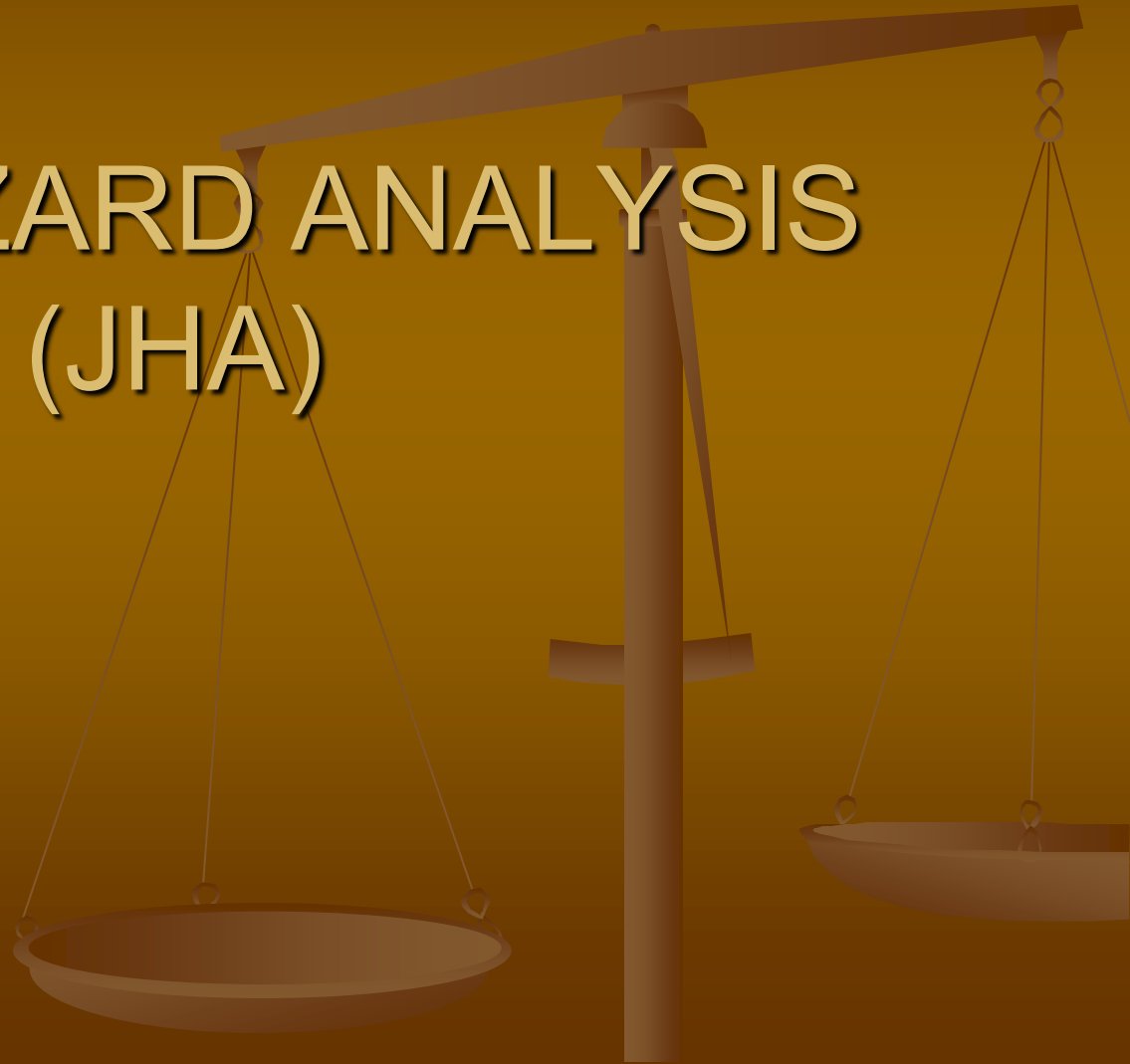


JOB HAZARD ANALYSIS (JHA)



Purpose of Job Hazard Analysis



- A hazard analysis is the evaluation of the hazards associated with an employee's work activity
- A hazard analysis focuses on "fixing" the system or root causes that brought the hazardous condition or unsafe practice into the workplace
 - Provides organized approach for the evaluation of a process
 - Identifies hazards, root causes and corrective actions.
- A hazard analysis attempts to incorporate "Safe Behavior" into the normal operating procedures.

