

Job Hazard Analysis

What is Job Hazard Analysis?

A Job Hazard Analysis, also known as a JHA, or Critical Task Analysis, is an excellent tool to inspect your workplace and identify where potential hazards are. Jobs or tasks that present risks (e.g. working with sharp knives, chemicals, ergonomic hazards and mechanical equipment) are broken down into smaller steps to analyze all aspects of the job, and recognize where the job can be made safer.

Conducting a JHA is a pro-active approach to workplace safety. It allows you to identify the potential for accidents, injuries, and near-miss incidents in your establishment. Once you have identified where the hazards are, you can then work towards eliminating or reducing them.

Getting Started: Job Hazard Analysis

Your employees have a unique understanding of the job which will help you spot hazards

Involve Your Employees:

- Employee involvement provides them ownership over their work processes; it will minimize oversights and assure quality analysis.

Review Accident History:

- By discussing in detail incidences and close calls with your staff, you can decide if existing hazards controls need more scrutiny.

Conduct a Preliminary Job Review:

- Discuss with your staff the hazards they know exist in their current work and surroundings.
- Brainstorm for ideas to eliminate or control hazards.
- Prioritize the hazards: concentrate firstly on those that pose an immediate danger to workers or customers – **life or health must be dealt with immediately.**

Outline Steps and Tasks:

- Observe as your employees perform on the job tasks and list each step as the employee performs it.

HIGH

MODERATE

LOW

RISK

Be Responsible - Think Safety



Job Hazard Analysis

What is next for identifying risks?

Your goal here is to uncover the hazards that exist in your workplace, with your ultimate goal being the safety of your employees, yourself and your workplace.

What can go wrong?

(e.g. a workers hand can get caught in a mixer).

What are the consequences?

(e.g. a worker can sustain a serious injury and possibly lose a finger or a hand).

How could it happen?

(e.g. a worker trying to clean a machine while it is still plugged in).

What are other contributing factors?

(e.g. a hazard that occurs very quickly and does not allow the worker opportunity to recover or prevent).

How likely is it that the hazard will occur?

(e.g. if there have been near-misses or actual cases, the likelihood of a reoccurrence is high).

Next Step: Possible Scenarios

To achieve the highest results from your job hazard analysis, the following questions should be asked. Proper hazard scenarios should help in your efforts to control or eliminate potential hazards.

Environment:	Where is the hazard happening?
Exposure:	Who or what is the hazard happening to?
Triggers:	What precipitated the hazard?
Outcomes:	What consequences can occur?
Other factors:	Are there other factors?



Be Responsible - Think Safety



Workplace Inspections

Regular workplace inspections are one of the most common and most effective tools to identify and correct problems before they can cause injuries and/or occupational illness, they should also be used to encourage proper health and safety practices.

Did You Know?

The Workplace Safety and Health Act requires... *a schedule for the regular inspection of the workplace and of work processes and procedures at the workplace* (section 7.4 (5) (e).

Types of Inspections

To establish an effective system of hazard identification and control, there are 2 types of inspections that should be performed;

- Informal inspection
- Formal (planned) inspection

Informal Inspections – should be used for hazard identification and control. Workers are often the first to see things happen, but safety is everyone's responsibility, workers, supervisors and managers alike should be encouraged to report hazards. This can be achieved by:

- taking concerns seriously
- keeping workers informed

Formal/Planned Inspections – used to establish safe work procedures. A formal inspection can be a walk through of your workplace, selected work area, or a particular hazard (e.g. machinery, tools, and equipment and work practices). People, equipment, materials and the environment are constantly changing thus creating or eliminating safety and health hazards, inspections are important to help solve problems caused by changes before they can cause injury and/or occupational illness. A planned inspection should be completed monthly.

What should inspections include?

- what will be inspected, by whom and how often
(e.g. work areas, equipment, tools, procedures, practices etc)
- inspections of work procedures and production processes
- inspection of records to ensure accountability
- remedial action for correcting defects found during inspections
- required training for those responsible for safety inspections



Be Responsible - Think Safety



Job Hazard Analysis Form

JOB LOCATION: Kitchen	COMPLETED BY: Kitchen Manager	DATE: February 1, 2009
TASK: Workers chopping vegetables for food preparation		
HAZARD DESCRIPTION: Workers could cut their fingers with the knife Cutting board could slip		
HAZARD CONTROLS: <ul style="list-style-type: none">• A non-slip mat or damp towel underneath cutting board will prevent it from slipping• Use a sharp knife to reduce downward pressure needed• Use cut resistant gloves• Training or proper use/storage of sharp knives		
ACTION PLAN: <ul style="list-style-type: none">• Teach workers to sharpen knives properly and encourage them to check for sharpness before each shift• Provide knife safety training, watch knife safety videos• Provide a non-slip matting or towels to prevent cutting boards from shifting around		
TO BE COMPLETED BY:		

EXAMPLE



Be Responsible - Think Safety



Job Hazard Analysis Form

JOB LOCATION:	COMPLETED BY:	DATE:
TASK:		
HAZARD DESCRIPTION:		
HAZARD CONTROLS:		
ACTION PLAN:		
TO BE COMPLETED BY:		

EXAMPLE



Be Responsible - Think Safety

