



# JHA

## JOB HAZARD ANALYSIS GUIDE



# HAZARD ANALYSIS

## What is a hazard?

In a simplistic way; a hazard is a condition, procedure or activity that, if left uncontrolled, can result in death, injury, illness, property damage or environmental damage.

## What is a Job Hazard Analysis (JHA)?

A JHA is a systemic way of identifying hazards associated with a specific job or activity. The JHA simplifies the process of identifying hazards by looking at the individual tasks or steps required to complete the job or activity.

The JHA is useful in communicating and controlling known hazards in the workplace by documenting hazards and noting the steps necessary to reduce or eliminate the risks for the specific job.

## When is a JHA needed and why?

IAW Air Force Instructions a JHA is not required when official guidance exists, covering all steps/tasks. A JHA is needed if procedures are modified, changed, incomplete or operational conditions change until the guidance is updated.

One of the best ways to determine and establish proper work procedures, ensuring that employees are properly trained is through a job hazard analysis.

## Any job or activity that could result in injury should have a JHA, but priority should be given to:

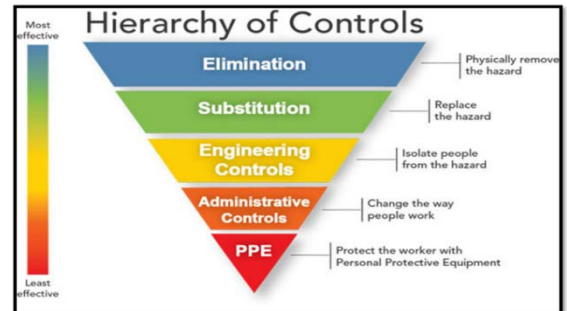
- Jobs with the highest injury rates
- Jobs with the potential to cause death or severe injury or illness
- Jobs where one simple error could lead to severe mishap or injury
- Jobs new to your operation or that have undergone changes in procedures
- Complex jobs



# JHA 101


## Make the analysis easy!

- Involve your employees
  - They have a unique understanding of the job and the hazards associated with it
  - Their involvement will help minimize oversights, ensure a quality analysis and develop workers “buy in”.
- Review your mishap history
  - Look at your history of mishaps that resulted in injury or a loss
  - Look at “near misses” – events where a loss didn’t occur but could have
- Conduct a preliminary job review
  - Talk to employees about hazards they know exist in their current work
  - Brainstorm with them for ideas to eliminate or control those hazards
  - **If any hazard is identified that poses an immediate danger, take immediate action to protect the employee**
- Select the job or activity to be assessed
  - List, rank and set priorities for hazardous jobs or activities
  - List jobs with hazards that present unacceptable risks, based on those most likely to occur and with the most severe consequences
- Use a three step approach (use attached JHA Note Sheet or make your own)
  - Observe an employee performing the job
    - For new jobs “brainstorm” with employees instead of observing
  - Discuss the job with employees
  - Use your experience and knowledge of the job
- Break down the job or activity into steps or tasks
  - Each step is an “Action”, it is important to evaluate each step individually
  - Look at each step and evaluate the risks and hazards
    - Is there anything that could hurt someone?
    - Can the hazard be eliminated?
    - What needs to be done to prevent any injuries?
    - Have I missed anything?
  - List the controls necessary to eliminate or reduce the hazard



In reality, you may have to use several different types of controls to fully control the hazard. Elimination is always the best way to control a hazard. Administrative controls and PPE are the least effective means for controlling hazards.