Hazard Analysis Benefits

- The hazard analysis:
 - Increases employee hazard recognition and awareness
 - Standardizes operations based on acceptable safe practices
 - Identifies appropriate Personal Protective Equipment (PPE)
 - Allows formal documentation of employee's knowledge of the job requirements.



Hazard Analysis for Management

- Management must:
 - Identify hazards in the workplace that could result in injury or illness
 - Evaluate the level of risk to help determine what controls to implement
 - Select an appropriate solution to control the hazard and/or protect the employee.



Hazard Analysis for Employees

- Employees must understand hazard analysis is a VPP recognition requirement
- Employees need to be involved in hazard analysis from the beginning so:
 - The process that is taking place is better understood
 - The value of a change is seen by the employee



Job Hazard Analysis



Types of Work Place Hazards



- Impact hazards
- Penetration hazards
- Compression hazards
- Chemical hazards
- Heat/Cold
- Harmful dust
- Smoke and noxious or poisonous gases
- Optical Radiation
- Biological hazards
- Noise hazards
- Electrical hazards
- Ergonomic
- Work Place Violence
- Other

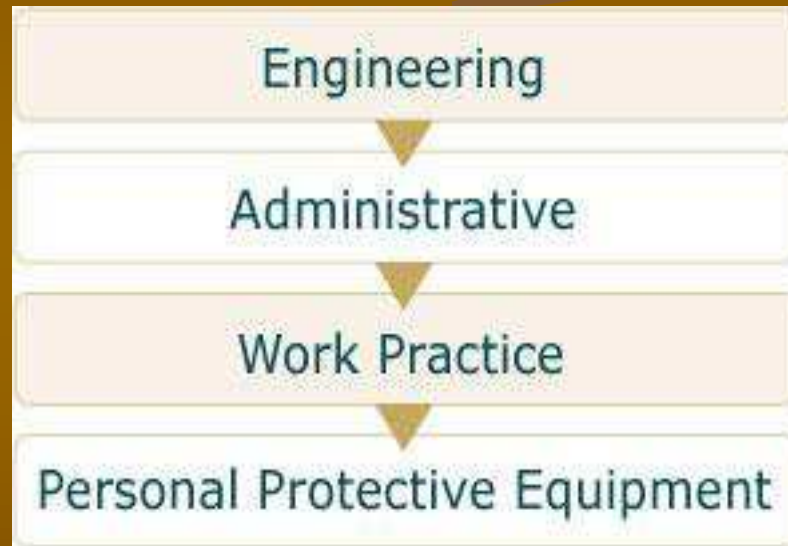
Root Causes

- Potential causes of injuries include:
 - Lack of knowledge
 - Lack of physical ability
 - Prior training that included unsafe practices
 - Previously unidentified hazard
 - Newly introduced hazard resulting from process or equipment change.



