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

1. Identify hazardous condition
2. Determine root cause
3. Eliminate hazards
4. Control measures
5. Evaluation of effectiveness
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
- Administrative
- Work Practice
- Personal Protective Equipment
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
Sequence of Steps: Logical steps involved in completing the task. Include equipment used. Keep steps in order of process.

Hazards: All potential hazards identified.

Preventative Measures: Eliminate or reduce all hazards identified using engineering, administrative, or PPE controls.

Original in JHA Binder and copy to MCCS 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