



SAFE WORK

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E** SPOT THE HAZARD
ASSESS THE RISK
FIND A SAFER WAY
EVERYDAY

No. 249, 2 of 3
October 2007

Job Hazard Analysis

Conducting a Job Hazard Analysis (JHA)

The three steps to conduct a Job Hazard Analysis (JHA), include:

1. Break the job down into its basic steps;
2. Identify the hazards that are present in each of the steps; and
3. Develop controls for all hazards that you have identified.

If you have more than 20 workers at your workplace, you are required to have a Safety and Health Program. Your SWP's must be referenced in the section of your Safety and Health Program that relates to hazard identification and control (Manitoba Workplace Safety and Health Act, W210, Section 7.4(5)(b)).

JOB HAZARD ANALYSIS FORM – DESCRIPTION		
Job Steps	Hazards	Controls
<p>Every task can be broken down into steps. This sequence of steps will eventually become the basis of the safe work procedure.</p> <p>Identifying every step of the task is essential to the end result. Ensure you write down everything the worker does. After each step is identified, you can go back and combine things or eliminate unnecessary detail.</p> <p>Limit the number of steps that you actually record. If there are too many steps to your job, you may need to look at breaking the job down into two jobs. * You generally should not have more than 15 steps in your job.</p> <p>Workers must play an active role in this process.</p>	<p>Identify the hazards present in each of the Job Steps.</p> <p>Safety Hazards</p> <ul style="list-style-type: none"> • Falls • Pinch points • Sharp points • Sharp edges • Moving machinery • Dropping items • Pressure systems • Fire and explosion <p>Health Hazards</p> <ul style="list-style-type: none"> • Chemical Hazards (acids, solvents, fumes) • Biological Hazards (bacteria, viruses) • Physical Agents (heat, noise, radiation) • Risks for Musculoskeletal Injury (MSI) (awkward postures, forceful exertions, repetitive motion) • Psycho-Social Hazards (harassment, time constraints, violence) 	<p>What controls can be implemented for each of the hazards that you identified?</p> <p>At the Source</p> <ul style="list-style-type: none"> • Elimination • Substitution • Redesign • Isolation • Automation <p>Along the Path</p> <ul style="list-style-type: none"> • Relocation • Barriers • Absorption • Dilution <p>At the Worker's Level</p> <ul style="list-style-type: none"> • Administrative controls • Orientation, training and supervision • Work procedures • Emergency planning • Housekeeping • Hygiene practices • PPE

EXAMPLE:

JOB HAZARD ANALYSIS - SAMPLE

Company Name: ABC CarpentryDate: September 16, 2007

Job Name: Woodworking Band Saw	Facility: Shop 1	Conducted By: J. Carpenter
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Job Steps	Hazards	Corrective Actions
1. Place material in front of blade on work platform	1.a) Debris on platform b) Accidentally start saw while preparing c) Awkward posture - lifting and twisting (material handling) d) Forceful exertion lifting heavier pieces of wood	1.a) Inspect to ensure clean work platform b) Electrically isolate before starting anything else c) Implement lift/materials handling training d) Cover in lift/materials handling training
2. Turn on saw	2.a) Electrical shock b) Exposed blade c) Noise d) Blade break	2.a) Inspect electrical cord and switch b) Adjust guard to 1/8" above wood to be cut c) Hearing protection d) Inspect blade and wear eye protection
3. Push piece of material through blade	3.a) Knots/nails in wood – kickback b) Amputation or cuts – hands contact with blade c) Saw dust in eyes d) Saw dust inhaled (toxic – hardwoods) e) Awkward postures due to leaning and reaching	3.a) Inspect wood and push through slowly. b) Ensure safe zone is identified and jigs or push sticks are used if hand would leave the safe zone c) Eye protection d) Engage dust collection system and ensure it is included in monitoring program e) Position body to avoid exposure to awkward and sustained postures (Cover in body posture training)
4. Remove material from platform	4.a) Exposed blade – cuts b) Material fall and strike feet	4.a) Keep hands away from blade, shut off saw, use a push stick to remove pieces close to blade b) Wear safety footwear
5. Shut off saw	(Added to #4 corrective actions – remove step)	
6. Clean off saw	6.a) Saw dust in eyes b) Saw dust inhaled	6.a) Eye protection b) Disposable respirator (N95)

All Job Hazard Analysis samples obtained from other organizations or literature must be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!

(Refer to Safe Work Bulletin #247 "Recognizing MSI Risks" & Safe Work Bulletin # 253 "MSI Risk Identification and Assessment" for more information.)

"Cette information existe également en français au www.gov.mb.ca/labour/safety/index.fr.html"