Hazard Mitigation

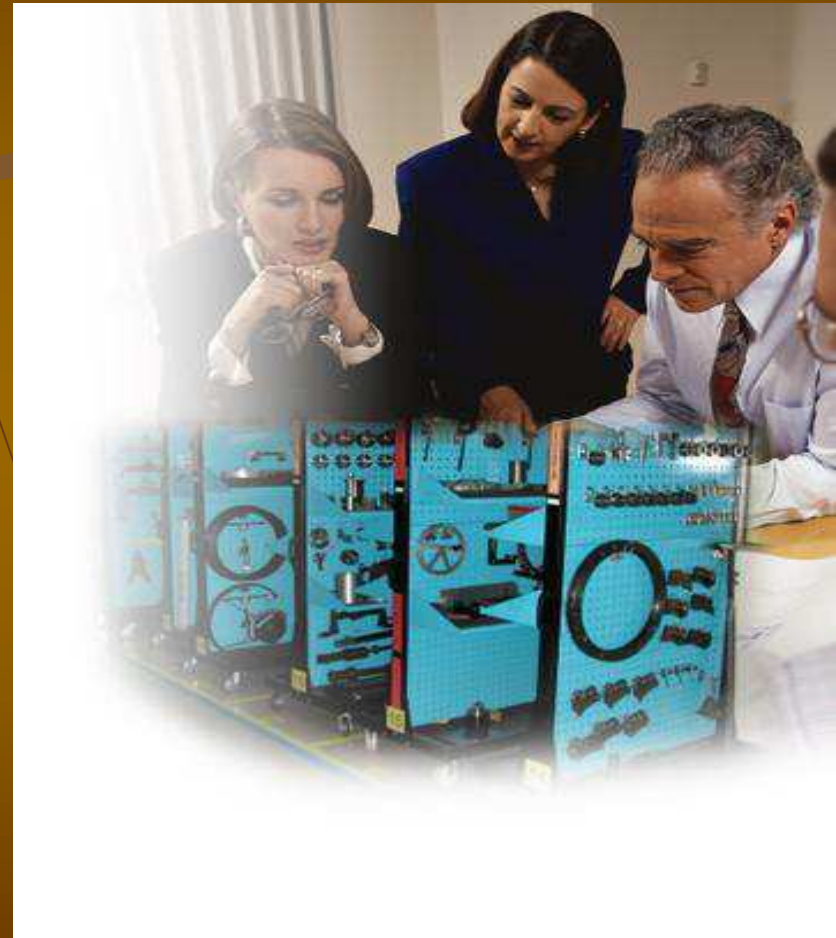
- Hierarchy of controls to mitigate risk



Use combination of one or more mitigation techniques

Engineering Controls

- Engineering controls eliminate exposure to the hazard by:
 - ┌ Isolating the employee from the hazard
