



JOB HAZARD ANALYSIS (JHA) GUIDE

**A Step-by-Step Guide to Performing an Effective Job
Hazard Analysis**

User Guide to complete a Job Hazard Analysis (JHA)

Value

What is the value of a job hazard analysis?

- A proactive approach in preventing injuries and accidents in the workplace
- To reduce risks associated with a specific task or work process.

What is a Job Hazard Analysis?

Task, Step, Control

According to OSHA’s definition, a JHA is “a technique that focuses on job tasks as a way to identify hazards before they occur.” It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards such as wind, weather or Mother Nature, you will take steps to eliminate or reduce them to an acceptable risk level.” So, the basic idea is that you:

- Break the **job task** down into the **steps**
- Identify hazards associated with each **step**
- What **controls** will be used to perform the task safely?

Tips on conducting the JHA:

- Remember the Task is the “job you need to complete”. Steps are actions to complete that task.
- Be sure to record enough information to describe each job step.
- Do not combine steps.
- Get input from other workers who have performed the same job.
- The author should review the steps with workers to make sure that all hazards have been identified.
- Include the crew members in all phases of the analysis, from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions.

Example: **See Appendix A – Job Hazard Analysis**

Task would be: *Installing Ceiling Tile using A-Frame Ladder*

Steps would be: Ladder Inspection, Housekeeping, Ladder set-up, 3 points of contact,
Wear proper PPE

Controls would be addressing: Inspection, Proper Ladder set-up, and PPE

When:

- Before any task begins and/or when tasks or conditions change throughout the day

Where:

- At the location of the task with all crew members present
- Hazard assessment of the immediate and surrounding work areas such as:
 - overhead work
 - other trades working in the same area

Who:

Foreman, superintendent, lead person and all crew members should be involved and included when the JHA is written! The JHA should be reviewed, approved, and signed by the supervisor/lead person and all crew members before the task is started.

Conclusions:

The JHA, if used properly to analyze the steps in a task, is an effective tool for eliminating preventable injury or damage to equipment because both the user and the supervisor are involved in developing the JHA.



JOB HAZARD ANALYSIS (JHA) FORM- Appendix A

Complete with work crew before beginning work

(1) JOB INFORMATION			
Date:	Job Name:	Job Number:	Company Name:
Supervisor Name:		Contact #:	

(2) TASK *For additional items see page 2	
What job will you do today?	What steps will you take to perform task safely?
	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
	11.
	12.

(3) EQUIPMENT/ TOOLS		
Hand Tools:	Type of Ladder:	<input checked="" type="checkbox"/> A-Frame
Motorized Equipment:		<input type="checkbox"/> Extension

(4) JOBSITE EXPOSURES		
Hazard Identification: Items checked below relate to existing conditions or may be a result of site operations		
Physical Hazards		Health Hazards
<input type="checkbox"/> Confined Space <input type="checkbox"/> Confined Space Permit Required <input type="checkbox"/> Electrical <input type="checkbox"/> Elevated Work Platforms <input type="checkbox"/> Elevation / Site Terrain <input type="checkbox"/> Falls from Elevations <input type="checkbox"/> Fire Hazards/ Hot Work <input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> Lifting Hazards <input type="checkbox"/> Overhead Work <input type="checkbox"/> Pinch Point <input type="checkbox"/> Slips, Trips, or Falls <input type="checkbox"/> Struck by / Contact with <input type="checkbox"/> Underground Utilities <input type="checkbox"/> Vehicle Traffic <input type="checkbox"/> Other:	<input type="checkbox"/> Chemical Exposure/ SDS Review <input type="checkbox"/> Cold Stress <input type="checkbox"/> Heat Stress <input type="checkbox"/> High Noise (>85 dBA) <input type="checkbox"/> Silica Exposure (Concrete/ Stone Cutting) <input type="checkbox"/> Strains/ Sprains <input type="checkbox"/> Other:

