JHA & JSA

- Safety
- 06/20/2022

Job Hazard Analysis

A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur.

It focuses on the relationship between the worker, the task, the tools, and the work environment.

After uncontrolled hazards are identified, preventive action/controls are put in place to eliminate or reduce risk.

Job Hazard Analysis

Performing a job hazard analysis is one of the best methods to develop safe work procedures for the equipment that is operated.

The job hazard analysis can also be used to train employees in the hazards associated with task and what control measures should be practiced.

Accepting a risk or hazard is not the same as eliminating or controlling it. You should take a comprehensive look at all possible hazards with an open mind.

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How Do I Conduct a JHA?

Make a selection and break it down

- Gather the people involved in the activity.
- Identify the job or task to be analyzed.
- Using a JHA worksheet, break down the job into a sequence of steps by filling in the task step, one by one.

Identify the potential hazards and ways to eliminate or control them

- Next to each of the tasks using the JHA worksheet, fill in the potential problems or injuries that can occur when undergoing the task or for those involved in it.
- Review incident/accident history

Prioritize

- For hazardous jobs:
  - -list
  - -rank
  - -set priorities

Implement and Document

- Eliminate the hazard or install controls
- Keep a record of the hazards identified and steps taken

Identify who is responsible

- Write down the name of who is responsible for implementing the measures

Monitor and Review

- Ensure that the task is being supervised in order to make sure that the process is being followed.
- When the process has been completed, document whether it was effective.
- If failed, measure the risk level and propose a procedure that can improve or successfully prevent the risk.

JHA Team

A job hazard analysis requires the cooperation of all parties involved, including supervisors, employees, safety professionals, and engineers.

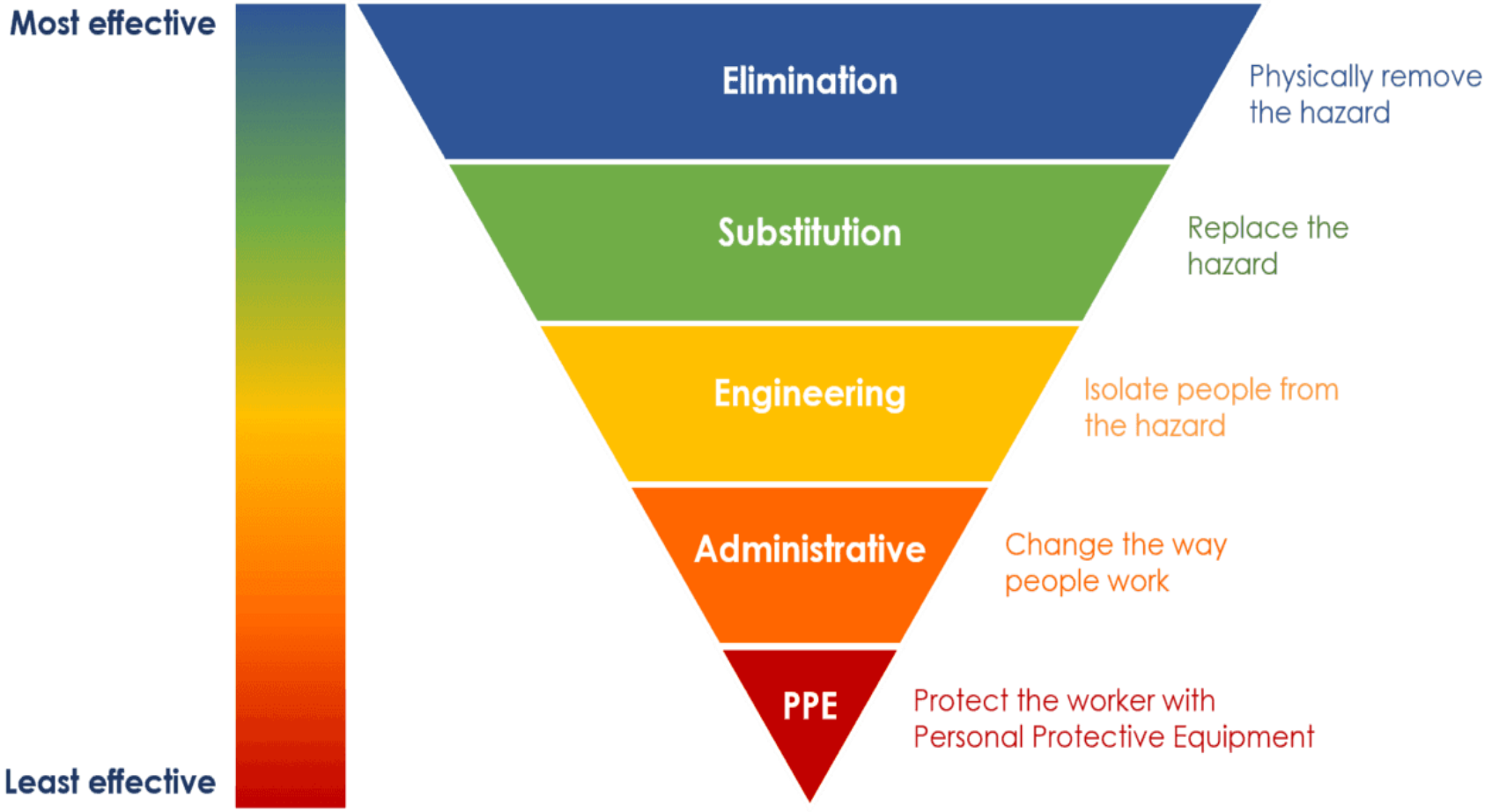
Involving employees will help minimize oversights and ensure a quality analysis. They have a unique understanding of the job; this knowledge is invaluable for finding hazards.

