

Job Hazard Analysis

One of the best ways to determine and establish safe work procedures is to conduct a Job Hazard Analysis (JHA). A Job Hazard Analysis is about looking at a specific job and figuring out the safest way to do it. The process involves identifying the hazards involved in the job, and then finding practical ways to prevent accidents and injuries. The purpose of a JHA is to identify hazards before they cause accidents.

The steps of a Job Hazard Analysis are:

1. Choose the job to be analyzed.
2. Break the job down into a sequence of steps.
3. Identify the hazards associated with each step.
4. Find ways to eliminate or control those hazards so they can't cause injuries.

To start the JHA process, **choose a job or task to be analyzed.** Any job that has hazards or potential hazards is a good one to start with. Some good candidates for JHAs include jobs where accidents occur frequently, jobs where an accident could result in severe or disabling injuries, new jobs that are not familiar to many workers, and jobs that are not performed very often.

Break the job down into a sequence of steps. Write down the tasks that make up the activity, step by step. A good way to do this part of the JHA is to watch someone do the job. The point is not to evaluate the worker, but to look at the job itself. As you watch the person do the job, list each step as the other person does it. Don't be too general or too detailed. Just list the basic steps. You should also get input from other workers who have done the same job.

Identify the hazards or potential hazards associated with each step. Basically, list the things that could go wrong at each step. For example, identify every possible source of energy associated with the task. Take some time to look around the entire work area to identify every hazard—the big ones and the small ones. You can always remove hazards from the list later if they aren't relevant.

Find a way to eliminate or control each hazard that you identify. The goal is to make sure that none of the hazards can cause an accident or injury if the JHA is followed. Review the steps and the controls with your supervisor. Everyone who's involved in the job should be involved in writing the JHA. The JHA must be reviewed and updated whenever a step changes, anytime a new step is added, and when there are changes to equipment, materials, or the work environment. Once the JHA is complete, whoever does the job should review the JHA before starting. A JHA isn't very useful if no one ever reads it. The JHA is also a great training tool to help show new employees how to do the job properly and safely.

