

# How to Complete a Job Hazard Analysis

Developing a Job Hazard Analysis (JHA) is an important step in controlling risk in your company. JHA is a safety process that helps you integrate safety and health practices into job tasks in order to reduce the risk of injury to workers. This simple process is widely recognized throughout the safety and health community as a useful and practical technique for controlling risk in the workplace.

In the JHA process, each step of a job is evaluated to identify potential hazards and the safety controls necessary to prevent injury. No one understands the job better than the employees who perform it, so be sure to include them in the JHA process. Start by talking to your employees about the tasks they feel are riskiest:

- Which tasks already have a high rate of injury and/or illness?
- Which tasks have the greatest potential to cause serious injury or death?
- What new operations, equipment, and processes do you have?
- What complex tasks does your operation include?

Then, as a group, prioritize those tasks and begin developing JHAs for them. A [risk analysis matrix](#) and the [Hierarchy of Controls](#) are two useful tools to help you assess the level of risk and identify effective controls for each work task in your JHA, and our [JHA template](#) provides an easy format to record the information.

A few additional tips to consider when conducting a Job Hazard Analysis:

- Keep your steps short and to the point. Do not include information that is not necessary. Remember, you can always add to the JHA later.
- Stress to employees that you are not conducting a performance evaluation
- Utilize photos and/or video when observing tasks
- Review the JHA with employees

## Instructions for Conducting a Job Hazard Analysis

### 1) Organize the necessary personnel involved

- Review with them what you are doing and why
- Emphasize that you are studying the tasks being performed to make them safer, not to affect employee performance
- Make sure to include your employees in the entire process

### 2) Identify all organizational and regulatory requirements that apply to your tasks and make sure that those are incorporated into your JHA. This could include PPE requirements or other required controls.

### 3) Observe the jobs and list the steps for each job selected

- Watch the employee(s) perform the job and list each step taken
- Talk to the employee and ask them what the steps are, keeping in mind that an employee may inadvertently leave out some steps because the job is somewhat “automatic” to them

- List the series of steps necessary to perform the job in the “tasks” column of the form without getting too lengthy or detailed.
- Strongly resist the temptation to combine steps
- Review the steps with employees to ensure nothing was missed or noted incorrectly

#### 4) Identify and Describe the Hazards

- Examine each step of the job and identify existing and potential hazards involved with each task.
  - Examples of hazards might include, but are not limited to:
    - Striking or being struck by or making harmful contact with an object
    - Slip or trip
    - Fall from elevated locations
    - Strains due to lifting, bending, pushing, pulling
    - Noise and/or vibrations
    - Temperature; Heat or cold
    - Chemical exposures

#### 5) Identify hazard control measures

- Once your team has identified the hazards, determine what control measures will protect your employees from being injured by each specific hazard
  - Always begin your control measure process with elimination and/or substitution, then work down the hierarchy of controls to include
    - Engineering controls
    - Administrative controls
    - Personal Protective Equipment (PPE)

Once you have completed the JHA process, it is important to do the following:

##### 1) Training

- The JHA can serve as a training/re-training tool
  - Ensure that employees have reviewed the JHA and understand the hazards and the controls that are required.
  - Train all new employees on the JHA

##### 2) Review and Record Retention

- Review your JHAs periodically to ensure accuracy; even if the job has not changed you may later realize that you have missed something
- Review and/or update the JHA:
  - After an injury or illness occurs, as well as with close calls/near misses
  - If the job or process changes
  - If an employee suggests a change
- If updates are made, ensure that all affected personnel are retrained on the new JHA
- Keep records that you have trained employees on the JHA's

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