Procedures

Department:	Skills Required:	Analysis By:	Reviewed By & Date:	SOH Approved By & Date:

Required Personal Protective Equipment:

Tools & Equipment Required:

Job Preparations:

Hazardous Materials:	Special Requirements:

Highest Initial/ Interim RAC:		OVERALL RAC:	
(Highest "Final RAC" is OVERALL Risk Assessment Code for this activity)			

JHA No:	Task/Process Description:				Date:	
Basic Job Steps (List steps in order of operation)	**Potential Accidents or Hazards** (e.g. flying debris, dust, vapors)	**Initial/ Interim RAC**	**Mitigation Controls**		**Final RAC**	**Assigned To**
			Short Term	**Long Term**		

JHA No:	Task/Process Description:				Date:	
Basic Job Steps (List steps in order of operation)	**Potential Accidents or Hazards** (e.g. flying debris, dust, vapors)	**Initial/ Interim RAC**	**Mitigation Controls**		**Final RAC**	**Assigned To**
			Short Term	**Long Term**		

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Why Are They Necessary?



- Many workers are injured and killed at the workplace every day in the United States. Safety and health can add value to your business, your job, and your life. You can help prevent workplace injuries and illnesses by looking at your workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly.
- One of the best ways to determine and establish proper work procedures is to conduct a job hazard analysis. A job hazard analysis is one component of the larger commitment of a safety and health management system.
- It's required.

What Is The Value?



- Supervisors can use the findings of a job hazard analysis to eliminate and prevent hazards in their workplaces. This is likely to result in fewer worker injuries and illnesses; safer, more effective work methods; reduced workers' compensation costs; and increased worker productivity. The analysis also can be a valuable tool for training new employees in the steps required to perform their jobs safely.
- For a job hazard analysis to be effective, **management** must demonstrate its commitment to safety and health and follow through to correct any uncontrolled hazards identified. Otherwise, management risk losing credibility, and employees may hesitate to go to management when dangerous conditions threaten them.

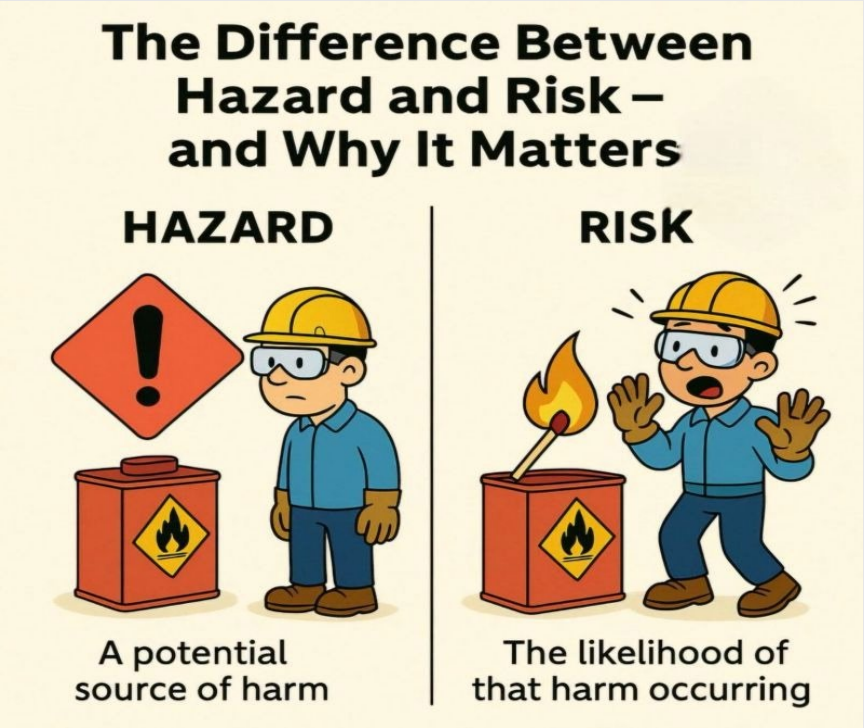
Where do I begin?

- **Involve your employees**. It is very important to involve employees in the hazard analysis process. They understand the job, which is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality analysis, and get worker to “buy in” to the solutions.
- **Review your accident history**. Review worksite’s history of accidents, illnesses, injuries, damaged equipment and near misses. These events are indication that existing hazard controls may not be adequate.



Hazard vs. Risk

- A **Hazard** is the potential for harm, often associated with a condition or activity that , if left uncontrolled, can result in an injury or illness.
- A **Risk** is the measure of potential human injury. Economic loss, or environmental impact in terms of severity and probability.



Risk Assessment Matrix - Using the determined "Probability" and determined "Severity", select the appropriate category below.

Severity		Probability				
		Frequent (A)	Likely (B)	Occasional (C)	Seldom (D)	Unlikely (E)
Catastrophic	I	I-A (1)	I-B (1)	I-C (2)	I-D (2)	I-E (3)
Critical	II	II-A (1)	II-B (2)	II-C (2)	II-D (3)	II-E (4)
Marginal	III	III-A (2)	III-B (3)	III-C (3)	III-D (4)	III-E (5)
Negligible	IV	IV-A (3)	IV-B (4)	IV-C (4)	IV-D (5)	IV-E (5)

How Do I Identify Hazards?

- A job hazard analysis is an exercise in detective work.
- Your goal is to discover the following:
  - What can go wrong?
  - What are the consequences?
  - How could it arise?
  - What are other contributing factors?
  - How likely is it that the hazard will occur?



How Do I Identify Hazards?

- To make your job hazard analysis useful, document the answers to these questions in a consistent manner. Describing a hazard in this way helps to ensure that your efforts to eliminate the hazard and implement hazard controls help target the most important contributors to the hazard.

