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| Date Conducted | Annual Review | Annual Review | Annual Review | Annual Review |
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Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Safety Officer: \_\_\_\_\_\_\_\_\_\_\_\_

**MCLB Albany**

**JOB HAZARD ANALYSIS WORKSHEET**

Job / Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Sequence of Basic Job Steps**  Observe an experienced employee and break the job down into concise, logical steps that advance the process. Tell what must be done, not how it should be done. Focus on body movements. Use actions verbs such as LIFT, PLACE, TURN, STAND. Only include steps that are part of the job. Review the steps with the employee before continuing. Use operator's / owner's manuals, SOP's, etc, to validate the steps. | **Potential Hazards for Each Step**  A hazard is a potential danger. Examine each step to find and identify the hazards and potential hazards. You may have more than one hazard for each step. Look beyond the obvious hazards and study the entire environment to include health hazards. Do not include the results of mishaps. For example, oil on the floor is a hazard, slipping on the oil is a mishap, and a sprained wrist is an injury. Use terms like STRUCK, CAUGHT IN, PINCHED, FALL FROM, INHALED, etc. | **Prevention Measures & Controls**  Decide what specific actions to take to eliminate or reduce the risk of each hazard that could lead to a mishap. Develop a solution for each hazard to perform the job safer. You may have more than one control for each hazard. Include, in this priority: (1) engineering controls, (2) substituting a safer product, (3) administrative controls like finding a new way to perform the step or reducing the frequency of the step, and (4) personal protective equipment. |
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Division / Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Protective Equipment Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_