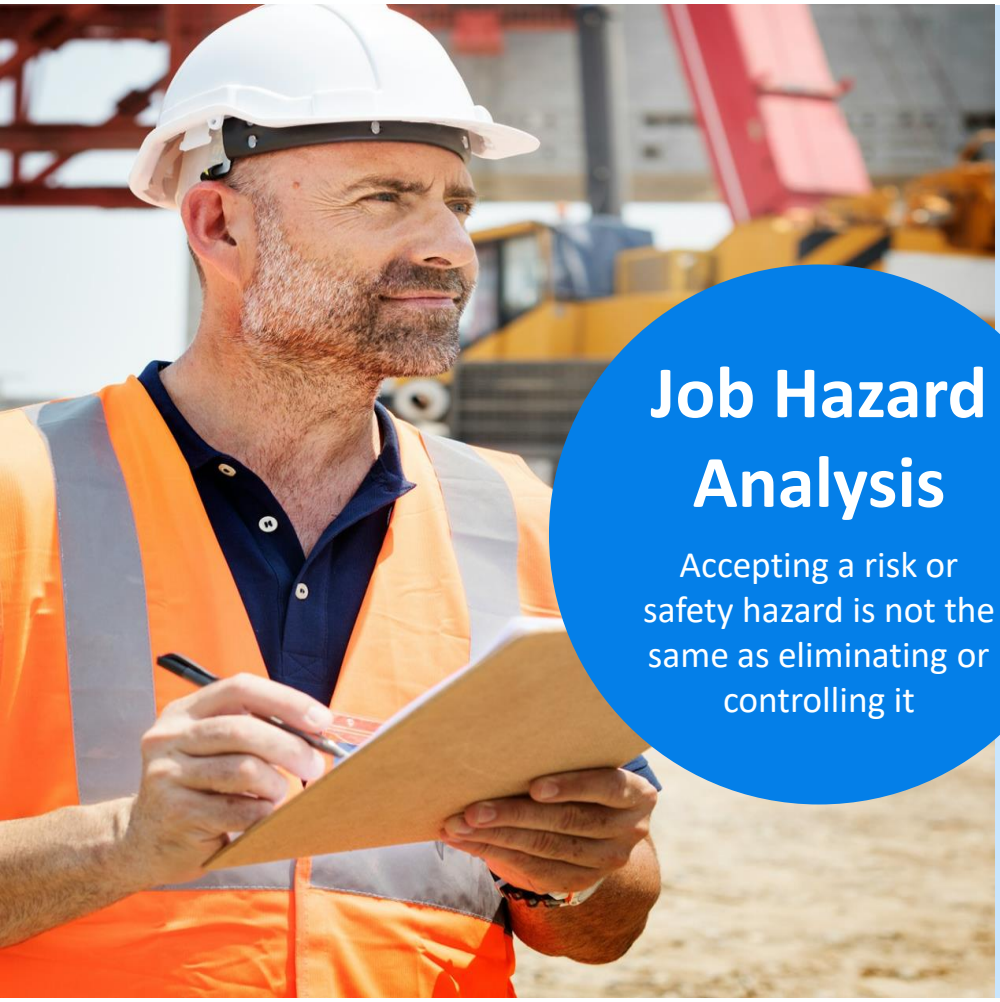

Job Hazard Analysis

Accepting a risk or safety hazard is not the same as eliminating or controlling it

What is a Job Hazard Analysis (JHA)?

A JHA, also referred to as a Job Safety Analysis (JSA), is a means to ensure that workers have the training, equipment and supplies to do their jobs safely before starting a task.

What is the value of performing a Job Hazard Analysis?

A JHA is essential for maintaining workplace safety. It helps to identify and assess potential risks linked to specific tasks and sets the tone for safety when used as a brief start of shift safety talk.

A JHA can prevent work-related death, injuries or illnesses by eliminating or controlling identified hazards.

A JHA offers a fresh look at the way things are done in the workplace.

A good JHA is simply good business!

When should a JHA be conducted?

Ideally, all jobs should be subjected to a JHA, but to keep the process manageable, consider a JHA when conditions include:

- Jobs or tasks with a history of injuries or near misses.
- Jobs with catastrophic potential – fire, explosion, large chemical releases, massive equipment failure.
- Tasks in which one simple human error could lead to serious injury.
- New people doing the task.
- Tasks that have changed.
- Rarely performed jobs.
- Any job done under a "safety permit," confined space permit, hot work permit, etc.

Before starting a work task today, stop and take a comprehensive look at possible hazards with an open mind

How to identify conditions needing a JHA:

- Review resources such as OSHA logs, claim loss run reports, near miss records, etc.
- Conduct a preliminary worksite walk-around to observe hazardous jobs or tasks.
  - Watch workers doing their jobs to identify potential hazards that may lead to an injury.
  - Pay attention to the amount of time the worker is exposed to the hazard.
  - Talk with workers to find out what they think is the most hazardous part of their job.
- Rank job tasks identified and start addressing the most serious first. Consider the *probability of* the hazard causing an injury and estimate the *severity* of that injury. For example, is it an infrequent job task that has the potential to kill a worker, or a frequent job task that causes less severe injuries.

Tip: Update JHAs annually, after near-misses and changes.

Even though "we've been doing it this way for 20 years and nothing happened", that doesn't mean a hazard doesn't exist.

To help identify potential hazards, below are examples of concerns to consider:

- Can any body part get caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with moving objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Can contact be made with hot, toxic, or caustic substances?

To identify more, consider inviting workers who perform the tasks to help capture all tasks and risks. Involve your workforce. Remember, they are the subject matter experts.

Focus on documenting what is done rather than how it is done, plus be sure to keep the sub-tasks in the correct sequence. Any portion of the tasks that fall out of order may result in missing serious hazards or introducing new hazards. Shared below are more steps for success.

IDENTIFY

Step 1

Job Sub-Tasks

Example: Access light fixture using a ladder

Break the job task down into basic steps or key components. Do not be too general but also avoid getting too detailed – limit all to less than 10 sub-tasks. For example, when changing a light bulb the sub-tasks might include: Get ladder and new light bulb. Turn light switch off. Place ladder under light to be changed. Using ladder, change bulb. Put ladder back in storage.

Step 2

How We Get Hurt

Example: Ladder tipping over

For each sub-task, list the potential hazards that could arise. When changing a light bulb some risks may be electrical shock, laceration from a broken bulb, back strain due to reaching too far, or perhaps striking a knee on a wet ground surface.

There are many good JHA templates available online, and through the Sedgwick Risk Services team. Contact us at: riskservices.safety@sedgwick.com

Step 3

Cause of Injury

Example: Fall to ground due to unlevel ladder

For each hazard, list the potential cause of injury that could occur. For instance, when changing a light bulb, perhaps the ladder was on soft ground and a ladder leg sunk in, or the worker let the middle of his torso extend beyond the ladder side rails, or maybe the ladder feet slipped out of place due to liquid spilled on the floor.

Step 4

Safe Practices Needed

Example: Set ladder feet on solid, level surface

Identify ways to prevent being injured. Sequentially apply the following hierarchy of safety controls: **Eliminate** the hazard at the source, or **Engineer** controls through design changes or physical devices. As the third option, evaluate what solutions could arise by applying **Administrative** controls. As a last resort only, consider use of **Personal protective equipment (PPE).**