

MCLB ALBANY SAFETYGRAM

Job Hazard Analysis

Base Order 5100.10, *Job Hazard Analysis*, defines a Job hazard Analysis (JHA) as a tool used to identify, analyze, and record the steps necessary to perform a specific task, the existing or potential safety and health hazards associated with each step, and the recommended actions or procedures that will eliminate or reduce these hazards. Below are tips to consider when completing JHAs for your organization.

Determine Where to Begin

- Involve employees and others from outside the organization with similar tasks
- Review mishaps history
- Review Near Miss reporting
- Conduct preliminary review of jobs
- Brainstorm and inquire about the job tasks.

Know the Types of Potential Hazards

- Electrical
- Caught between
- Fall
- Overexertion
- Thermal
- Physical, etc.

List, Rank, and Set Priorities for Hazardous Jobs

Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates;
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous mishaps;
- Jobs in which one simple human error could lead to a severe mishap;
- Jobs that are new to your operation or have undergone changes in processes and procedures; and
- Jobs complex enough to require written instructions

Use the 3 Steps to Conduct a Job Hazard Analysis

Step
1

Observe and write the major job steps

Step
2

Identify the hazards associated with each step

Step
3

Determine the controls for each hazard



Other things to consider:

- Record enough information
- Keep it simple
- Point out that you are analyzing the task and not evaluating the worker
- Use visuals, such as, photograph, videotape, etc.
- Document the JHA using the [MCLB Albany Job Hazard Analysis Worksheet](#)

Use the **Hierarchy of Controls** to determine the order and combination to consider in establishing hazard controls for each of the steps and tasks of the job.

Engineering

Make changes to the process, equipment or workplace to reduce or eliminate the hazard e.g. change to 'wet' processes to reduce dust, enclose or isolate the hazard, install ventilation systems, etc.

Administrative

Establishing policies and procedures to minimize the risks, job scheduling to limit exposure, posting hazard signs, restricting access, training are all examples of administrative controls.

Personal Protective Equipment (PPE)

Use PPE as a last resort to protect employees against hazards. Ensure the PPE is designed for the specific hazard(s), properly fitted and worn.

Administrative Control Example

Each worker is exposed to the hazard for 2 hours, rather than 1 exposed to 8 hours.



For additional information on JHAs, visit www.osha.gov/Publications/osha3071.html



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