

Job Hazard Analysis (JHA)

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Purpose

Provide guidance and resources to employees on when and how to complete a Job Hazard Analysis (JHA).

Note: If a job hazard exists that poses immediate danger **STOP WORK** (see *Stop Work Authority* section of this manual).

Applicability

This section is applicable to all employees.

What is a Job Hazard Analysis?

A JHA is a technique that is used to help a person(s) identify hazards before they occur and provide opportunities to eliminate or reduce risks.

What jobs are appropriate for a Job Hazard Analysis?

A JHA may be conducted on **ANY** job and should be done on those jobs requiring PPE.

Per OSHA guidance, priority for JHA should be given to the following types of jobs:

- Jobs with the highest injury or illness rates.
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous incidents.
- Jobs in which one simple human error could lead to a severe injury.
- New jobs/duties or jobs that have undergone changes in process or procedure.
- Complex jobs requiring written instructions.

Responsibilities

Manager Responsibilities

- Involve your team in the hazard analysis process (see Job Hazard Analysis template).
 - List, rank, and set priorities for job hazards.
 - Outline the steps or tasks involved in job and periodically review.
- Review your team's injury history and "Safety Learning Opportunities".
 - Your history can be used to identify indicators of existing hazards.
- Brainstorm with your team ideas to eliminate or control identified hazards.
- Correct or coordinate correction of any identified hazards as soon as possible.

Employee Responsibilities

- Report all hazards and/or risks as Safety Learning Opportunities.
 - Exercise “Stop Work Authority” if immediate danger exists and immediately report to manager, foreman, or person-in-charge. This is a good time to complete a Job Hazard Analysis form, if not already done.
- Participate with manager and/or management in the hazard analysis process

Resources

The Safety team is always available to help complete a Job Hazard Analysis.

Link to: [Job Hazard Analysis Template](#)

Completed JHA forms should be returned to Safety.

Several WACs and documents have been linked below for quick reference, but in no way limits or excludes expectations of compliance with any other applicable WACs or District policies and directives.

- [How to analyze health & safety hazards at your worksite](#)
- [Job Hazard Analysis Booklet \(OSHA\)](#)
- [Overview of JHA](#)
- [WAC 296-45-67508 Hazard analysis and job briefing](#)
- [WAC 296-800-16005 Do a hazard assessment for PPE](#)
- [WAC 296-800-16010 Document your hazard assessment for PPE](#)
- [WAC 296-24-69009 Hazards and precautions \(Welding\)](#)