Where it is happening (environment),

Who or what it is happening to (exposure),

What leads to the hazard (trigger),

The outcome that would occur should it happen (consequence)

Any other contributing factors.



Asking the Right Questions



- **What can go wrong?** The worker's hand could encounter a rotating object that "catches" it and pulls it into the machine.
- **What are the consequences?** The worker could receive a severe injury and lose fingers and hands.
- **How could it happen?** The accident could happen as a result of the worker trying to clear a snag during operations or as part of a maintenance activity while the pulley is operating. Obviously, this hazard scenario could not occur if the pulley is not rotating.

Asking the Right Questions

What are other contributing factors?

- This hazard occurs very quickly. It does not give the worker much opportunity to recover or prevent it once his hand encounters the pulley.
- This is an important factor, because it helps you determine the severity and likelihood of an accident when selecting appropriate hazard controls.
- Unfortunately, experience has shown that training is not very effective in hazard control when triggering events happen quickly because humans can react only so quickly.



Asking the Right Questions

How likely is it that the hazard will occur?

- This determination requires some judgment. If there have been “near-misses” or actual cases, then the likelihood of a recurrence would be considered high.
- If the wheel is exposed and easily accessible, the likelihood that the hazard will occur is high because there is no guard preventing contact, and the operation is performed while the machine is running.
- By following the steps in this example, you can organize your hazard analysis activities.



Hazard Mitigation

- Hierarchy of controls to mitigate risk
- Use combination of one or more techniques to mitigate risk.



- Engineering Controls:
  - Improving (redesign) work area layout
  - Substituting less hazardous product
  - Modifying equipment
- Administrative Controls:
  - Reducing the frequency of performing the hazardous task
  - Rotating employees to reduce exposure time
  - Training employees to recognize hazards and employ safety practices.

Hazard Mitigation





- Work Practices:
  - Workplace rules
  - Safe & healthful work practices
  - Personal hygiene
  - Housekeeping and maintenance
  - Procedures for specific operations
- Personal Protective Equipment:
  - OSHA requires employers to provide PPE to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective
  - PPE alone should not be relied on to protect against hazards; other uses include guards, engineering controls, and sound manufacturing practices.

Example JHA

Example Job Hazard Analysis Form

Job Location: Metal Shop	*Analyst*: Joe Safety	*Date:*

***Task Description*:** Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to grinding wheel. Worker grinds 20 to 30 castings per hour.

Hazard Description: Picking up a casting, the employee could drop it onto his foot. The casting's weight and height could seriously injure the worker's foot or toes.

Hazard Controls:

1. Remove castings from the box and place them on a table next to the grinder.
2. Wear steel-toe shoes with arch protection.
3. Change protective gloves that allow a better grip.
4. Use a device to pick up castings.

Job Location: Metal Shop	*Analyst*: Joe Safety	*Date:*

***Task Description*:** Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to grinding wheel. Worker grinds 20 to 30 castings per hour.

***Hazard Description*:** Castings have sharp burrs and edges that can cause severe lacerations.

Hazard Controls:

1. Use a device such as a clamp to pick up castings.
2. Wear cut-resistant gloves that allow a good grip and fit tightly to minimize the chance that they will get caught in grinding wheel.

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Example JHA form

Fillable Form Available: https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office

JOB HAZARD ANALYSIS/RISK ASSESSMENT – Fort Stewart / Hunter Army Airfield
For use of this form see GSO SOP, Annex G Job Hazard Analysis Procedures

Department:	Skills Required:	Analysis By:	Reviewed By & Date:	SOH Approved By & Date:
GSO	0018	John Q. Supervisor		

Required Personal Protective Equipment:
Ear and eye pro, gloves and protective footwaer

Tools & Equipment Required: Class 4 Powered Ind Truck (Comb Engine Fork lift)

Job Preparations: Operator Cert/Training and pre-op inspection

Hazardous Materials: Cargo, fuel

Special Requirements: Operator Certification

Highest Initial/ Interim RAC:		OVERALL RAC:	
(Highest "Final RAC" is OVERALL Risk Assessment Code for this activity)			

JHA No: AMIM-WHD-SO-[redacted] **Task/Process Description:** Moving Pallets w/ Forklift (FL) **Date:** 3/3/26

Basic Job Steps (List steps in order of operation)	Potential Accidents or Hazards (e.g. flying debris, dust, vapors)	Initial/ Interim RAC	Mitigation Controls: Short Term	Mitigation Controls: Long Term	Final RAC	Assigned To
Operator Inspection - Visual Checks	Bodily Injuries (Cutting, crushing)	M	FL Off, N, PB set, Forks on surface	Incorporate all into SOP and training	L	CW
			Use Checklist/Op Manual			
			Do not place body parts in lift areas (chain)			
			Wear ear and eye-pro and gloves			
			Wear Protective footwear			

JHA No: AMIM-WHD-SO-2026-02 **Task/Process Description:** **Date:**

Basic Job Steps (List steps in order of operation)	Potential Accidents or Hazards (e.g. flying debris, dust, vapors)	Initial/ Interim RAC	Mitigation Controls: Short Term	Mitigation Controls: Long Term	Final RAC	Assigned To
Operator Inspection - Visual Checks	Bodily Injuries (cut, crush, burn)	M	FL N, PB set, Forks on surface	Incorporate all into SOP and training	L	CW
			Clear area of operation			
			Use Checklist/Op Manual			
			Do not place body parts in lift areas (chain)			
			Wear ear and eye-pro and gloves			
			Wear Protective footwear			

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Questions?

