

RCC Job Hazard Analysis

What is a job hazard analysis (JHA)?

- The JHA is an analysis and improvement process that can literally transform workplace safety.
- The JHA is a structured process that can discover the causes for the vast majority of workplace injuries and illnesses.

Is the employer required to conduct a job hazard analysis?

- Most Oregon OSHA standards do not specifically require the employer to conduct a JHA.
- Employer is required to take the necessary steps to furnish employment (jobs, tasks, procedures) that is safe and healthful.
- The JHA helps fulfill this requirement.

Why is a job hazard analysis important?

- Workers are injured and killed at the workplace every day in the United States.
- Safety and health can add value to RCC, your job, and your life.
- One of the best ways to ensure safe work procedures is to conduct a JHA.

What is a “job”?

- It's important to understand that a “job” in this procedure does not refer to the employee's job title or occupation such as forklift operator or roofer.
- Actually, we’re analyzing "tasks" that are composed of a series of steps.

Get your employees involved

- Safety works best when management and employees are both involved. That’s true of the JHA process as well. Remember, it’s the employees’ job, and they probably know it best. This will also help get buy-in for this process and for safety in general. Plus, two sets of eyes (or more) are always better than one.

Conducting the JHA

Step 1 - Prepare to conduct the JHA

- Ask each supervisor and employee to identify the various tasks that will require an evaluation in each department.
- Ask employees which hazards exist in their work area. Ask employees if they’re aware of hazards in their work area. Write them down — you can use this list later when you’re performing the JHA.
Note: If a serious hazard comes to light at this point, stop what you’re doing and correct the problem before you continue with the JHA process.
- Review history of injuries, illnesses, near misses and machine/tool damage. Go over written records of injuries, illnesses, near misses and incidents that have required machine/tool replacement or repair. Then, get feedback from employees, asking if there are things that have occurred but are not in the records. (Make it clear you’re trying to make work conditions safer, not punish anyone because something hasn’t been reported.)

Conduct a risk analysis

- Factors that increase risk include:
 - Number of employees exposed
 - Frequency of each exposure
 - Duration of each exposure
 - Proximity of employees to the point of danger
 - Unreasonable workload
 - Working under stress (hurry, fatigue, illness, personal problems)
 - Environment (noise, light, wind, rain)

Step 2 – Observe the task and list the steps

- Be sure to record enough information to describe each task without getting overly detailed.
- Avoid long, overly detailed breakdown of steps.
- Do not combine steps (look for "and" in the step).
- Get input from other workers who have performed the same task.
- Review the steps with workers to make sure you have not omitted something.
- Point out that you are evaluating the task, not the worker's job performance.
- Include the employee in all phases of the analysis, from reviewing the task steps and procedures to discussing uncontrolled hazards and recommended solutions.
- It may be helpful to photograph or videotape the worker performing the task.

Step 3 – Describe the hazards in each step

- Don't forget to look for potential hazards.
- To ensure that all hazards associated with a task are identified, analyze each task to identify potential as well as actual hazards produced by both work environment and the activity being performed.
- Types of hazards in the workplace
 - Falls
 - Impact
 - Mechanical
 - Vibration and noise
 - Toxics
 - Heat and temperature
 - Flammability/fire
 - Explosives
 - Pressure hazards
 - Electrical contact
 - Ergonomics
 - Biohazards

Step 4 - Develop preventive measures

- How do I minimize or prevent hazards?
- Hazard control strategies
 - Elimination
 - Substitution
 - Engineering controls
 - Administrative controls
 - PPE

Reviewing the JHA

- It is particularly important to review your job hazard analysis if an illness or injury occurs. Based on the circumstances, you may determine that you need to change the way in which tasks are performed in order to prevent similar incidents in the future.
- Any time you revise a job hazard analysis, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.