

# Occupational Safety Tools

## Job Hazard Analysis



# Regulatory Requirements

- No current OSHA standard
- OSHA provides guidelines on Job Hazard Analysis
- Some organizations refer to it as Job Safety Analysis
- OSHA is likely to review your hazard assessment program

# What Is Job Hazard Analysis?

- Method of identifying hazards
- Means of breaking the process down
- System for employees to easily understand hazards

# Why Perform Job Hazard Analysis?

- Identify existing hazards
- Identify potential hazards
- Prioritize corrective actions
- Reduce and/or eliminate hazards



# Benefits of Job Hazard Analysis

- Reduces injuries
- Reduces absenteeism
- Increases productivity
- Increases morale
- Protects employees
- Assists in standard-specific compliance (e.g., personal protective equipment)

# How Jobs Are Selected for Job Hazard Analysis

- Jobs with high accident and injury rates
- Close calls
- New jobs
- Jobs with procedure or process changes
- All other jobs

# Inspections to Identify Hazards

- General Inspection
  - Comprehensive
  - Wall-to-wall
- Special Inspection
  - Targeted
  - Specific to exposures
  - Based on facility operations
- Formal Tours
  - Weekly, monthly, or daily
  - Maintenance and production reviews



# OSHA Guidelines for Inspections

- List departments and operations involved
- List and describe operational activities
- Assign inspection dates
- Sequence the inspection route
- Identify and instruct follow-up assignments



# Area Hazard Checklists

- Evaluate
  - Equipment
  - Procedures
  - Personnel

# Who Is Involved in a JHA?

- Safety personnel
- Location manager
- Operators
- Design engineers
- Maintenance personnel

# Elements of an Operation

- Start-up
- Operation
- Shutdown

# Steps in Performing a JHA

- Step 1 – Break down the job
- Step 2 – Identify the hazards
- Step 3 – Evaluate the hazards
- Step 4 – Recommend safe procedures and protection measures
- Step 5 – Revise the Job Hazard Analysis

# Breaking Down the Job

- List each job step in order of occurrence
- Describe each action
- Examine each step for hazards
- Conduct a “what if” scenario for each step

# Hazards to Focus On

- Impact
- Penetration
- Harmful airborne contaminants
- Repetitive motions
- Heat
- Compression
- Chemical exposures
- Optical radiation



# Identifying Hazards

- Sharp edges
- Employee jewelry
- Potential for being caught in between
- Worker posture/balance
- Hazardous movements
- “Struck by” hazards
- Suspended loads
- Environmental hazards

# Evaluating Hazards

- What PPE is available?
- Has worker been trained?
- Is the worker positioned properly?
- Is lockout/tagout used?
- What is the flow of work?
- What are the sources of chemicals, noise, etc.
- Are slips, trips, and falls a possibility?

# Control Method Hierarchy

Proper remedial method order:

- Engineering controls
- Administrative controls
- Personal protective equipment



# When a JHA Is Revised

- When an accident or injury occurs
- When the job changes
- After a close call
- Following an employee complaint
- If equipment suffers damage
- Per a scheduled review (e.g., biannually)

# Quiz

1. OSHA currently has a required standard on job hazard analysis. **True or False**
2. A JHA is a method of \_\_\_\_\_ hazards, a means of \_\_\_\_\_ down the job, as well as a system to help employees understand \_\_\_\_\_.
3. A priority system is valuable for effective JHA. **True or False**
4. Job hazard analysis is much more effective if only one person performs it to eliminate confusion. **True or False**
5. The three elements of a typical operation are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

# Quiz (cont.)

6. The hierarchy to use for control measures in order, is engineering controls, administrative controls, and personal protective equipment. **True or False**
7. The number-one priority for job hazard analysis are jobs where injuries or accidents have occurred. **True or False**
8. Name two of the benefits of job hazard analysis.
9. Job Hazard Analysis is sometimes referred to as Job Safety Analysis. **True or False**
10. Three types of inspections conducted to identify hazards are general inspections, special inspections, and individual inspections. **True or False**

# Quiz Answers

1. False. Only OSHA has guidelines for JHA.
2. A JHA is a method of identifying hazards, a means of breaking down the job, as well as a system to help employees understand hazards.
3. True. A priority system is a must.
4. False. Effective JHA requires a team effort.
5. The three elements of a typical operation are start-up, operations, and shutdown.
6. True. In order, they are engineering controls, administrative controls, and personal protective equipment.

# Quiz Answers (cont.)

7. True. Injuries and accidents always take top priority.
8. Benefits of JHA include reduced injuries, reduced absenteeism, increased productivity, increased morale, employee protection, and standard-specific compliance.
9. True. JHA is often referred to as JSA.
10. False. The three types of inspections conducted to identify hazards are general inspections, special inspections, and formal tours.

## Course/Instructor Evaluation

Please give us your evaluation of the Course content and the quality of instruction presented.

COURSE TITLE: \_\_\_\_\_

COURSE DATE: \_\_\_\_\_

Please circle the appropriate number: (1) for Poor up to (5) for Excellent.

### INSTRUCTOR EVALUATION (Lead Instructor)

INSTRUCTOR'S NAME: \_\_\_\_\_

	Poor.....				Excellent
1. The instructor was knowledgeable.	1	2	3	4	5
2. The instructor communicated information clearly.	1	2	3	4	5
3. The instructor was enthusiastic.	1	2	3	4	5
4. The instructor responded well to questions.	1	2	3	4	5
5. Overall evaluation of the instructor.	1	2	3	4	5

### INSTRUCTOR EVALUATION (Associate Instructor as needed)

INSTRUCTOR'S NAME: \_\_\_\_\_

	Poor.....				Excellent
1. The instructor was knowledgeable.	1	2	3	4	5
2. The instructor communicated information clearly.	1	2	3	4	5
3. The instructor was enthusiastic.	1	2	3	4	5
4. The instructor responded well to questions.	1	2	3	4	5
5. Overall evaluation of the instructor.	1	2	3	4	5

# NAVOSH Course/Instructor Evaluation Continued

Please circle the appropriate number: (1) for Poor up to (5) for Excellent.

## COURSE CONTENT EVALUATION

	Poor.....	.....	.....	.....	Excellent
1. The information was topical and focused.	1	2	3	4	5
2. The course content was relevant to you.	1	2	3	4	5
3. The course was presented at an appropriate level, not too simplistic or too complex.	1	2	3	4	5
4. The visual aids were effective (if applicable).	1	2	3	4	5
5. The handouts were helpful (if applicable).	1	2	3	4	5
6. The facility was comfortable.	1	2	3	4	5
7. I would recommend this course to others.	1	2	3	4	5
8. Overall evaluation of the course.	1	2	3	4	5
9. Has the NAVOSH training that you or your peers have received had a positive impact on safety in your workplace?	1	2	3	4	5

Comments: \_\_\_\_\_

## COURSE CONTENT EVALUATION

How can we improve this course? What should be added or left out?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_