Supervisors	Employees	Safety Professionals	Engineers
			
Frontline personnel responsible for making change	Person/Crew most familiar with the job	Person responsible for safety program.	Technical Advisor

Common Hazards in the Workplace

Stressor	Hazard Type	Hazard Type	Hazard Type
Chemical	Corrosive	Fire Explosion	Toxic
Electrical	Shock	Short Circuit	Fire-Static
Mechanical	Moving Parts	Failure	Noise Pressure
Ergonomic	Strain	Human Error	Fatigue

Hierarchy of Hazard Controls



Controlling the Hazards

Elimination, Substitution, Engineering

- The most effective
- The hazard can be eliminated or reduced
- Substitution of less hazardous material or reduce energy; lower speed, force, amperage, pressure, temperature, or noise
- Engineering controls that physically change a machine or work environment to prevent EE exposure to the hazard

Administrative Controls

- Measures that improve the knowledge/awareness of hazards to reduce the risk, for example:
  - Training of staff
  - Posting signage
  - Site instructions
  - Using work permits
  - Go Card review

PPE

- Generally used in combination with other measures as an added precaution.
- A last line of defense when other measures are not feasible, for example:
  - High visibility clothing
  - Steel toe shoes
  - Hard hats
  - Ear plugs

Airswift JHA Form

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JOB SAFETY ANALYSIS
Instructions On Reverse Side

	Job Title: (And Number if Applicable) PAGE____OF_____JSA NO. _____		**Date:** ☐ New ☐ Revised
	Title of Job Performer:	**Supervisor:**	**Analysis By:**
Company/Organization:	**Plant/Location:**	**Department:**	**Reviewed By:**
Required and/or Recommended Personal Protective Equipment:			**Approved By:**

Sequence of Basic Task Steps	Existing and Potential Hazards	Recommended Action or Procedure

Airswift JHA Form

INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Sequence of Basic Job Steps

Examing a specific task by breaking it down into a series of steps will enable you to discover potential hazards employees may encounter.

Each task or operation will consist of a set of steps or process. For example, the task might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

For example: Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the hand- truckand placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list all the steps needed to perform the task. Some steps may not be performed each time; an examplecould be checking the casters on the handtruck. However,if that step is generally part of the task, it should be listed.

Potential Hazards

A hazard is a potential danger. The purpose of the JSAis to identify ALL hazards — both those produced by the environment or conditions and those connected with the task/procedure. Examine each step carefully to find and identify hazards — the actions, conditions,and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:

Chemical Hazards

- Inhalation
- Skin contact
- Absorption
- Injection
- Ingestion

Biological Hazards

- Bloodborne Pathogens
- Brucellosis
- Building-Related Illness
- By(BRI)
- Legionnaires' Disease
- Hazards Mold
- Plant and Insect Poisons
- Exertions Tuberculosis (TB)
- Postures
- Water and Wastewater

Physical Hazards

- Electrical
- Fire/Explosion
- Noise
- Radiation
- Thermal Stress
- Caught
- In/On/Between;Pinch Points
- Slips/Falls
- Striking Against
- Struck

Ergonomic

- Repetition
- Forceful
- Awkward
- Contact
- Stress
- Vibration
- Work Area Design

Recommended Action or Procedure

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an injury, illness, or damage. Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) insure good ergonomics (positioning the worker in relation to the machine or other elements).

- List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as "Lift using your leg muscles." Avoid general statements such as "Be careful."
- List the required or recommended personal protective equipment necessary to perform each step of the task.
- Give a recommended action or procedure for each hazard.
- Serious hazards should be corrected immediately. The JSA should then be updated to reflect the new conditions.
- Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the Job Safety Analysis as necessary.

Training Roster

Please complete the training roster to confirm completion and comprehension of JSA training.

Click the link below or scan the QR code on your cellphone.

https://forms.office.com/Pages/ResponsePage.aspx?id=-8h9YWiPvEqU-Hwlfqicf-aZYoT3noVOrngpiHPPQkFUNVgzUVgwSElwOTdTOTlXN1dCR0Y0U01NQi4u

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