Job Hazard Analysis (JHA)

A job hazard analysis is not a complicated nor a time-consuming procedure. In fact, many jobs have most likely already undergone an informal hazard analysis. When changes have been made in a job procedure that are intended to prevent an accident, an informal job hazard analysis has been done. A formal job hazard analysis is a procedure designed to study the job for any potential hazard caused by the machine, the surroundings, or the worker. Its purpose is to eliminate or control all hazards that are caused by unsafe actions of the worker and unsafe conditions of the environment.

BENEFITS OF A JHA

1. It will establish the safe job procedures necessary to prevent or control potential major accidents associated with each job step.
2. It will identify unsafe conditions that can be eliminated or at least controlled.
3. It will be a useful training tool for new employees and a refresher of needed skills for the experienced employee.
4. Through their involvement in developing JHAs, employees will become actively involved in the safety program.
5. Frequently doing a JHA on a job will develop a more efficient way of doing the job, thus increasing production.

SELECTING THE JOB

To obtain the greatest benefits in the shortest time, the following guidelines should be used to determine the order in which the jobs will be analyzed. The jobs that are to be analyzed first should include:

1. Jobs that are producing the highest number of accidents.
2. Jobs that have experienced disabling injuries.
3. Jobs where the potential for a serious injury exists.
4. New jobs (analysis should not be done after an accident has occurred).

DOING A JHA—FOUR BASIC STEPS

The first step is to define the job. This is a short explanation about the job and should not be too complex. However, enough detail should be provided to properly identify the job and differentiate it from other jobs.

The second step is to break the job into a sequence of steps, each describing what is being done. This procedure requires the assistance of a safe, experienced worker. Care must be taken not to be too detailed. Each step should tell what is being done—not how. When recording the step, begin with action words like “remove,” “carry,” or “open,” and end by identifying what action was applied. For example, “remove the die,” “carry to bench,” etc. After observing and recording the steps, the observed employee should verify all steps and explain any deviations that may occur. The deviations that occur irregularly could lead to an accident.

The third step is to list potential hazards associated with each job step. You can use the code shown on the sample JHA.

The fourth step is to develop and record recommended procedures for completing each step safely.

Use the following sample JHA as a guide when developing your own JHA and as a training tool for your employees.

The information and recommendations contained in this material have been obtained from sources believed to be reliable. However, SECURA accepts no legal responsibility for the accuracy, sufficiency, or completeness of such information. Additional safety and health procedures may be required under particular circumstances. Please contact your Loss Control Representative for more information.
**JOB HAZARD ANALYSIS — TRAINING GUIDE**

**Job:** Take Off End—Gutter Forming Machine

**Dept.:** Fabrication

**Required Personal Protective Equipment:** Safety Glasses, Gloves, Safety Shoes

<table>
<thead>
<tr>
<th>BASIC JOB STEPS</th>
<th>POTENTIAL HAZARDS</th>
<th>RECOMMENDED PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Support formed material as it begins to come out of machine.</td>
<td>1. (SA) Sharp edges of metal.</td>
<td>1. Wear gloves. Proper hand placement: One on bottom of material to support and other to grip top side closest to body.</td>
</tr>
<tr>
<td>2. Remove finished piece as it leaves machine.</td>
<td>1. (CB) Pieces coming out of machine close together.</td>
<td>1. Keep hands at least 3 feet from end of material. Pull finished piece toward you as it clears end of forming machine.</td>
</tr>
<tr>
<td>3. Nest 5 pieces of gutter.</td>
<td>1. (SA) Sharp edges of metal. 2. (CB) Pieces being nested.</td>
<td>1. Grasp with both hands top side of gutter closest to you. 2. Place thumbs facing one another on outside edge closest to your body.</td>
</tr>
<tr>
<td>4. Pull back toward you — 5 nested pieces.</td>
<td>1. (SB) Falling pieces.</td>
<td>1. Keep body close to roller conveyor when pulling material toward you.</td>
</tr>
<tr>
<td>5. Push nested stack left to next position.</td>
<td>1. (SO) Pushing. 2. (F) Slipping on oily floor.</td>
<td>1. Don’t force—Push easy. Let roller conveyor do the work. 2. Keep oil spills cleaned up.</td>
</tr>
</tbody>
</table>

**CODE:**  
(SA) Struck Against  
(CB) Caught Between  
(SB) Struck By  
(SO) Strain On  
(F) Fall

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