NCCentral UNIVERSITY
Environmental Health and Safety

Job Hazard Analysis

Version #1.0

Instructions begin on Page 4

Department/Group:		**Supervisor:**	
Date JHA Performed:		**Building/Room/Area:**	
Job Title:		**Activity or Process:**	
TASKS/STEPS	**HAZARDS - CONSEQUENCES**	**CONTROLS**	**PHOTO**
1			
2			
3			

4				
5				
Required Training		**Required PPE**		

This document provides the hazard assessment for PPE in the workplace

Job Hazard Analysis Completed by		
Printed Name	**Title**	**Signature**

1. All employees who participate in this job/task should sign an acknowledgement they have read and understand this JHA.
2. Supervisors should maintain a notebook of JHAs on each job site for review and training.
    a. New employees at hire should read and acknowledge
    b. Continuing employees as refresher, after incident, re-training
3. Supervisors should review
    a. Annually to ensure JHA remains current and relevant and document this review
    b. After any incident/accident/near miss to assess effectiveness of current controls
4. Any changes to this document must be communicated to all affected employees and their understanding documented

JOB HAZARD ANALYSIS (JHA) INSTRUCTIONS

A JHA is a method for identifying and evaluating hazards associated with tasks (steps) with a specific job or activity and eliminating or mitigating them prior to conducting work. A JHA can prevent work-related injuries or illnesses by eliminating or controlling identified hazards. It is a means to ensure that workers have the training, equipment, and supplies to do their jobs safely. Individuals who perform and supervise the tasks that are being evaluated should participate in the JHA process.

1. **Job or Activity:** Define the job or activity.
2. **Sequence of Job Steps:** Break down the job or activity into tasks (steps). A single task can be the combination of minor actions. As needed, add photos to show details of the specific job steps.
3. **Hazards and Consequences:** **For each task** identify all of the hazards and consequences that could occur. Think about the risks associated with materials, equipment and activity; what could go wrong (failures and/or modes of failure); what is realistic worst-case consequence. See list below for possible hazards and consequences.

☐ Ladder work - severe injury, fatal fall	☐ Musculoskeletal Disorder (MSD) injuries – strain from lifting, pushing, or pulling, working in awkward position, repetitive task, vibration
☐ Poor housekeeping – slip, trip, or fall injuries	☐ Lighting problem - seizures, headache, unable to see clearly
☐ Machinery – moving parts; amputation	☐ Falling object – struck by; injury
☐ Flammable Liquids – vapors; fire/explosion	☐ Weather conditions affect safety
☐ Hazardous materials - spill/release; exposure	☐ Thermal – cold/heat - burn, dehydration
☐ Noise - hearing loss	☐ Confined space - hazardous atmosphere; engulfment; fatality
☐ Electricity - shock and/or arc flash	☐ Contact with hot, toxic, or caustic chemical/product - burn, injury
☐ Dusts, fumes, mists, or vapors in air - inhalation	
☐ Portable tools – projectiles; eye injury	

4. Controls: Identify controls to eliminate or mitigate the potential hazard/consequence scenario. If the consequence is severe, try for inherent safety controls, effective engineering controls and/or multiple controls to mitigate the risk.

Inherent Safety

- ☐ Elimination
- ☐ Substitution
- ☐ Process changes (reduce volume, changing operating parameters, etc.)

Engineering

- ☐ Secondary containment (berms, vaults)
- ☐ Install guards on machine moving parts
- ☐ Use scaffold or lift instead of ladder
- ☐ Ventilate the area
- ☐ Detection and alarm systems (interlocks and notification)
- ☐ Use platform ladder instead of regular step ladder
- ☐ Guardrails (permanent or temporary)
- ☐ Emergency showers/eyewash
- ☐ Pressure relief
- ☐ Isolate the area (barriers)
- ☐ Insulate noisy equipment
- ☐ Fire protection - sprinklers and alarm
- ☐ Fire extinguisher
- ☐ Other

Safe Work Practices and Administrative

- ☐ Safe work practices
- ☐ Standard Operating Procedures (SOP)
- ☐ JHAs
- ☐ Work permits (LOTO, CSE, hot work)
- ☐ Use tool lanyards at heights
- ☐ Training
- ☐ Spill kits
- ☐ Other

Personal Protective Equipment (PPE)

- ☐ Safety glasses/goggles/face shield
- ☐ Gloves (specify type)
- ☐ Skin protection – Tyvek suit, coveralls
- ☐ Respiratory protection
- ☐ Personal fall protection equipment
- ☐ Hearing protection
- ☐ Hard hat
- ☐ Impact shielding
- ☐ Other

5. Complete the JHA: In addition to listing the hazards/consequences and controls for each job step, list the required training and PPE.