Job Hazard Analysis Template

Instructions

A job hazard analysis (JHA) is a technique for studying workplace hazards with a focus on finding the best ways of controlling them. First, a JHA analyzes work activities to identify the procedures, tools, and materials necessary for accomplishing the task. Then the JHA process identifies strategies that will either eliminate or mitigate the hazards.

Below are instructions for filling out each section of the JHA template on pages 3–7.

Task/Operation: Enter the name of the task or operation being analyzed. This might be the short name used by everyone in the workplace when referring to the task/operation.

Location: Describe where the task/operation occurs in the workplace.

Job Title(s): List all the job titles of the workers who are assigned to the task/operation being analyzed.

Task/Operation Description: Enter a brief but detailed description about the task/operation being covered in the JHA. Include details such as the purpose of the task/operation, the tools and equipment being used, and the environment in which the task/operation is performed.

Date JHA Prepared: Enter the date that the JHA was finalized by the JHA team.

Supervisor(s): List the names of first-line supervisors who are assigned to the task/operation being analyzed.

JHA Team Members: List the names of the individuals who participated in the analysis.

> *Note*: JHAs are best accomplished as a team effort. JHAs are conducted by individuals who are familiar with the task being evaluated. Workers who perform the operation should be on the team because they have intimate knowledge of the job, how it is performed, and the associated hazards. Supervisors, maintenance staff, and technical experts (such as process engineers and safety and health professionals) should also be part of the JHA team.

Approved By: The JHA needs to be reviewed and approved by the management official (or other designated party) with responsibility for providing a safe and healthful workplace.

Step: Each step of the operation being examined should be written on the JHA worksheet in the order it is performed.

> *Notes*: Break the task/operation into a series of small steps, until you have a complete list of all the steps from start to finish. Taking photos or videos may help the JHA team break the job into steps to make it easier to complete the JHA process. It may be useful to observe several workers performing the task/operation to account for procedural differences.
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> You will find it best to begin the step description on the JHA form with an action verb (e.g., “Hold the edge of the widget against the grinding wheel to remove excess flashing material”).

Potential Hazards: List the potential hazards identified by the JHA Team.

Notes: A potential hazard is any unsafe condition or practice that could cause worker injury, illness, or death. Examples of hazards include unguarded machinery, toxic chemical exposures, environmental stressors (such as heat and noise), electrical hazards, ergonomic hazards (from lifting, pulling, twisting), fire hazards, and many others not listed here.

When addressing the hazards in each step listed in the JHA, all steps should be accounted for, even if there is no hazard associated with them. In such cases, "No Hazard Found" may be entered on the form.

Control Measures: These are the recommendations of the JHA team for how to eliminate or minimize the hazards that were identified in the JHA.

Notes: There are five distinct categories of controls (listed below in order of preference, also called the hierarchy of controls):

- **Elimination** removes the hazard entirely from the workplace and therefore removes the risk of exposure or harm. It often involves redesigning processes or implementing automation to minimize worker exposure to workplace risks.
- **Substitution** involves replacing something that creates a hazard with a safer alternative. Examples include using a nonhazardous chemical instead of a toxic one or upgrading an out-of-date machine with a modern version.
- **Engineering controls** reduce or prevent hazards by isolating workers from them. Engineering controls can include modifying equipment, using protective barriers, or adding a ventilation control.
- **Administrative controls** focus on modifying behaviors and work practices to reduce the risks associated with various tasks and environments. Unlike engineering controls, which focus on physical changes to the workplace environment, administrative controls are centered around implementing policies, procedures, and work practices for workers to reduce exposure to workplace hazards.
- **Personal protective equipment (PPE)** is the last line of defense against workplace hazards and includes items such as gloves, safety glasses, hearing protection, hard hats, and respirators. While PPE is an essential component of workplace safety, it should not be the sole control measure relied upon to mitigate hazards. Employers should prioritize implementing engineering controls, administrative controls, and safe work practices whenever feasible, as these measures can better eliminate or reduce hazards at the source.

If a hazard control is in place and is effective in protecting workers, use the check box to indicate this. This will make it easier for the approving official to allocate resources for new control measures.

Photographs: It may be useful to include photographs in the JHA that illustrate both the potential hazards (i.e., the uncontrolled hazard situation) and the proper controls needed to mitigate those same hazards. In lieu of photographs, relevant drawings or diagrams may also be incorporated in this section. This enhances the written descriptions on the JHA form, making the information more understandable for exposed workers.

Task/Operation: Enter task/operation name	**Location:** Enter location **Job Title(s):** Enter job title(s)
Task/Operation Description:	Describe task .
Date JHA Prepared: Enter date JHA prepared	**Supervisor(s):** Enter name of supervisor(s)
JHA Team Members: Enter team member name Enter team member name Enter team member name Enter team member name	**Approved By:** Enter name of reviewer **Signature:** Sign here **Date:** Enter date signed

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
Step 1 Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed • Add PPE needed • Add PPE needed	Uncontrolled Controlled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
Step 2 Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed • Add PPE needed • Add PPE needed	Uncontrolled Controlled
Step 3 Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed	Uncontrolled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
		• Add PPE needed • Add PPE needed	Controlled
Step 4 Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed • Add PPE needed • Add PPE needed	Uncontrolled Controlled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
Step 5 Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed • Add PPE needed • Add PPE needed	Uncontrolled Controlled
Step 6 Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed	Uncontrolled

STEP	POTENTIAL HAZARD(S)	CONTROL MEASURES	PHOTOGRAPHS
		• Add PPE needed • Add PPE needed	Controlled
Step _____ Add step here	• Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard • Enter potential hazard •	**Can the potential hazard(s) be:** ▪ Eliminated? ☐ ▪ Substituted/replaced? ☐ **How?** Add control measure **Engineering controls** **Existing?** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Administrative controls** • Add control measure ☐ • Add control measure ☐ • Add control measure ☐ **Personal protective equipment** • Add PPE needed • Add PPE needed • Add PPE needed	Uncontrolled Controlled