

JOB HAZARD ANALYSIS

ALLIANZ RISK CONSULTING



WHAT IS A HAZARD?

Hazards are agents or conditions which can cause harm to a person or property. Hazards can be both natural and human induced. It is important to understand that hazards can be controlled before they cause injury or illness.

WHAT IS JOB HAZARD ANALYSIS?

In general, Job Hazard Analysis (JHA) is a technique used to identify and eliminate hazards before they cause injury, illness, or property damage. JHAs scrutinize relationships between workers, tasks, tools, and their environment. The key to completing JHAs is eliminating or reducing hazards once they are identified.

WHY ARE JHAS IMPORTANT FOR WORKPLACE SAFETY?

Using JHAs to not only identify but eliminate hazards in the workplace will lead to:

1. Fewer worker injuries and illnesses
2. Safer, more effective work methods
3. Increased worker productivity
4. Reduced workers compensation exposure

To ensure Job Hazard Analysis is an effective tool in your workplace, management must show it is committed to the health and safety of its employees. This means correcting deficiencies which are identified through this process. If hazards identified are not corrected employees are less likely to notify management of dangerous conditions in the future.

IDENTIFYING WORKPLACE HAZARDS

1. Identify an appropriate person to complete a JHA
 - a. Health and Safety Director
 - b. Supervisor
 - c. Senior Employee
2. Select a grouping of tasks, machines or environments. Jobs can be selected by past accident history starting with most accidents to least accidents.

3. Do the detective work and identify the following:
 - a. Is there a hazard?
 - b. What are the hazard consequences?
 - c. What is causing the hazard (employee, machine, environment or multiple)?
 - d. How likely is the hazard to cause injury, illness, or property damage?

Answers to these questions should be documented as the JHA is completed. A sample form can be found below.

DOCUMENTING JOB HAZARD ANALYSIS

The document below should be used when conducting JHAs. This document should be used to track JHAs completed and the status of recommendations made as a result of the JHA.

Job Hazard Analysis				
Job Title	Job Location	Analyst	Date	Date Corrected
Task	Task Description			
Hazard Type				
Hazard Description				
Consequence (injury, illness, property damage)	Hazard Controls			
Rational & Comments				

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