

## Job Hazard Analysis Worksheet

Job: \_\_\_\_\_

Analysis by: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Sequence of steps	Potential incidents or hazards	Preventative measures
<p>Every task can be broken down into steps. The sequence of steps will eventually become the basis of the safe job 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 any more than 15 steps in your job.</p> <p><b>Workers must be an integral part of this process.</b></p>	<p>Identifying the hazards present in each of the job steps.</p> <p><b>Safety hazards:</b></p> <ul style="list-style-type: none"> <li>• Falls</li> <li>• Pinch points</li> <li>• Sharp points</li> <li>• Sharp edges</li> <li>• Moving machinery</li> <li>• Dropping items</li> <li>• Pressure systems</li> <li>• Fire and explosion</li> </ul> <p><b>Health hazards:</b></p> <ul style="list-style-type: none"> <li>• <b>Chemical</b> hazards (acids, solvents, fumes)</li> <li>• <b>Biological</b> hazards (bacteria, viruses)</li> <li>• <b>Physical agents</b> (heat, noise, radiation)</li> <li>• Risks for <b>musculoskeletal injury (MSI)</b> (awkward postures, forceful exertions, repetitive motion)</li> <li>• <b>Psycho-social</b> hazards (harassment, time constraints, violence)</li> </ul>	<p>What controls can be implemented for each of the hazards that you identified?</p> <p><b>At the source:</b></p> <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Redesign</li> <li>• Isolation</li> <li>• Automation</li> </ul> <p><b>Along the path:</b></p> <ul style="list-style-type: none"> <li>• Relocation</li> <li>• Barriers</li> <li>• Absorption</li> <li>• Dilution</li> </ul> <p><b>At the worker's level:</b></p> <ul style="list-style-type: none"> <li>• Administrative controls</li> <li>• Orientation, training, and supervision</li> <li>• Work procedures</li> <li>• Emergency planning</li> <li>• Housekeeping</li> <li>• Hygiene practices</li> <li>• PPE</li> </ul>