# Job Hazard Analysis (JHA) Instructions

**What is a Job Hazard Analysis (JHA)?** A JHA is a method for identifying and evaluating hazards associated with tasks (steps) with a specific job or activity and eliminating or mitigating them prior to conducting work.

**Why conduct a JHA?** A JHA can prevent work-related injuries or illnesses by eliminating or controlling identified hazards. It is a means to ensure that workers have the training, equipment, and supplies to do their jobs safely.

**Who should conduct a JHA?** Individuals who perform the tasks that are being evaluated.

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| 1. **Job or Activity:** Define the job or activity. | |
| 1. **Sequence of Job Steps:** Break down the job or activity into tasks (steps). A single task can be the combination of minor actions. | |
| 1. **Hazards and Consequences:** For each task identify all of the hazards and consequences that could occur. Think about the inherent hazards of the material, equipment or activity; what could go wrong (failures and/or modes of failure); what is worst-case credible consequence. | |
| * Ladder work - severe injury, fatal fall * Poor housekeeping – congestion; slip, trip, or fall; injuries * Machinery – moving parts; amputation * Flammable Liquids – vapors; fire/explosion * Hazardous materials - uncontrolled spill/release * Noise - hearing loss * Electricity - shock and/or arc flash * Dusts, fumes, mists, or vapors in air - inhalation * Oxygen displacement - asphyxiation * Confined space - hazardous atmosphere; engulfment; fatality * Portable tools – projectiles; eye injury * Contact with hot, toxic, or caustic chemical/product - burn, injury | * Biological exposure - infection * Repetitive tasks - Musculoskeletal Disorder (MSD) injury * Strain from lifting, pushing, or pulling - MSD injury * Working in awkward position - MSD injury * Lighting problem - seizures, headache * Falling object – struck by; injury * Radiation - exposure * Weather conditions affect safety * Thermal – cold/heat - burn, dehydration * Falls—severe injury, fatal fall * Other * Other |

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| 1. **Controls (Safeguards):** Identify existing controls to eliminate or mitigate the potential hazard/consequence scenario. If the consequence is severe, try to use inherently safe controls or engineering controls and multiple controls to mitigate the risk. Some controls can help prevent the likelihood of the accident scenario by preventing the occurrence or reducing the severity of the consequence. | |
| **Inherent Safety**   * Elimination * Substitution * Process changes (reduce volume, changing operating parameters, etc.)   **Engineering**   * Secondary containment (berms, vaults) * Install guards on machine moving parts * Use scaffold or lift instead of ladder * Ventilate the area * Detection and alarm systems (interlocks and notification) * Use platform ladder instead of regular step ladder * Guardrails (permanent or temporary) * Emergency showers/eyewash * Pressure relief * Isolate the area (barriers) * Insulate noisy equipment * Fire protection - sprinklers and alarm * Fire extinguisher * Other | **Safe Work Practices and Administrative**   * Safe work practices * Standard Operating Procedures (SOP) * JHAs * Work permits (Lockout tagout, hot work) * Use tool lanyards at heights * Reduce exposure time * Training * Spill kits * Emergency response team * Exposure control plan (silica, asbestos, lead) * Other   **Personal Protective Equipment (PPE)**   * Safety glasses/goggles/face shield * Gloves (specify type) * Skin protection (lab coat/Tyvek suit) * Respiratory protection * Personal fall protection equipment * Hearing protection * Hard hat * Impact/radiation shielding * Other |
| 1. **Use JHA template form to complete the JHA:** In addition to listing the hazards/consequences and controls for each job step, list the required training and PPE. As needed, add photos to show details of the specific job steps. | |

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