

## Job Hazard Analysis (JHA)

Conducting the JHA is a relatively simple process that involves the following basic steps: 1) Determine the various Tasks that the employee will perform, 2) Identify the Potential Hazards associated with each task, 3) Determine which Controls are necessary to minimize or eliminate the potential hazards.

The JHA should be developed by both the employee(s) and their supervisor. Employees often have a “front lines” perspective on the job and its associated risks while the supervisor can add insight on which controls are feasible and effective.

By signing and dating this form, employees and supervisors certify that both JHA and task-specific training has been performed.

### Section A: JHA Description

<b>Employee’s Job Description:</b>	<b>Department:</b>
<b>Comments / Notes:</b> (i.e. hazardous materials required, tools required, special precautions)	
<b>Employee Name / Signature:</b>	<b>Date:</b>
<b>Supervisor Name / Signature:</b>	<b>Date:</b>

### Section B: Hazard Identification and Evaluation

<b>EMPLOYEE’S TASKS</b>	<b>POTENTIAL HAZARDS</b> <small>Examples in Section C</small>	<b>RECOMMENDED CONTROLS</b> <small>Examples in Section D</small>
Example 1: Sweep Floors	Awkward posture	Rotating schedule, limit time exposure/duration
Example 2: Grinding Metal Parts	Metal in eyes, Flying sparks, cut hand on burr	Guarding, goggles, leather gloves
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		

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Continued on attached sheet

**Section C: Examples of Hazards**

<b>Physical Hazards</b> <ul style="list-style-type: none"> <li>• Slips / Trips / Falls</li> <li>• Struck by / Against / Caught</li> <li>• Cutting / Stabbing</li> <li>• Heat / Cold / Weather</li> <li>• Noise / Vibration</li> <li>• Radiation / Burn</li> <li>• Confined Space</li> <li>• Electrical Hazard</li> <li>• Pressurized System</li> </ul>	<b>Chemical / Biological</b> <ul style="list-style-type: none"> <li>• Toxic</li> <li>• Flammable</li> <li>• Corrosive</li> <li>• Oxidizing</li> <li>• Explosive</li> <li>• Compressed Gas</li> <li>• Biological Agent</li> </ul>	<b>Human Factors</b> <ul style="list-style-type: none"> <li>• Repetitive Task</li> <li>• Awkward Posture</li> <li>• Manual Lifting</li> <li>• Carrying</li> <li>• Pushing / Pulling</li> <li>• Poor Visibility</li> <li>• Overnight / Shift Work</li> </ul>
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**Section D: Examples of Controls**

<b>1. Elimination</b> <b>2. Substitution</b> <b>3. Engineering Controls</b> <ul style="list-style-type: none"> <li>a. Local Exhaust Ventilation</li> <li>b. Circuit Protection</li> <li>c. Guarding / Enclosure</li> <li>d. Lock Out</li> <li>e. Interlocks</li> <li>f. Ergonomic Design</li> </ul> <b>4. Administrative Controls</b> <ul style="list-style-type: none"> <li>a. Maintenance Schedule / Logs</li> <li>b. Rotating Schedule</li> <li>c. Limit time exposure/duration</li> </ul>	<b>5. Personal Protective Equipment (PPE)</b> <ul style="list-style-type: none"> <li>a. Protective Eyewear (e.g. impact-resistant spectacles / goggles)</li> <li>b. Gloves (nitrile, leather)</li> <li>c. Face Protection (face shield)</li> <li>d. Hard Hat / Bump Cap</li> <li>e. Respirator (APR / SAR / half / full)</li> <li>f. Protective Footwear</li> <li>g. Hearing Protection</li> <li>h. Protective Clothing (apron, lab coat, leather chaps)</li> <li>i. Fall Arrest / Restraint Harness</li> </ul>
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