 - ┌ Improving (redesign) work area layout
 - ┌ Substituting less hazardous product
 - Modifying equipment



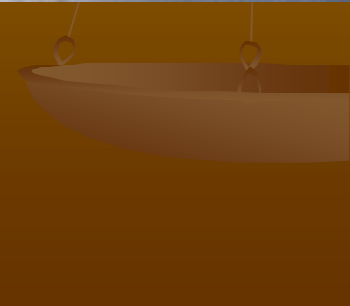
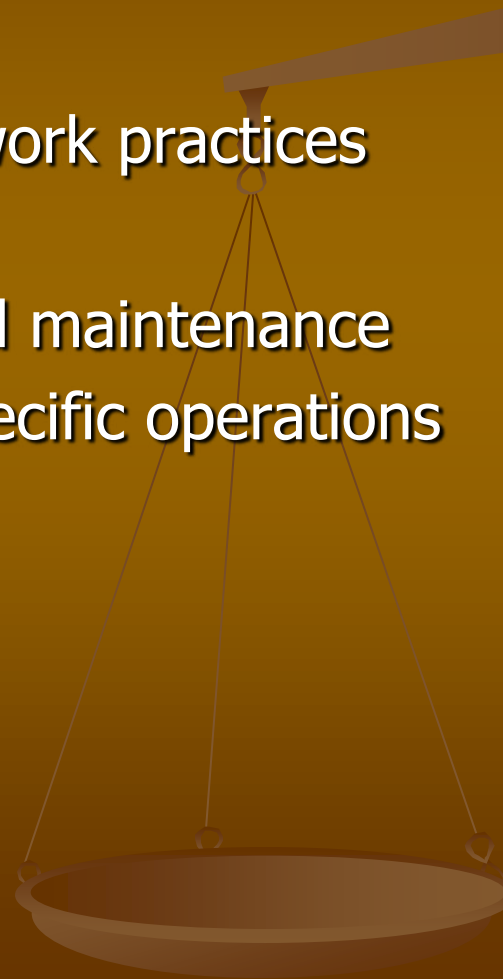
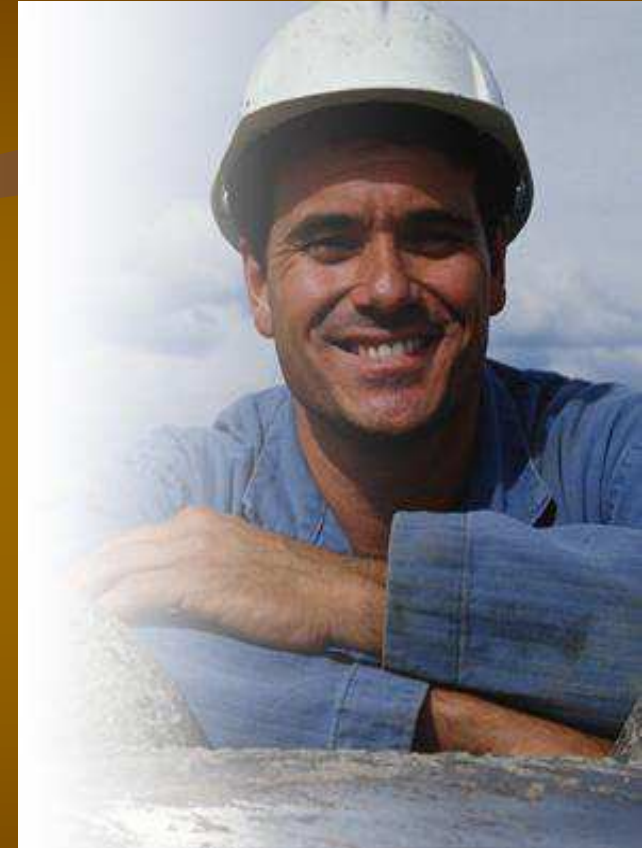
Administrative Controls

- Administrative controls reduce employee exposure to a hazard by:
 - Reducing the frequency of performing the hazardous task
 - Rotating employees to reduce exposure time
 - Training employees to recognize hazards and employ safety practices.



Work Practices

- Work practice controls include:
 - Workplace rules
 - Safe & healthful work practices
 - Personal hygiene
 - Housekeeping and maintenance
 - Procedures for specific operations



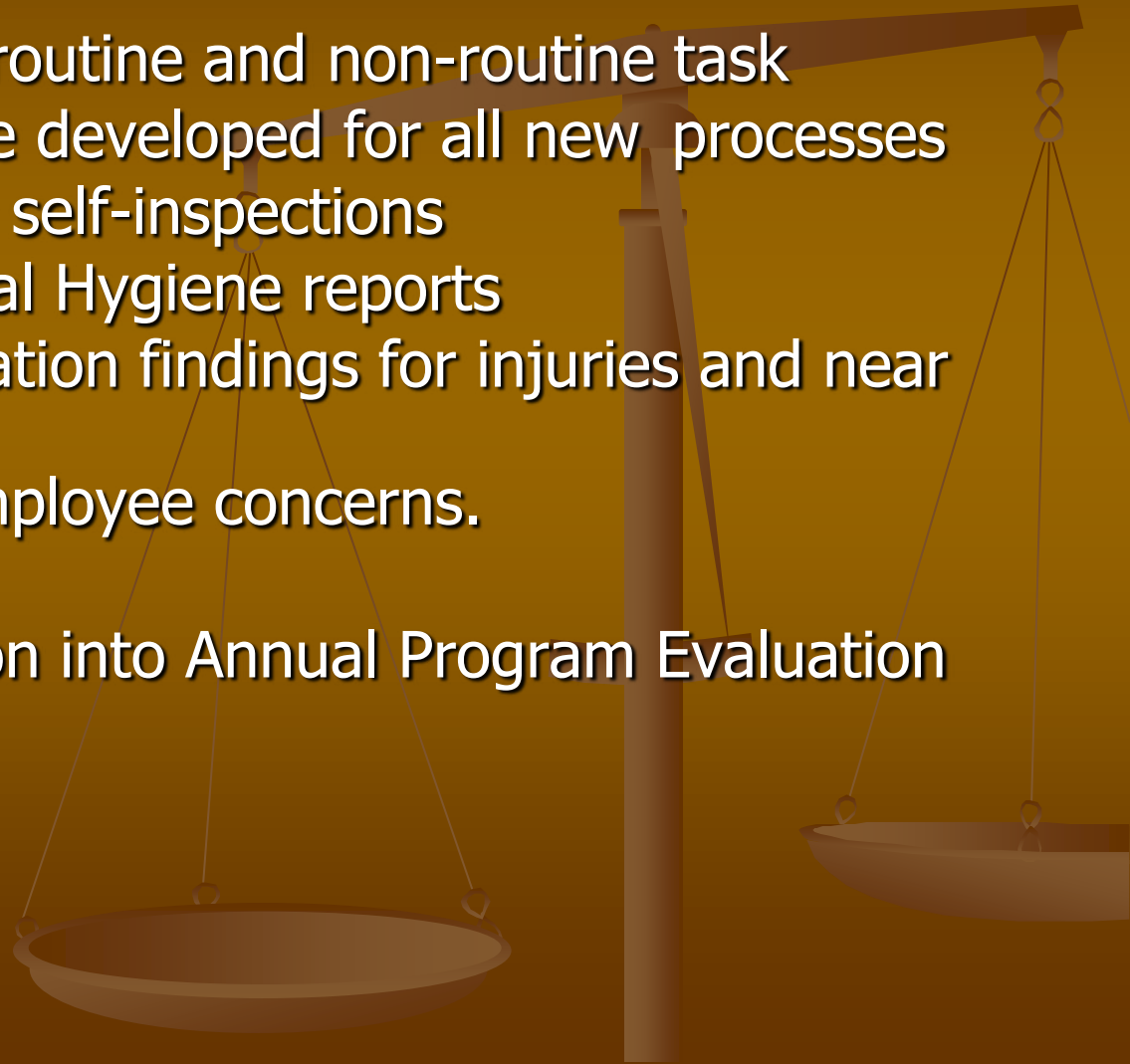
PPE

- OSHA requires employers to provide PPE to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective
- PPE alone should not be relied on to protect against hazards; other uses include guards, engineering controls, and sound manufacturing practices.



Evaluate Effectiveness

- Assess how well the JHA process is “fixing” hazardous conditions by:
 - Updating JHAs for routine and non-routine task
 - Ensuring JHAs were developed for all new processes
 - Conducting routine self-inspections
 - Examining Industrial Hygiene reports
 - Reviewing investigation findings for injuries and near misses
 - Following up on employee concerns.
- Incorporate evaluation into Annual Program Evaluation process.

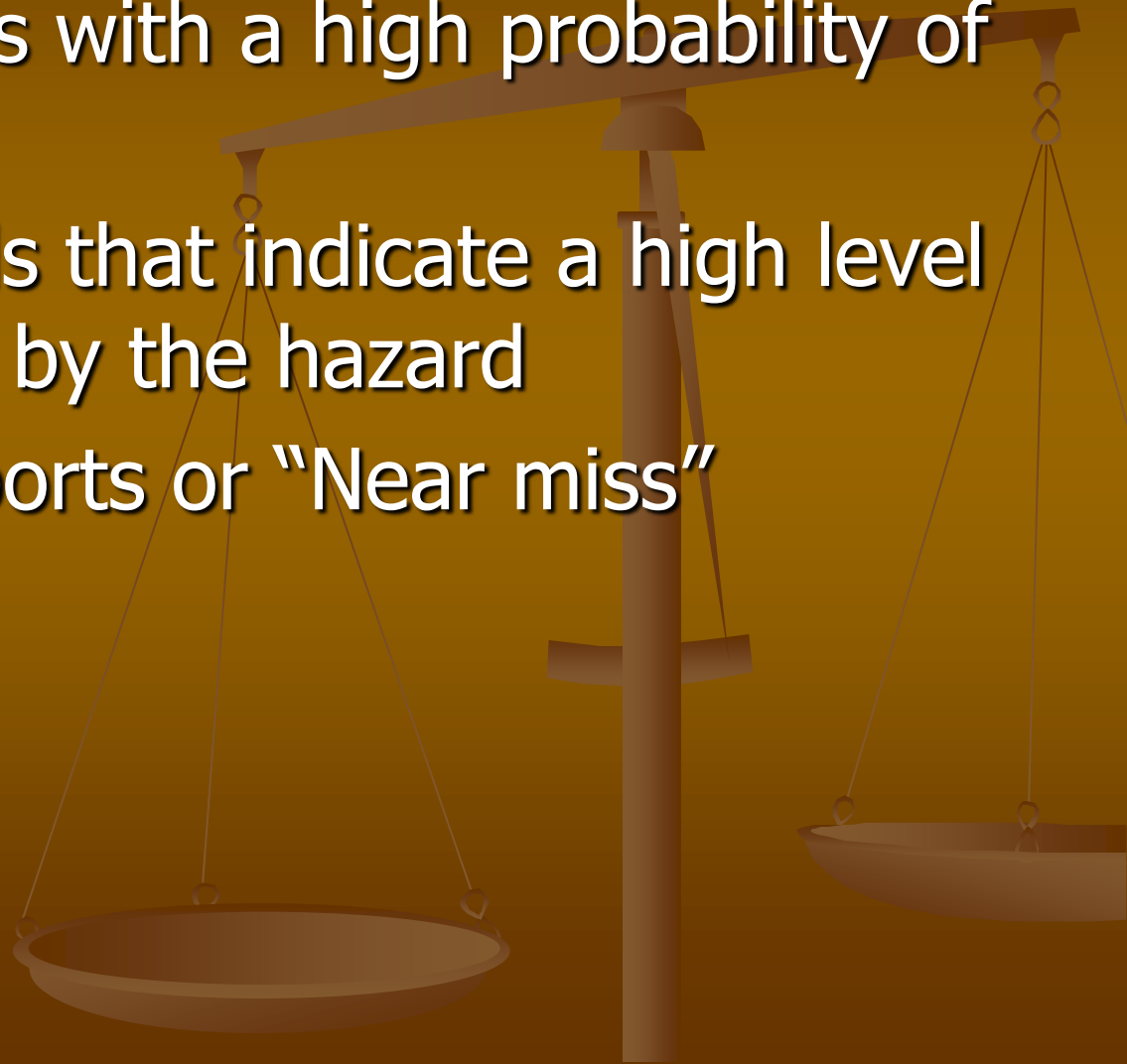


Hazard Prioritization



Hazard Prioritization

- Look for hazards with a high probability of occurrence
- Examine hazards that indicate a high level of harm caused by the hazard
- Use Mishap Reports or “Near miss” occurrences



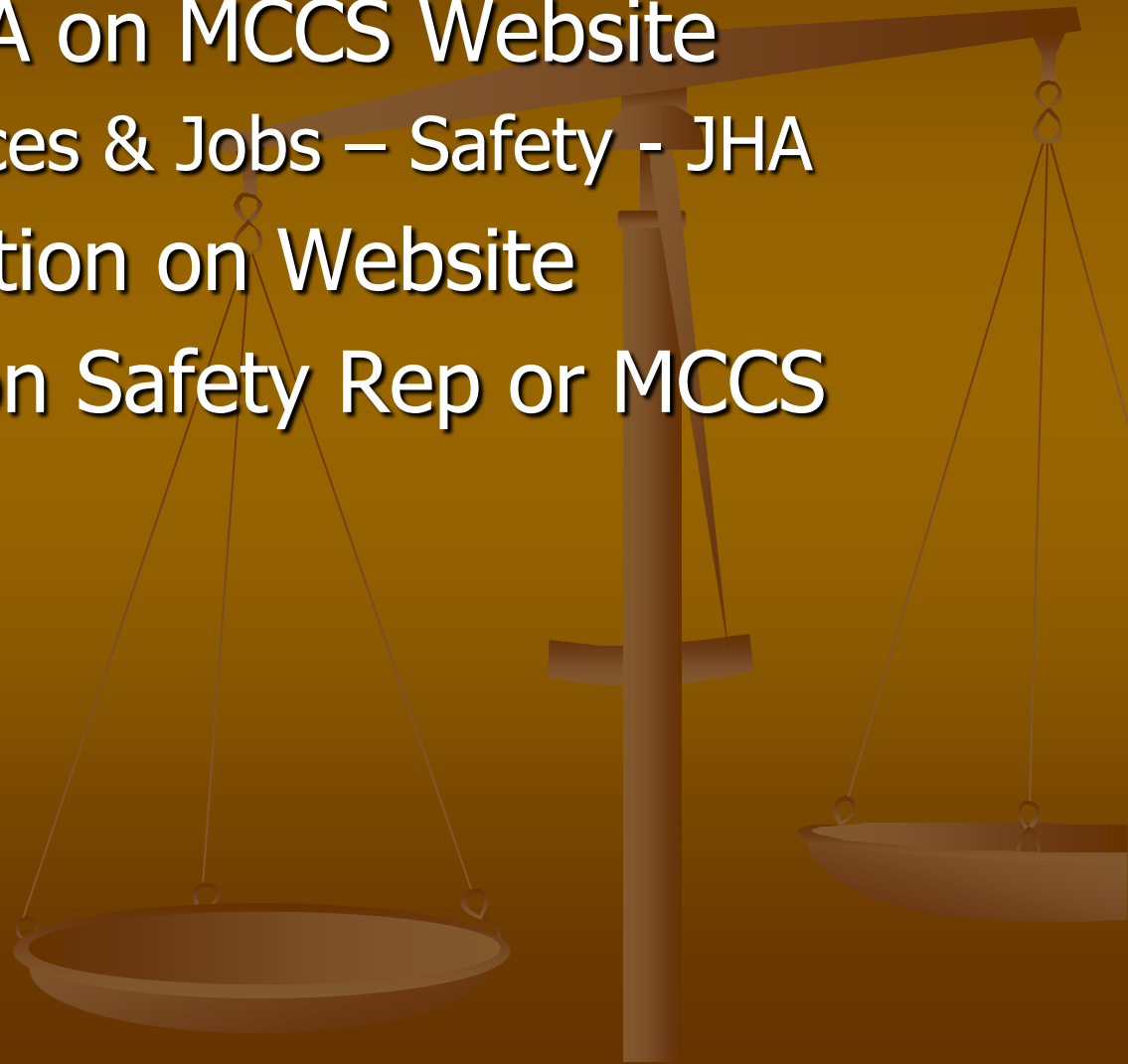
Residual Risk

- After controls are put into place, remaining risk requires appropriate level approval authority to accept risk to continue operation/process
- Approval authority is defined by organizational structure or by regulation
- Increasing level of approval hierarchy is required for progressively higher levels of risk.



Help is a click away...

- Examples of JHA on MCCS Website
 - Human Resources & Jobs – Safety - JHA
- Detailed instruction on Website
- Call your Division Safety Rep or MCCS Safety Team

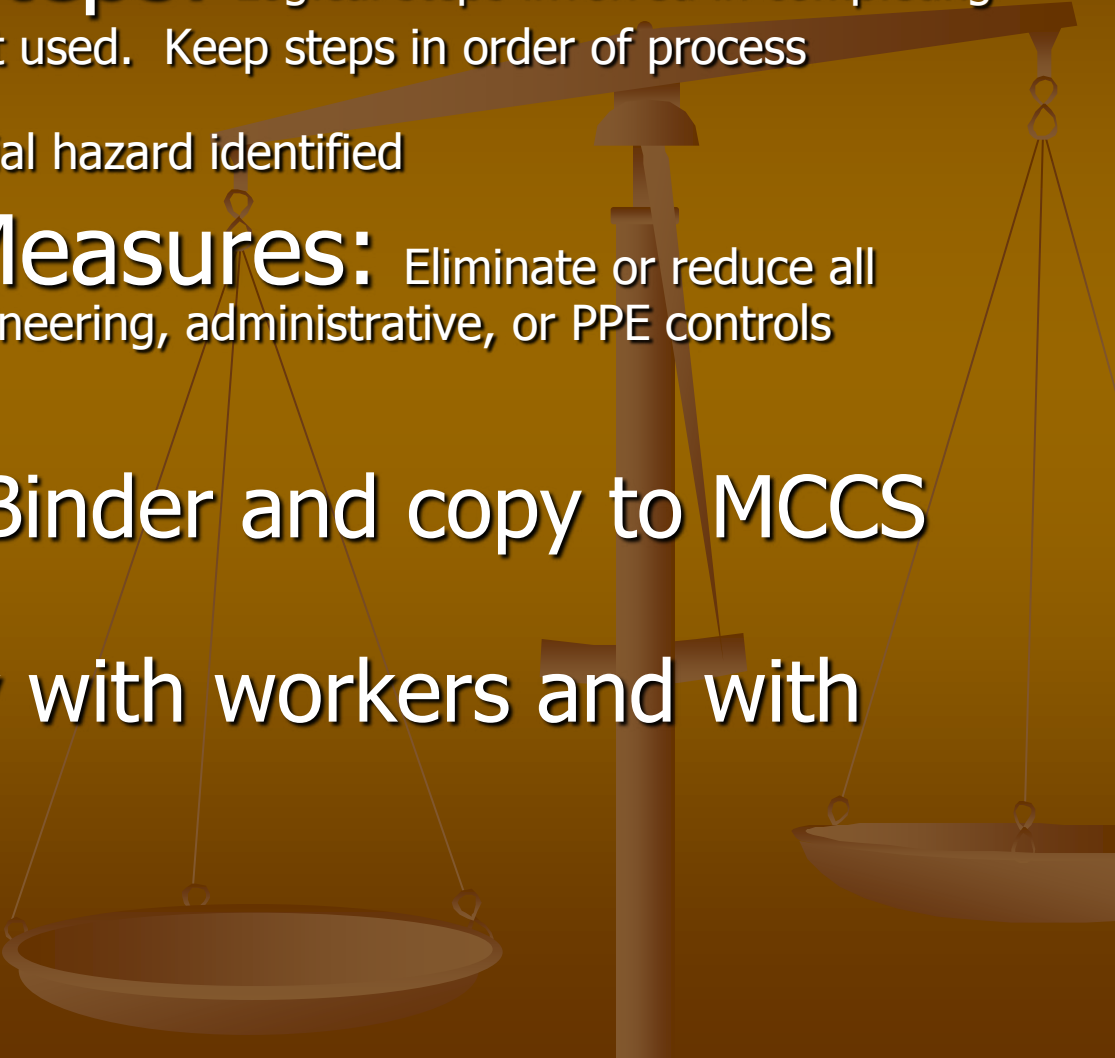


JHA Worksheet



- **Organization:** MCCS
- **Division:** MMCX, FACM, SEMP, FDHP
- **Section/Shop:** #1108 Warehouse, Welding Shop,
- **Task:** Operate Fork Lift, Deliver furniture from warehouse to main store, Paint Booth operations
- **Conducted By:** Worker/Safety Rep/Manager
- **Reviewed By:** Safety Rep / Division Safety / MCCS Safety
- **Approved By:** Immediate Supervisor / Shop Supervisor /
Division Director

JHA Worksheet cont.

- **Sequence of Steps:** Logical steps involved in completing the task. Include equipment used. Keep steps in order of process
 - **Hazards:** All potential hazard identified
 - **Preventative Measures:** Eliminate or reduce all hazards identified using engineering, administrative, or PPE controls
 - Original in JHA Binder and copy to MCCC Safety
 - Review annually with workers and with new hires
- 



Congratulations!

***You have completed Job Hazard Analysis Supervisory
Online Training***

[Click here to email information to HR](#)

By sending this email you are stating that you have read through the training materials; you understand what you have read and you have addressed any questions regarding the materials to either the Training Department or to your Supervisor or Manager.

***You must include in the body of
the email:***

Your Full Name

Employee ID Number

To get credit for the course