

Creating a Job Hazard Analysis (JHA)

Why is a job hazard analysis important?

Many workers are injured and killed at the workplace every day in the United States. Safety and health can add value to your business, your job, and your life. You can help prevent workplace injuries and illnesses by looking at your workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly.

One of the best ways to determine and establish proper work procedures is to conduct a job hazard analysis. A job hazard analysis is one component of the larger commitment of a safety and health management system.

Where to Begin

- Conduct a preliminary job review
 - If any hazards exist that pose an immediate danger to an employee's life or health, take immediate action to protect the worker
- List, rank, and set priorities for hazardous jobs using the risk matrix
- Outline the steps or tasks

Identify Workplace Hazards

- 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?

To make your JHA useful, document the answers to the previous questions in a consistent manner. Describing a hazard in this way helps to ensure that your efforts to eliminate the hazard and implement hazard controls help target the most important contributors to the hazard.

A good hazard scenario will describe the following:

- Where it is happening (environmental)
- Who or what it is happening to (exposure)
- What precipitates the hazard (trigger)
- The outcome that would occur should it happen (consequence)
- Any other contributing factors

Performing a Job Hazard Analysis

- What can go wrong?
 - The worker's hand could come into contact with a rotating object that "catches" it and pulls it into the machine

- What are the consequences?
 - The worker could receive a severe injury and lose fingers and hands.
- How could it Happen?
 - The accident could happen as a result of the worker trying to clear a snag during operations, or as part of a maintenance activity while the pulley is operating. (This hazard scenario could not occur if the pulley is not rotating.
- What are the other contributing factors?
 - This hazard occurs very quickly. It does not give the worker much opportunity to recover or prevent it once his hand comes into contact with the pulley. This is an important factor, because it helps you determine the severity and likelihood of an accident when selecting appropriate hazard controls. Unfortunately, experience has shown that training is not very effective in hazard control when triggering events happen quickly, because humans can only react so quickly.
- How likely is it that the hazard will occur?
 - This determination requires some judgement. If there have been “near-misses” or actual cases, then the likelihood of a recurrence would be considered high. If the pulley is exposed and easily accessible, that also is a consideration. In the example, the likelihood that the hazard will occur is high because there is no guard preventing contact, and the operation is performed while

the machine is running. By following the steps in this example you can organize your hazard analysis activities.

EXAMPLE

- Task Description
 - Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to a grinding wheel. Worker grinds 20 to 30 castings per hour.
- Hazard Description
 - Picking up a casting, the employee could drop it onto his foot. The casting's weight and height could seriously injure the worker's feet or toes.
- Hazard Controls
 - Remove castings from the box and place them on a table next to the grinder.
 - Wear steel-toe shoes with arch protection
 - Change protective gloves that allow a better grip
 - Use a device to pick up castings.
 - Wear cut-resistant gloves that allow a good grip, and fit tightly to minimize the chance that they will get caught in the grinding wheel.

Example

- Task Description
 - Worker reaches into a metal box to the right of the machine, grasps a 15-pound casting and carries it to the grinding wheel. Worker grinds 20 to 30 castings per hour
- Hazard Description
 - Reaching, twisting, and lifting 15-pound castings from the floor could result in a muscle strain to the lower back.
- Hazard Controls
 - Move castings from the ground and place them closer to the work zone to minimize lifting. Ideally, place them at the waist height or on an adjustable platform or pallet.
 - Train workers not to twist while lifting, and reconfigure work stations to minimize twisting during lifts.

Reviewing a JHA

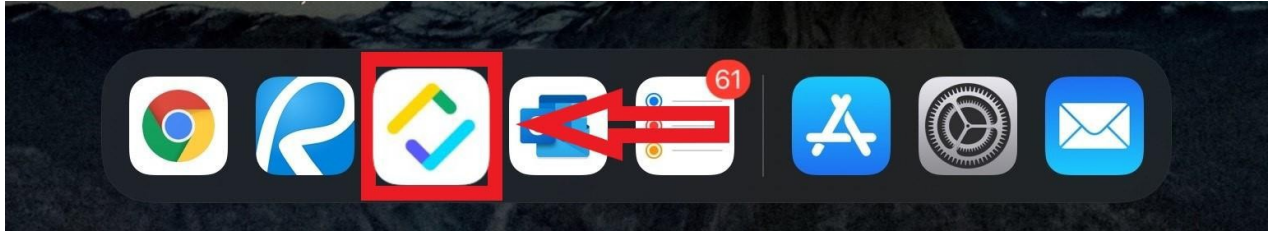
- Periodically reviewing your Job hazard analysis ensures that it remains current, and continues to help reduce workplace accidents and injuries. Even if the job has not changed, it is possible that during the review process you will identify hazards that were not identified in the initial analysis.
- It is particularly important to review your job hazard analysis if an illness or injury occurs on a specific job. Based on the circumstances, you may determine that you need 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

“near miss”, discuss the situation with all employees who perform the job, and remind them of the proper procedures. 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.

