



Job Hazard Analysis

The Job Hazard Analysis or JHA is a fundamental building block for developing customized and effective safety policies. This procedure helps identify risk potential during each step of a process and integrates accepted safety measures to minimize that risk.

The JHA can be expanded into all aspects of the job. Information from the JHA can be used to predict safety outcomes, communicate safety protocols, and measure the effectiveness of the safety systems.

The terms “job” and “task” are commonly used interchangeably to mean a specific work assignment such as “loading a vehicle,” or “cleaning the machine.” Concise bits of information are easier to receive and analyze. Optimally, JHAs should fit on one or two pages (front and back). When a JHA becomes too long, you should break the job into smaller parts or tasks within a job.

Before You Begin:

- Make sure your employees are involved. When management and employees are both involved, the JHA are more thorough and any resulting safety changes will be more readily accepted from those impacted. Employees have critical insight to their jobs. Plus, two (or more) sets of eyes are always better than one.
- Review your history of injuries, illnesses, near misses, prior physical or equipment damage, and/or job process delays.
- Review prior injuries, illnesses, near-misses, and incidents from these tasks. Look at the “Root Causes” for these injuries.
- Ask your employees which hazards exist in their work area.
- Get feedback from your employees. Ask if they have any concerns about safety while performing these tasks. Ask them if they are aware of hazards in their work area.

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If a serious hazard becomes clear, stop work and correct the hazard before continuing with the JHA. Prioritize the jobs you will complete in a JHA. Start with tasks or jobs that have resulted in prior injuries or have catastrophic potential. After completion of these items you will not be ready to complete the JHA process described in the next section.

Breaking The Job Down Into Steps & Tasks

Begin the JHA for a specific job by breaking the job down into the steps or tasks performed while doing the job. Here are some ways to do this:

- 1 Watch an employee performing the job.
- 2 Ask the employee what steps are involved in this task.
- 3 Ask other employees who have performed the job to list or review the steps.
- 4 Film the employee performing the job– this will help you confirm the steps. If you observe additional steps not described by the employees, come to agreement about the job steps.

Once you have determined the steps of the task, fill these steps in the left side of the form, titled “Steps of the Task”. You may want to add a description of the task and/or insert a picture of the employee performing the task.

Identify Hazards Associated With Each Task

Identify and list the hazards associated with each task. Consider every likely thing that could go wrong.

Refer to the list provided and document the hazards. Many times, there is more than one hazard associated with a task step. By using consistent terms, the information can be communicated to others more effectively and tracked more effectively.

Hazard List

- Animal/Insect Bite
- Ergonomic (repetition)
- Skin and Respiratory Sensitizer
- Asbestos
- Ergonomic (strain)
- Radiation
- Bloodborne/Airborne Pathogen
- Excavation (collapse)
- Struck By/Against
- Chemical exposure
- Fall from Height
- Slip/Trip/Fall
- Confined Space
- Fire
- Extreme Temperature
- Explosion
- Flammable substance
- Loss of Visibility
- Electrical Machine injury
- Workplace Violence
- Ergonomic (human error)
- Noise (>85dBA/8 hr TWA)
- Vibration injury

If needed, describe in greater detail additional information that would be useful in identifying the hazard, causal factors or developing control measures. Additional descriptions may include:

- Surroundings: Where does this hazard exist?
- Number Impacted: How many people might be injured or made ill by this hazard?
- Activation: What would cause the hazard?
- Causal Factors: Are there other factors that might cause the hazard to lead to an injury or illness?
- Significance: Would this event be catastrophic?

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Hierarchy Of Control Measures

Work in teams to develop controls. To ensure all aspects of the control measures are incorporated, the team member's experiences should be varied. The team should follow the Hierarchy of Controls, meaning the most effective measures should be considered first. When you're considering a list of controls, think of the following, and try to implement them in the order below. Typically, you may have to use several different types of controls to fully control the hazard.

Elimination, Minimization, and/or Substitution

If you can eliminate a hazard, then you can eliminate the risk of injury. This is the most effective way of reducing workplace injuries. Below are some examples of elimination or substitution:

- Designing or redesigning a facility, equipment, or process to eliminate or minimize the hazard
- Substituting processes, equipment, materials, or other factors to eliminate or minimize the hazard
- Outsourcing the process to eliminate the hazards present at your facility

Engineering Controls

Engineering controls involve re-designing the work so that the hazard is eliminated or reduced.

Engineering controls may include:

- Using mechanical devices to move an object
- Isolating the hazard with interlocks, machine guards, blast shields, welding curtains, or other means
- Removing or redirecting the hazard, such as with exhaust ventilation
- Other solutions

Administrative Controls

Administrative controls involve changing procedures through systematic policies to reduce hazards.

Below are examples of administrative controls:

- Exposure time limits (often used for temperature extremes and ergonomic hazards)
- Monitoring the use of hazardous materials
- Alarms, signs, and warnings
- Buddy systems
- Regular Safety training

Personal Protective Equipment (PPE)

PPE can be used to protect people who are working in the presence of hazards. PPE should only be used if the other forms of controls listed above cannot be implemented. PPE may be used in combination with the other forms of controls, too. Consider using PPE in these instances:

- When engineering controls are not feasible
- When engineering controls don't totally remove the hazard
- While engineering controls are being developed
- When safe work practices do not provide sufficient additional protection
- During emergencies when engineering controls may not be feasible

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Please fill out the Job Hazard Analysis Form on the following page.

Job Hazard Analysis Form

Department/Area/Job Site

Date (mm/dd/yy)

Job Hazard Analysis completed by (Person or Persons)

Supervisor/Manager

Task

Task Broken into Steps	Hazards for Each Step	Control Measures for Step