

Job Hazard Analysis Form

Job Hazard Analysis:

This is a tool to be used whenever there is a new hazardous task or a task that needs to be analyzed to determine what risks may be present to the worker or environment. Defining and verifying the potential hazardous scenarios present in the workplace is an important element of the Safety Program. To most effectively use this tool, take the time to thoroughly analyze the procedure by identifying each step in the procedure. This is best accomplished by watching the procedure performed by an experienced worker, writing down each step, and discussing the techniques and materials used. Also consider a credible scenario where the task can be most hazardous. Simply stating that something is “possible” is not sufficient. A credible scenario is needed so that its likelihood can be properly evaluated. The stakeholders must be involved in the evaluation to provide credible scoring for the severity and likelihood of the risks associated with a task.

The following pages provide both the tables to make the analysis, as well as the table you need to complete to analyze the job itself, step by step.

Instructions:

1. Arrange the JHA with the stakeholder(s) so that you can view the job you are analyzing.
2. Complete the JHA table for each task performed by the worker: talk to them, discuss their tools and techniques to better understand what they’re doing.
3. Use the Controls column to describe controls in use **as well as any changes** to the task applied during or after the assessment, that are intended to reduce the risk to the worker, and include the adjusted scores in the Residual Risk columns.
4. Evaluate the hazards involved in each step by using the Risk Matrix table. Discuss each step with the worker to best understand the risk.
5. Review each step and analyze it for both the likelihood of an accident occurring, as well as the severity of the outcome of that accident.
6. Score each step by multiplying the Severity score by the Risk score to assess the Risk Priority Level, Action, and Response.
7. If any step falls into the red or dark orange zones (scores 8 – 16), these steps must be addressed for potential additional safety controls prior to this job being performed or continuing to be performed.
8. PLU Supervisors and EH&S Manager will provide both analysis and additional controls as needed, in coordination with the stakeholders, to ensure the safety of personnel performing high risk tasks.
9. If any task required a change in controls, those should be highlighted in the Controls column and the Residual Risk will reflect that change.
10. It may be necessary to write an SOP or provide new instruction to workers if changes to the job are necessary. Changes to the job should be reflected in the Conclusion section of this form.

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Use this table to analyze the risk of each task performed:

Risk Matrix		Likelihood			
		1: Very unlikely (little or no chance of occurring)	2: Unlikely (could occur, but unlikely)	3: Likely (could occur and is likely)	4: Very likely (could occur and is very likely)
Severity	5. Danger (fatality, permanent injury/illness)	Moderate Risk 4	High risk 8	Very high risk 12	Extremely high risk 16
	3. Warning (long term illness)	Moderate risk 3	Substantial risk 6	High risk 9	Very high risk 12
	2. Caution (medical attention)	Low risk 2	Moderate risk 4	Substantial risk 6	High risk 8
	1. Notice (first aid)	Very low risk 1	Low risk 2	Moderate risk 3	Moderate risk 4

Use this table to evaluate both the priority of the risk and how to manage it:

Risk Priority Level	Action and Response
Very high risk: 12 – 16	<ul style="list-style-type: none"> Immediate action is required before operation can begin Immediately report risk exposure at this level to the EH&S Manager and supervisor
High risk: 9 – 11	
Substantial risk: 6 – 8	<ul style="list-style-type: none"> Take action as soon as possible to prevent harm Report risks to EH&S Manager and supervisor as soon as possible Ensure the ongoing effectiveness of existing risk controls
Moderate risk: 4 – 5	
Low risk: 2 -3	<ul style="list-style-type: none"> Take action when necessary and ensure risks remain low by verifying the continued effectiveness of existing controls Record risks, monitor for changes, and control risks as needed
Very low/negligible risk: 1	



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Complete this table to perform the Hazard Analysis (*print extra pages if job requires more steps than this form provides*).

Job: Analysis performed by: _____

Date: _____ Workers performing Job for analysis: _____

Job steps		Hazards	Initial risk (1 – 4)			Controls	Residual risk (1 – 4)		
			Severity (S)	Likelihood (L)	Risk Rating (S X L)		Severity (S)	Likelihood (L)	Risk Rating (S X L)
<i>List and describe each step taken to perform the task being evaluated.</i>	Hazard and Effect <i>Description and effects of existing and potential hazards, based on observations and experience</i>	At Risk <i>Who is at risk or exposed to a hazard when this is performed?</i>				<i>Describe necessary controls for each hazardous step, using the standard hierarchy (administrative/behavioral, engineering, PPE, in that order)</i>			

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Conclusion *(Describe any actions taken to improve the safety of the Job being analyzed):*