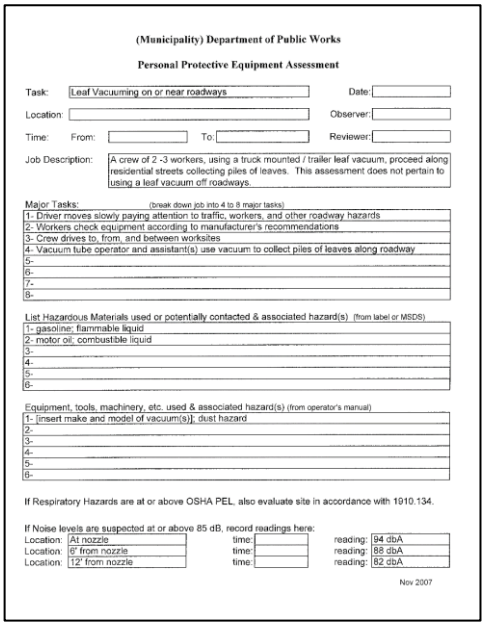
SAFETY DIRECTOR BULLETIN

JOB HAZARD ANALYSIS (JHA)

A job hazard analysis (JHA) 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.



(Municipality) Department of Public Works

Personal Protective Equipment Assessment

Task: Leaf Vacuuming on or near roadways Date:

Location: Observer:

Time: From: To: Reviewer:

Job Description: A crew of 2 -3 workers, using a truck mounted / trailer leaf vacuum, proceed along residential streets collecting piles of leaves. This assessment does not pertain to using a leaf vacuum off roadways.

Major Tasks: (break down job into 4 to 8 major tasks)

1- Driver moves slowly paying attention to traffic, workers, and other roadway hazards
2- Workers check equipment according to manufacturer's recommendations
3- Crew drives to, from, and between worksites
4- Vacuum tube operator and assistant(s) use vacuum to collect piles of leaves along roadway
5-
6-
7-
8-

List Hazardous Materials used or potentially contacted & associated hazard(s) (from label or MSDS)

1- gasoline; flammable liquid
2- motor oil; combustible liquid
3-
4-
5-
6-

Equipment, tools, machinery, etc. used & associated hazard(s) (from operator's manual)

1- [insert make and model of vacuum(s)]; dust hazard
2-
3-
4-
5-
6-

If Respiratory Hazards are at or above OSHA PEL, also evaluate site in accordance with 1910.134.

If Noise levels are suspected at or above 85 dB, record readings here:

Location: At nozzle time: reading: 94 dbA
Location: 6" from nozzle time: reading: 88 dbA
Location: 12" from nozzle time: reading: 82 dbA

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A hazard is a potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. Identifying hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses.

How to Begin a Job Hazard Assessment

- **Involve Employees** - Involving employees will help minimize oversights, ensure a quality analysis, and get workers to "buy in" to the solutions.
- **Review Your Accident History** - These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny. Don't forget about "near misses", include these too.
- **Conduct a Preliminary Job Review** – Discuss known hazards with employees and brainstorm ideas to control or eliminate these hazards.
- **Prioritize Which Jobs You Will Analyze First**
  - 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 accidents.
  - Jobs in which one simple human error could lead to a severe accident or injury.
  - Jobs that are new to your operation or have undergone changes in processes and procedures.
  - Jobs complex enough to require written instructions.
- **Outline the Steps and Tasks** - Nearly every job can be broken down into job tasks or steps. When beginning a job hazard analysis, watch the employee perform the job and list each step as the worker takes it. Be sure to record enough information to describe each job action without getting overly detailed. Later, review the job steps with the employee to make sure you have not omitted something. Point out that you are evaluating the job itself, not the employee's job performance. Include the employee in all phases of the analysis—from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions.

A Job Hazard Analysis Template is available on the MSI website along with detailed JHA for common tasks that can be tailored to your operations on MSI Forms & Docs.

The agency should periodically review your job hazard analysis to ensure that they remain current. Even if the job has not changed, it is possible that during the review process you will identify additional hazards that were not identified initially. It is particularly important to review your job hazard analysis if an illness or injury occurs on a specific job.

Based on the circumstances, you may determine that you need to change the job procedure to prevent similar incidents in the future. If an employee's failure to follow proper job procedures results in a "close call," discuss the situation with all employees who perform the job and remind them of proper procedures.

Any time you revise a job hazard analysis, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.