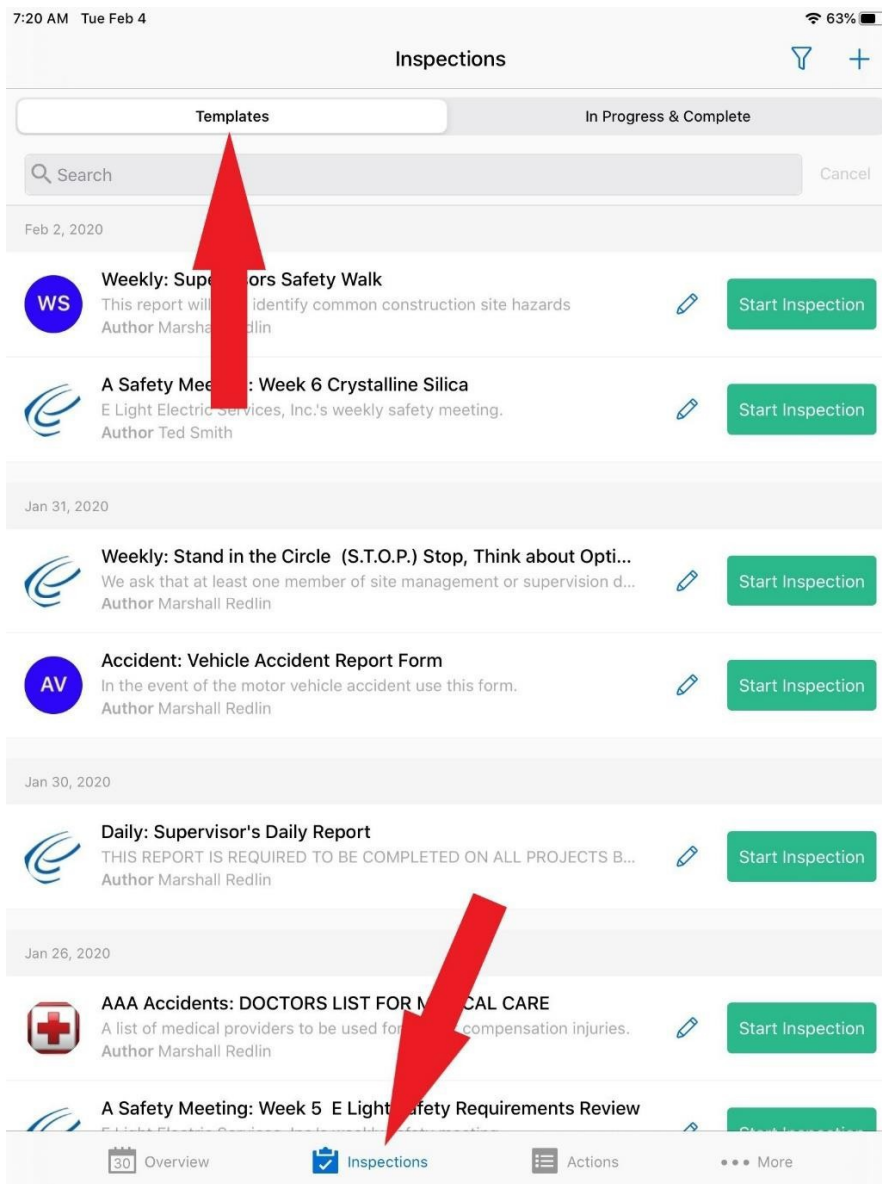
How to conduct a JHA?

How to conduct a JHA:

1. Open iAuditor.



2. Tap “Inspections” at the bottom of the screen.



3. Select the “Templates” tab at the top of the screen.

How to conduct a JHA?

4. Find the template labeled "JHA."
5. Tap "Start Inspection."

How to conduct a JHA?

Done



JHA: General Electrical Work

Created by Ted L Smith

JHA to be used for General Electrical Install

Start inspection



Share and invite

Share template

 Bookmark template

 Edit template

 Manage access

 Duplicate

 Export

 Upload to Public Library

 Archive

How to conduct a JHA?

6. Enter all the required information on the first page.

How to conduct a JHA?

Close

Title Page 
Page 1/3



* Site conducted

Select Site



General Electrical Work Job Hazard
Analysis

Conducted on

May 18, 2023 at 8:45 AM 

Add note

 Media

Action

 **Once complete please send to your PM
and Araney@Elightelectric.com**

Next 
Page 2/3




How to conduct a JHA?

7. Follow the instructions throughout the page. Be sure to fill out the Risk Matrix, as well as any tasks to be preformed that day.
8. Get the signatures of all the crew members on site that day
9. Select "Complete Inspection" at the bottom of the page.

How to conduct a JHA?

Close

Signature page 
Page 3/3



Signatures of personnel who reviewed this JHA



 **Person**

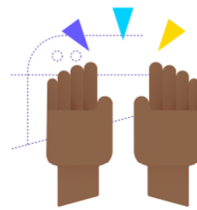
Complete inspection



How to conduct a JHA?

10. Select "Save & Close"
1:22 PM Tue Feb 4


72%



Inspection Complete

Completed On 2/4/20, 1:22 PM

Completed By Mitch Cleaver

 [Save & Close](#)

[Preview & Export Report](#)

How to conduct a JHA?

11. Find and reopen your safety meeting.
12. Select "View & Download Report."

How to conduct a JHA?

13. In the lower right corner, select "Send PDF."

9:53 AM Fri Feb 28

59%

Close

Report Preview



Navigate to...

Preference

Overview

Complete



Safety Meeting: Week 10 (3/9/20- 3/15/20) Safety Review PPE, Fall Protection, Ladders, Excavations

Safety Meeting: Week 10 (3/9/20- 3/15/20) Safety Review PPE, Fall Protection, Ladders, Excavations

Failed items

0

Created actions

0

Site

Test

Weekly Safety Meeting Week 3

Conducted on

19th Feb, 2020 7:54 AM MST

Location

361 Inverness Dr S
Englewood CO 80112

Download PDF

Send PDF



How to conduct a JHA?

14. Email your report to the recipients indicated in *To Whom Do I Email My iAuditor Report?* on the How-To page (<https://elightinformation.com/how-to>)