# COMPLETING THE WORKSHEET

|   |               |  |               |
|---|---------------|--|---------------|
|  |               | <b>AIR FORCE OCCUPATIONAL SAFETY<br/>JOB HAZARD ANALYSIS (JHA) WORKSHEET</b>   |               |
|   |               | Does this job/project have a Technical Order or Job Guide? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>               |               |
|   |               | Does this job/project involve the operation of machinery or equipment? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>   |               |
|   |               | Do you have the operators manual for the machinery/equipment to be used? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span> |               |
| DATE:   | UNIT/SECTION: | LOCATION: (facility/room)  | INSTALLATION: |
| JHA TITLE/NAME:   |               |  |               |
| JOB/PROJECT DESCRIPTION: (SPECIFIC STEPS/TASKS WILL BE LISTED LATER)              |               |  |               |

The image and header on this form can be customized for your unit. The initial questions will help determine whether a JHA is even necessary.

|   |                                |
|---|--------------------------------|
| JOB/PROJECT DESCRIPTION: (SPECIFIC STEPS/TASKS WILL BE LISTED LATER)  |                                |
| Is any of the job/project steps/tasks being performed in a "Confined Space"? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown</span>  | Definition of "Confined Space" |
| Will the job/project involve working over dangerous equipment or machinery, or from an elevated location of 4ft or more? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No</span>  |                                |
| Does the job/project involve the servicing or maintenance of machinery and/or equipment where the unexpected energization, start up or release of any stored energy, could harm employees? (Energy sources are not limited to Gravity, Hydraulic, Electrical, Wind, etc.) <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown</span> |                                |
| Will the job/project involve working with chemicals or hazardous materials? <span style="float: right;"><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown</span>   |                                |
| ADDITIONAL REFERENCES/RESOURCES:  |                                |

These questions help determine additional requirements or resources that may be needed beyond a JHA.

|   |                          |                           |   |                              |
|---|--------------------------|---------------------------|---|------------------------------|
| ADDITIONAL REFERENCES/RESOURCES:          |                          |                           |   |                              |
|   |                          |                           |   |                              |
| REQUIRED TRAINING/CERTIFICATIONS:         |                          |                           |   |                              |
|   |                          |                           |   |                              |
| PERSONAL PROTECTIVE EQUIPMENT (PPE)       |                          |                           |   |                              |
| Add<br>Remove<br>+ -<br>+ -<br>+ -<br>+ - | PPE TYPE and DESCRIPTION |                           | PPE TYPE and DESCRIPTION                |                              |
|   | Hand Protection          | nitrile protective gloves | Eye/Face Protection                     | biomedical mask w/eye protec |
|   | Select PPE Type          |                           | Select PPE Type                         |                              |
|   | Select PPE Type          |                           | Select PPE Type                         |                              |
|   | Hand Protection          |                           | Eye/Face Protection                     |                              |
|   | ACTIVITY:                | POTENTIAL HAZARDS:        | CONTROLS TO REDUCE OR ELIMINATE HAZARD: |                              |
|   |                          |                           |   |                              |

Enter required information based on your analysis. PPE rows can be added or removed as necessary. Select PPE type then enter descriptors.

|   |                    |   |
|---|--------------------|---|
| BASIC STEPS   |                    |   |
| BASIC STEPS/ACTIVITY:   | POTENTIAL HAZARDS: | CONTROLS TO REDUCE OR ELIMINATE HAZARD: |
|   |                    |   |
|   |                    |   |
| ADD ATTACHMENTS<br><small>(Include supporting documentation to create a complete electronic file)</small> |                    |   |
|   | Add File           | Remove File                             |

Write out each step or task of the job individually, including their potential hazards and controls. Each field will expand as needed and additional steps can be added or moved through the button controls.

|   |             |             |
|---|-------------|-------------|
| ADD ATTACHMENTS<br><small>(Include supporting documentation to create a complete electronic file)</small> |             |             |
|   | Add File    | Remove File |
|   | Open File   |             |
| ANALYSIS COMPLETED BY: LAST NAME, FIRST   | RANK/GRADE: | DATE:       |
|   |             |             |
| REVIEWER/APPROVER: LAST NAME, FIRST   | RANK/GRADE: | DATE:       |
|   |             |             |

Electronic files or supporting documentation can be attached to create a full record of the job or task. Reviewers or approvers can be added as needed for future validation.