

Follow these instructions for conducting and documenting a Job Hazard Assessment (JHA). For assistance conducting a JHA, or for any other questions about the existing hazards in your workplace tasks and possible controls for those hazards, please contact your assigned Safety Specialist, or PGM Safety Services at (800) 859-3177.

PERFORMING THE JOB HAZARD ASSESSMENT

The assessment is a breakdown of a particular job into a step-by-step process that will assist in identifying hazards that exist or have the potential to occur during the job task. For each hazard are identified, consider an appropriate control method. Personal Protective Equipment (PPE) items, if needed, can be researched and implemented, which will also need to include any required training for the employees performing the task and wearing the PPE.

- To begin: Ask yourself “what step starts this task?” and “what are the basic steps of the job?”
- List the steps of the job in the order in which they are performed. Number each step.
- List steps as “check that power is off” or “get into the operator’s seat.”
- State completely but briefly, what is done in each step, such as “lift load and back out.”
- Do not describe how the step is done, for example “lift the load with the fork slightly raised and back out slowly.” Keep it simple.

IDENTIFY THE HAZARDS OF THE JOB

List the potential hazards of each step of the job. Be sure to list hazards from the task itself as well as the work environment. Some possible hazards could include:

- Chemical hazards such as exposure to caustic substances or a hazardous atmosphere;
- Physical hazards to the body, such as electrocution or being caught in, or struck by an object;
- Biological hazards that could include Bloodborne Pathogens or bites and stings;
- Ergonomic hazards such as repetitive lifting of loads, including pushing and pulling activities; or
- Environmental hazards such as extreme heat or cold, which can be magnified by lack of shade, precipitation, wind, etc.

Questions to ask while identifying job hazards should include:

- Is there a danger of being caught in or struck by an object?
- Is there a danger of slipping, tripping or falling during the job task?
- Is there a danger of harm to eyes, hands, feet or other parts of the body?

Control Methods and Recommended Actions/Testing the JHA for Effectiveness

- For each hazard identified, a control method should be in place to reduce the risk of injury.
- Prioritize assigning more effective control measures using the Hierarchy of Controls.
 - Eliminate exposure to the hazard. (most effective & most preferable)
 - Substitute what’s exposed to the hazard.
 - Engineer a barrier between the hazard and the employee.
 - Administratively control the hazard through work practices.
 - Assign the employee to wear Personal Protective Equipment.
(least effective & least preferable)
- Validate JHA with production employees that all steps appear and are in proper order. Test hazard control methods.
- Train affected employees using this production-validated JHA and retain signature pages for documentation.

