JOB HAZARD ANALYSIS

DATE: _____ **ASSESSOR:** _____

JOB: _____ **ANALYSIS SCORE:** _____

REMEMBER:
1. List all the steps in doing the job.
2. Identify the hazards in each step.
3. List the controls for each of the hazards.
4. Create the new steps for completing the job.

STEP 1: Begin by listing all the steps in completing the task. It is recommended that you observe an experienced worker perform the task, and make a note of all the steps they perform. It may require that you observe the worker performing the job a number of times to make sure that all the steps are accounted for. Be sure you take into account any materials, equipment, environmental concerns, and people (MEEP) that may be required for each step. Before the completion of step one of the Job Hazard Analysis, ask the worker to review your list and make sure that you haven't missed anything.

STEPS IN COMPLETING THE JOB:

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STEP 2: Now we identify all the hazards that may be associated with each step of the task, once again considering MEEP. This should be a comprehensive list of things that could occur while performing the task.

HAZARDS ASSIOCIATED WITH EACH STEP:

STEP 3: In this step we look at the list of hazards that we have compiled and take steps to control them. There are three basic ways to control hazards in the workplace, they are as follows:

1. At the Source: This means to try and completely eliminate the hazard. Using different equipment, a different process, or simply not performing this task any longer can do this. At the source is usually the best way to control a hazard in the workplace because it completely eliminates the chance of an injury or illness. An example of this would be to replace an old compressor with a new one to reduce the amount of noise produced in the area.
2. Along the Path to the Worker: This is when we try and protect the worker by putting a physical barrier between them and the hazard. Using the same example from above we could build a sound proof enclosure around the compressor. This would effectively reduce the amount of noise the workforce is subjected to.
3. At the Worker: This method basically relies on the use of personal protective equipment (P.P.E.) to protect the worker from harm. Of the three choices, this one is the least desirable because for the P.P.E. to work it needs to be used and maintained properly. When trying to control hazards this way, the onus is placed on the worker to make the right choices. An example would be supplying the workforce with hearing protection and training them how to use them, as a way to control the level of noise they are subjected to from the compressor.

LIST THE CONTROLS:

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STEP 4: Now we can compile the information that we have gathered about the task and formulate our new standardized procedure. The new procedure will include information about the hazards of the task, and what we have done about them. This will become a valuable training tool, as well as allow for consistency in performing this task.

CREATE THE NEW PROCEDURE: