

Job hazard analysis (JHA) procedures

A job hazard analysis (JHA) is nothing more than a walk-through of each work area and a review of tasks to identify possible hazards. The purpose of the analysis is to eliminate or reduce risk before an employee is given a job-specific task.

TYPES OF HAZARDS MIGHT INCLUDE:

- Physical hazards such as those that could cause slips/falls, burns or cuts
- Chemical hazards associated with cleaning products
- Biological hazards from bloodborne pathogens, bacteria or viruses
- Ergonomic hazards associated with lifting, prolonged standing or poor workplace designs

USING THE JHA FORM, LOOK FOR THE FOLLOWING:

- Hazards associated with job-specific tasks
- Proper guards for each piece of equipment
- Proper personal protective equipment (PPE)

POSSIBLE SOLUTIONS:

- Eliminate the hazard
- Purchase personal protective equipment
- Provide employee training

Be sure to complete all the information on the form and keep a copy for your records. Information includes: task identification, possible solution identification, the name of the person completing the assessment and the date.

Once you have completed your analysis, decide how you are going to control any potential hazards. Try engineering, workplace or administrative controls to eliminate or reduce the hazards. If a specific hazard cannot be eliminated, indicate what types of PPE will be required to protect the employees from the hazard.

Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.