

Occupational Safety Tools

Job Hazard Analysis



Regulatory Requirements

- No current OSHA standard
- OSHA provides guidelines on Job Hazard Analysis
- Some organizations refer to it as Job Safety Analysis
- OSHA is likely to review your hazard assessment program

What Is Job Hazard Analysis?

- Method of identifying hazards
- Means of breaking the process down
- System for employees to easily understand hazards

Why Perform Job Hazard Analysis?

- Identify existing hazards
- Identify potential hazards
- Prioritize corrective actions
- Reduce and/or eliminate hazards



Benefits of Job Hazard Analysis

- Reduces injuries
- Reduces absenteeism
- Increases productivity
- Increases morale
- Protects employees
- Assists in standard-specific compliance (e.g., personal protective equipment)

How Jobs Are Selected for Job Hazard Analysis

- Jobs with high accident and injury rates
- Close calls
- New jobs
- Jobs with procedure or process changes
- All other jobs

Inspections to Identify Hazards

- General Inspection
 - Comprehensive
 - Wall-to-wall
- Special Inspection
 - Targeted
 - Specific to exposures
 - Based on facility operations
- Formal Tours
 - Weekly, monthly, or daily
 - Maintenance and production reviews



OSHA Guidelines for Inspections

- List departments and operations involved
- List and describe operational activities
- Assign inspection dates
- Sequence the inspection route
- Identify and instruct follow-up assignments



Area Hazard Checklists

- Evaluate
 - Equipment
 - Procedures
 - Personnel

Who Is Involved in a JHA?

- Safety personnel
- Location manager
- Operators
- Design engineers
- Maintenance personnel

Elements of an Operation

- Start-up
- Operation
- Shutdown

Steps in Performing a JHA

- Step 1 – Break down the job
- Step 2 – Identify the hazards
- Step 3 – Evaluate the hazards
- Step 4 – Recommend safe procedures and protection measures
- Step 5 – Revise the Job Hazard Analysis

Breaking Down the Job

- List each job step in order of occurrence
- Describe each action
- Examine each step for hazards
- Conduct a “what if” scenario for each step

Hazards to Focus On

- Impact
- Penetration
- Harmful airborne contaminants
- Repetitive motions
- Heat
- Compression
- Chemical exposures
- Optical radiation



Identifying Hazards

- Sharp edges
- Employee jewelry
- Potential for being caught in between
- Worker posture/balance
- Hazardous movements
- “Struck by” hazards
- Suspended loads
- Environmental hazards

Evaluating Hazards

- What PPE is available?
- Has worker been trained?
- Is the worker positioned properly?
- Is lockout/tagout used?
- What is the flow of work?
- What are the sources of chemicals, noise, etc.
- Are slips, trips, and falls a possibility?

Control Method Hierarchy

Proper remedial method order:

- Engineering controls
- Administrative controls
- Personal protective equipment



When a JHA Is Revised

- When an accident or injury occurs
- When the job changes
- After a close call
- Following an employee complaint
- If equipment suffers damage
- Per a scheduled review (e.g., biannually)

Quiz

1. OSHA currently has a required standard on job hazard analysis. **True or False**
2. A JHA is a method of _____ hazards, a means of _____ down the job, as well as a system to help employees understand _____.
3. A priority system is valuable for effective JHA. **True or False**
4. Job hazard analysis is much more effective if only one person performs it to eliminate confusion. **True or False**
5. The three elements of a typical operation are _____, _____, and _____.

Quiz (cont.)

6. The hierarchy to use for control measures in order, is engineering controls, administrative controls, and personal protective equipment. **True or False**
7. The number-one priority for job hazard analysis are jobs where injuries or accidents have occurred. **True or False**
8. Name two of the benefits of job hazard analysis.
9. Job Hazard Analysis is sometimes referred to as Job Safety Analysis. **True or False**
10. Three types of inspections conducted to identify hazards are general inspections, special inspections, and individual inspections. **True or False**

Quiz Answers

1. False. Only OSHA has guidelines for JHA.
2. A JHA is a method of identifying hazards, a means of breaking down the job, as well as a system to help employees understand hazards.
3. True. A priority system is a must.
4. False. Effective JHA requires a team effort.
5. The three elements of a typical operation are start-up, operations, and shutdown.
6. True. In order, they are engineering controls, administrative controls, and personal protective equipment.

Quiz Answers (cont.)

7. True. Injuries and accidents always take top priority.
8. Benefits of JHA include reduced injuries, reduced absenteeism, increased productivity, increased morale, employee protection, and standard-specific compliance.
9. True. JHA is often referred to as JSA.
10. False. The three types of inspections conducted to identify hazards are general inspections, special inspections, and formal tours.

Course/Instructor Evaluation

Please give us your evaluation of the Course content and the quality of instruction presented.

COURSE TITLE: _____

COURSE DATE: _____

Please circle the appropriate number: (1) for Poor up to (5) for Excellent.

INSTRUCTOR EVALUATION (Lead Instructor)

INSTRUCTOR'S NAME: _____

	Poor.....				Excellent
1. The instructor was knowledgeable.	1	2	3	4	5
2. The instructor communicated information clearly.	1	2	3	4	5
3. The instructor was enthusiastic.	1	2	3	4	5
4. The instructor responded well to questions.	1	2	3	4	5
5. Overall evaluation of the instructor.	1	2	3	4	5

INSTRUCTOR EVALUATION (Associate Instructor as needed)

INSTRUCTOR'S NAME: _____

	Poor.....				Excellent
1. The instructor was knowledgeable.	1	2	3	4	5
2. The instructor communicated information clearly.	1	2	3	4	5
3. The instructor was enthusiastic.	1	2	3	4	5
4. The instructor responded well to questions.	1	2	3	4	5
5. Overall evaluation of the instructor.	1	2	3	4	5

NAVOSH Course/Instructor Evaluation Continued

Please circle the appropriate number: (1) for Poor up to (5) for Excellent.

COURSE CONTENT EVALUATION

	Poor.....				Excellent
1. The information was topical and focused.	1	2	3	4	5
2. The course content was relevant to you.	1	2	3	4	5
3. The course was presented at an appropriate level, not too simplistic or too complex.	1	2	3	4	5
4. The visual aids were effective (if applicable).	1	2	3	4	5
5. The handouts were helpful (if applicable).	1	2	3	4	5
6. The facility was comfortable.	1	2	3	4	5
7. I would recommend this course to others.	1	2	3	4	5
8. Overall evaluation of the course.	1	2	3	4	5
9. Has the NAVOSH training that you or your peers have received had a positive impact on safety in your workplace?	1	2	3	4	5

Comments: _____

COURSE CONTENT EVALUATION

How can we improve this course? What should be added or left out?

Comments: _____
