

Job Hazard Analysis (JHA) Form

Conducting the JHA is a relatively simple process that involves the following steps:

- 1) Determine the various tasks that the employee will perform
- 2) Identify the potential hazards associated with each task
- 3) Determine which controls are necessary to *minimize or eliminate* the potential hazards

The JHA should be developed by both the employee(s) and their supervisor. Employees often have a “front lines” perspective on the job and its associated risks while the supervisor can add insight on which controls are feasible and effective.

By signing and dating this form, employees and supervisors certify that both JHA and task-specific training has been performed.

Section A: JHA Description

Employee Job Description:	Department:
Comments / Notes (i.e. hazardous materials required, tools requires, special precautions)	
Employee Name / Signature:	Date:
Supervisor Name / Signature:	Date:

Section B: Hazard Identification and Evaluation

EMPLOYEE TASKS	TASK DURATION AND FREQUENCY	POTENTIAL HAZARDS	RECOMMENDED CONTROLS
Examples: Grinding metal parts, wood sawing, patient care, etc.	Maximum time the task is being performed / days per week	Examples: Awkward postures, flying sparks, airborne particles (see section C)	Examples: Rotating schedule, respiratory protection, goggles, gloves (see section D)
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Environmental Health and Safety

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Continue on attached sheet

Section C: Examples of Hazards

Physical Hazards	Chem / Bio Hazards	Human Factors
<ul style="list-style-type: none"> - Slips, trips, and falls - Cutting / puncturing - Heat / cold / weather - Noise / vibration - Radiation / burn - Respiratory hazards - Confined spaces - Electrical hazards - Pressurized systems - Contact with moving objects - Pinch points 	<ul style="list-style-type: none"> - Toxic - Flammable - Corrosive - Oxidizing - Explosive - Compressed Gas - Biological Agents 	<ul style="list-style-type: none"> - Repetitive tasks - Awkward postures - Manual lifting - Carrying - Pushing and pulling - Poor visibility - Overnight shift work

Section D: Examples of Controls

<ol style="list-style-type: none"> 1. Elimination 2. Substitution 3. Engineering Controls <ul style="list-style-type: none"> - Local exhaust ventilation - Circuit protection - Guarding / enclosures - Lock out / tag out - Interlocks - Ergonomic Designs 4. Administrative Controls <ul style="list-style-type: none"> - Maintenance schedules or logs - Rotating schedules - Limited time exposure / duration 	<ol style="list-style-type: none"> 5. Personal Protective Equipment (PPE) <ul style="list-style-type: none"> - Protective eyewear - Gloves (leather, nitrile) - Face protection (face shield) - Hard hat / bump cap - Respirator (N95, half, full, PAPR) - Protective footwear - Hearing protection - Protective clothing (apron, lab coat, leather chaps) - Fall arrest / restraint harnesses
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FOR EHS USE ONLY
Section E: Respirator User Designation

<p>Mandatory Use: Applies to respiratory hazards at or above OSHA regulatory levels</p>	<p>Voluntary Use: Applies only to respiratory protection against particulates below OSHA regulatory levels.</p>	Respirator Usage: <input type="checkbox"/> Voluntary <input type="checkbox"/> Mandatory	
		EHS Reviewer Signature: 	Date: