

Knox County Government: Conducting a Job Hazard Analysis

How do I start?

1. ***Involve employees.***
 - Discuss what you are going to do and why
 - Explain that you are studying the task, not employee performance
 - Involve the employees in the entire process
2. ***Review your Departmental or the County accident/injury/illness/near miss history to determine which jobs pose the highest risk to employees.***
3. ***Identify the [OSHA standards](#) or Maine BLS that apply to your jobs. Incorporate their requirements into your JHA.***
4. ***Set priorities.***
 - You may want to give priority to:
 - Jobs with the highest injury or illness rates;
 - Jobs where there have been "close calls" - where an incident occurred but no one got hurt;
 - Jobs where you have identified violations of OSHA or Maine BLS standards;
 - Jobs with the potential to cause serious injuries or illness, even if there is no history of such problems;
 - Jobs in which one simple human mistake could lead to severe injury;
 - Jobs that are new to your operation or have been changed; and
 - Jobs complex enough to require written instructions.

How do I do it?

1. Break the job task into steps.

- Watch the employee do the job and list each step in order
- Begin each step with a verb, for example, "Turn on the saw."
- Do not make it too broad or too detailed
- You may want to photograph or videotape
- Review the steps with the employee and others who do the same job to make sure you have not left anything out.

2. Identify the hazards of each step. For each hazard, ask:

- What can go wrong?
- What are the consequences?
- How could it happen?
- What are other contributing factors?
- How likely is it that the hazard will occur?

3. Review the list of hazards with employees who do the job. Discuss what could eliminate or reduce those hazards identified.

4. Identify ways to eliminate or reduce the hazards.

- Safer way to do the job
- Describe each step
- Be specific - don't use generalizations like "Be Careful"
- Changes in equipment
- Equipment changes, or engineering controls, are the first choice because they can eliminate the hazard
- E.g. machine guards, improved lighting, better ventilation
- Changes in work processes
- Administrative controls, or changes in how the task is done, can be used if engineering controls aren't possible
- E.g. rotating jobs, changing the steps, training
- Changes in personal protective protective equipment
- When engineering and administrative controls aren't possible or don't adequately protect the workers, use personal protective equipment
- E.g. gloves, hearing protection

What do I do next?

1. Correct the unsafe conditions and processes.

- Train all employees who do the job on the changes
- Make sure they understand the changes

2. When to review the JHAs.

- Periodically - you may find hazards you missed before
- When the task or process is changed
- When injuries or close calls occur when doing the task

3. How to use the JHAs.

- Training
- Accident investigation
- Developing or revising existing programs, policies or procedures