

Date: _____

Job Name: _____

“Once you know what the hazards are, you can reduce or eliminate them before anyone gets hurt.”

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. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

A rule of thumb is that most jobs can be described in less than ten steps. If more steps are required, you might want to divide the job into two segments, each with its separate JHA, or combine steps where appropriate. An important point to remember is to keep the steps in their correct sequence. Any step which is out of order may miss serious potential hazards or introduce hazards which do not actually exist.

To help identify potential hazards, the job analyst may use questions such as these:

- Can any body part get caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with moving objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Are there dust, fumes, mist, or vapors in the air?

Do not use general statements such as “be careful” or “use caution”. Specific statements which describe both what action is to be taken and how it is to be performed are preferable.

The generally accepted measures, in order of preference, are:

Eliminate the hazard- This is the most effective measure. These techniques should be used to eliminate the hazards:

- Choose a different process
- Modify an existing process
- Improve environment (ventilation)
- Modify or change equipment or tools.

Supervisor Signature: _____

WEEKLY SAFETY MEETING

Vol.24 | No.04 | Week of 01-23-24

MEETING ATTENDEES

Date:

Job Name:

Print:

Signature: