

How To Do A Job Hazard Analysis

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Injuries occur every day in the workplace. Sometimes they happen because employees are not trained in the proper job procedure. Sometimes hazards are hidden in the job itself. You can help prevent injuries in your workplace by doing a job hazard analysis. It will assist you in identifying those “hidden” hazards and enable you to write safe and efficient job procedures.

Step 1 Select Jobs to Analyze. A job hazard analysis should be completed on all jobs.

Step 2 Involve the Employee. Involve the employee throughout the analysis — review the tasks, discuss potential hazards, and recommend/suggest solutions. After all, who has better knowledge than the one performing the job.

Step 3 Complete the Job Hazard Analysis. If the job is repetitive, observe each task as the employee cycles through the different tasks. If the job is not repetitive you may want to consider videotaping the job so you can review each task while doing the analysis.

1. First look at general conditions in the area for hazards such as inadequate lighting, noise, tripping hazards, forklift traffic, etc. While these conditions may not be a direct element of the job, they may create a hazard during some particular task of the job. For example, a tripping hazard on the floor may be a hazard while walking to and from.
2. Most jobs can be broken down into tasks. List each task in order in the first column of the form as being performed. Record adequate information to describe the task. Break the job down into the number of tasks that are useful for identifying hazards and training employees. For example; “go get blank stock and return to machine” is better than three separate steps of “go”, “get”, and “return”. With practice you will get a sense of how far to break each job down. Go over the tasks with the employee. There may be variations in the job or infrequent tasks that the employee can describe further.
3. As you observe each task, look for hazards or potential hazards and list them in the second column. Assume that no personal protective equipment is being worn at the time of the observation. Repeat this processes until you are satisfied all hazards have been identified. Keep in mind, some tasks will not have hazards, while others may have several.
4. Eliminating hazards identified in the second column may include; combining tasks, changing the sequence, a different tool for the job, a change in the workstation, ventilation, substitution, isolation, guarding, etc. Continue involving the employee as they may have some ideas or recommendations. If administrative changes are not possible in eliminating the hazard, then determine what personal protective equipment (PPE) would be required. Record this solution in the third column.

Step 4 Make Changes. Use your analysis to initiate the physical changes required to eliminate any hazards to the workplace, tools, equipment, etc., or procedural changes. Job procedures may need to be re-written as well as updated training requirements for involved employees.

Review and update the JHA whenever the job changes, new equipment is purchased, or when there has been an injury or “near miss”. When completing an incident/accident investigation, use the job hazard analysis to determine whether further changes are needed or if the employee failed to follow job procedures.

