

Basic Instructions for Completing a Job Hazard Analysis

Purpose: A Job Hazard Analysis (JHA) is a training and evaluation tool used in assessing the risk to personal safety, property, and equipment. The JHA is a systematic method of evaluating processes or tasks for hazards, and is a valuable tool for ensuring employees are adequately trained to safely perform their job tasks.

If a high-risk procedure is about to be undertaken, a JHA should be performed as part of planning for the job. Where new equipment is introduced, a JHA may be needed, depending on the risk of operation to employees and/or property. If a serious accident occurs, the JHA should be performed on the task where the accident occurred. In addition, multiple accidents that have occurred while doing the same task should be assessed by completing a JHA.

Procedure:

1. Evaluate the process or task and determine specific steps in the task or process. Place these steps in proper sequence under "Sequence of Basic Job Steps" column on the JHA form.
2. Determine and list "potential hazards" (accidental injury, damage, or exposure) for each particular step. Utilizing a "what-if" method of questioning is helpful in this section. (i.e. What if the tool slips- potential finger laceration)
3. List the proper safe job procedure, personal protective equipment or other safety measure to be taken to prevent or eliminate the potential accident or injury hazard in the last column for each step. This section should include listing of proper tools, protective equipment, and safety procedure reminders to follow while performing the step.
4. On the form heading, enter this list of personal protective equipment, respiratory protective equipment, and energy isolation (lockout/tagout) methods and locations.
5. After the JHA is completed and approved, please submit a copy to Environmental Health and Safety so it may be included in a library of completed JHAs on the EHS website at <http://www.uidaho.edu/ehs/topics/occsafety/jobhazard>.