# Job Hazard Analysis (JHA) Guide

A job hazard analysis (JHA) is a step-by-step method of identifying the hazards associated with a particular task or piece of equipment.

## OSHA recommends the following when conducting a JHA:

* Involve your employees. Employees have a unique understanding of the job, and this knowledge is invaluable when finding hazards. Employee involvement helps minimize oversights, ensure a quality analysis, and get workers to “buy in” to the solutions because they will share ownership in their safety and health program.
* Review your accident history. Review with your employees your worksite’s history of accidents that needed treatment, losses that required repair or replacement, and any “near misses” —events in which an accident or loss did not occur but could have. These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.
* Conduct a preliminary job review. Discuss with your employees the hazards they know exist in their current work and surroundings. Brainstorm with staff for ideas to eliminate or control those hazards. If any hazards exist that pose an immediate danger to an employee’s life or health, take immediate action to protect the worker. Any problems that can be corrected easily should be corrected as soon as possible.
* List, rank and set priorities for hazardous jobs. List jobs with hazards that present unacceptable risks, based on those most likely to occur and with the most severe consequences. A job hazard analysis can be conducted on many jobs in virtually every municipal department. Priority should go the following jobs:
  + Jobs with the highest injury or illness rates.
  + Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents.
  + Jobs in which one simple human error could lead to a severe accident or injury.
  + Jobs that are new to your operation or have undergone changes in processes and procedures.
  + Jobs complex enough to require written instructions.

## JHA Process

Once you have figured out your list of hazardous job tasks and equipment in your workplace, you can start the JHA process.

Generally, the JHA contains three steps:

**Step 1: List all the job steps or tasks the worker must perform to complete the job.**

* + Nearly every job can be broken down into job tasks or steps. When beginning a JHA, watch the employees perform the job and list each step used in the performance of the task.
  + Be sure to record enough information to describe each job action without getting overly detailed.
  + Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps.
  + It is always a good idea to photograph or videotape a task being done. These visual records can be handy references when doing a more thorough analysis of the work.

**Step 2: Review each step to determine what hazards are or could be present.**

* + What can go wrong?
  + What are the consequences?
  + How could it arise?
  + What are other contributing factors?
  + How likely is it that the hazard will occur?

**Step 3: Consider what control methods will eliminate or reduce the hazards.**

* + The most effective controls are engineering controls that physically change a machine or work environment to prevent employee exposure to the hazard. The more reliable or less likely a hazard control can be circumvented, the better.
  + If this is not feasible, administrative controls may be appropriate. This may involve changing how employees do their jobs. An example of this might be limiting the amount of time a worker is exposed to a hazard.
  + If those two methods are not enough to remove or reduce the worker exposure to acceptable levels, then personal protective equipment must be used.

**\*See sample JHA form provided\***

## Periodic review

* It is important to periodically review your JHAs to ensure the JHA continues to reflect how certain jobs are done, and that there aren’t new manners in which to control the hazards that weren’t previously identified. Even if the job has not changed, it is possible that during the review process new hazards will be identified.
* It is particularly important to review your job hazard analysis if an illness or injury occurs on a specific job. Based upon the circumstances, your city may determine to change the job procedure to prevent similar incidents in the future.
* If an employee’s failure to follow proper job procedures results in a “close call,” discuss the situation with all employees who perform the job and remind them of the proper procedures to follow.
* Any time a JHA is revised, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.

## FAQs

### Does OSHA Require JHA?

OSHA [29 CFR Part 1910.132](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132) requires hazard assessments when determining PPE. Roughly, this means you need to perform a hazard assessment on every job — first to determine whether the worker needs PPE and second to determine the specific PPE requirements. JHAs are a form of hazard assessment, and OSHA doesn’t specifically namecheck the JHA as a mandatory process. In Appendix B of the 1910.132 standard, OSHA provides some non-mandatory guidance for completing hazard assessments. Using a JHA or JSA to identify potential hazards for each work task is recommended.

**Bottom Line**: No, OSHA does not explicitly require the completion of a JHA for every job.  However, completing them does improve compliance and OSHA strongly recommends them because they help you achieve practical safety. OSHA does have a [JHA guide](https://www.osha.gov/sites/default/files/publications/osha3071.pdf) that may be helpful.

### Should I do a JHA for ALL job tasks and equipment?

JHAs can seem like a daunting task. Best practice would say yes, but consider using JHAs for the following:

* New job tasks/new pieces of equipment that employees are not familiar
* Complex job tasks
* High hazard job tasks/equipment

**LMCIT Sample**

**Job Hazard Analysis Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **CITY:** | **DEPARTMENT:** | **DATE:** | ❑ **New**  ❑ **Revised** |
| **JOB/EQUIPMENT TITLE:** | **JOB/EQUIPMENT LOCATION:** | **ANALYSIS BY**: | |
| **Sequence of Job Steps/Tasks:**  I.e. Task: climbing the ladder | **Potential Hazards** (list any hazards associated with the step/task):  i.e. hazard to climbing a ladder is falling | **Control Methods** (list preventative measures to overcome hazards identified):  i.e. train employees on ladder safety and make sure they are using 3 points of contact at all times and that the ladder is properly set up. | |
| **Task 1:** |  |  | |
| **Task 2:** |  |  | |
| **Task 3:** |  |  | |
| **Task 4:** |  |  | |
| **Task 5:** |  |  | |