7 MINUTE Safety Trainer Job Hazard Analysis

GOALS

This safety session should teach employees to:

- Understand why and how to conduct a job hazard analysis.
- Use job hazard analysis techniques to prevent accidents.

Applicable Regulations: All Occupational Safety and Health Administration (OSHA) regulations

1. All jobs and tasks present potential hazards.

- Safety training often focuses on how to identify and protect against specific substance, equipment, and task hazards (e.g., chemicals, confined spaces).
- Everyday work tasks and habits can pose less obvious potential hazards.
  - —We may fail to notice risks in simple tasks we perform all the time.

2. Job hazard analysis takes a step-by-step look at how jobs are performed.

- Job hazard analysis tries to determine how to perform each job with the least risk to the worker's safety and health.
- It's a process that looks objectively at all aspects of a job or task to identify:
  - —The conditions under which the job is performed;
  - —Each step involved in performing the job;
  - —The potential hazards associated with each job step; *and*
  - —Changes to the job that can eliminate or reduce its hazards.

3. The first step is to decide which jobs to analyze.

- Job hazard analysis priority may go to jobs that:
  - —Have the workplace's highest rates of accidents, injuries, and/or near misses.
  - —Are new or have new processes or procedures.
  - —Are the subject of employee complaints or concerns.
  - —Have been cited for OSHA violations in the organization or the industry.
  - —Have had accidents in workplaces with similar processes, equipment, etc.
- The goal is to eventually perform job hazard analyses for all jobs.

4. The second step is to look at the job's general conditions.

- OSHA suggests creating a checklist for each job to look at things like:
  - —Slip, trip, and fall hazards;
  - —Condition of tools and equipment;
  - —Fire, electrical, and explosion hazards;
  - —Whether employees are properly trained; *and*
  - —The presence and use of appropriate personal protective equipment (PPE).

5. The job is next broken down into a series of steps.

- As the employee performs the task, someone else lists each step, in order.
- The focus is not how well the worker performs, but what the worker does.

- The step-by-step description might include:
  - —Inspecting and putting on PPE;
  - —Organizing the work area and materials needed for the job;
  - —Inspecting and turning on any equipment;
  - —Performing the task (e.g., lifting, sanding); *and*
  - —Turning off the equipment.

6. Job hazard analysis next identifies the potential hazards in each job step.

- A careful analysis of each job step can identify hazards in areas like:
  - —Selection and use of PPE;
  - —Machine guarding;
  - —Awkward standing, reaching, and other movements that could cause injury;
  - —Risks of falls or falling objects;
  - —Sharp, hot, or other possibly dangerous objects;
  - —Dust, noise, and other environmental hazards; *and*
  - —Chemicals and other possibly hazardous substances.

7. Job hazard analysis finally looks for ways to reduce identified hazards.

- The key to job hazard analysis is to find ways to eliminate or reduce the hazards identified in each job step.
- Ways to reduce or eliminate hazards could include:
  - —Performing the job differently (e.g., new or combined steps);
  - —Reorganizing the work area to minimize awkward positions and reaches;
  - —Substituting less hazardous materials;
  - —Changing from manual to mechanical techniques;
  - —Adding, improving, or changing training;
  - —Changing tools or equipment;
  - —Changing or adding PPE; *and*
  - —Performing the task less often.

DISCUSSION POINTS:

Select a simple task familiar to all participants, and go through the basic job hazard analysis steps together.

CONCLUSION:

- Job hazard analysis is an approach to improving safety.
- It helps us take a fresh look at what we do, how we do it, and how to reduce risks.

TEST YOUR KNOWLEDGE:

Have your employees take the Job Hazard Analysis quiz. By testing their knowledge, you can judge their understanding of this process and whether they need to review this important topic again soon.

7 MINUTE Safety Trainer

Job Hazard Analysis

QUIZ 2003

C-1E

JOB HAZARD ANALYSIS QUIZ

1. **Job hazard analysis looks step-by-step at how a job is performed to identify and reduce its hazards.**
   a. True b. False

2. **Job hazard analysis is more concerned with an individual worker's performance than with the task the worker is performing.**
   a. True b. False

3. **The jobs analyzed first are likely to be those that:**
   a. Come first alphabetically
   b. Have had the most accidents, injuries, or near misses
   c. No one likes to do

4. **Job hazard analysis may look first at lighting, housekeeping, and other general conditions under which the job is performed.**
   a. True b. False

5. **The initial steps in most jobs are likely to involve:**
   a. Setting up, organizing, selecting protective equipment, etc.
   b. Punching in at the time clock
   c. Putting away materials used in the job

6. **The hazards in a job step can range from the type of personal protective equipment (PPE) used to the awkward way the worker has to reach to get materials.**
   a. True b. False

7. **An important benefit of job hazard analysis is that you get to stand back and take a fresh look at everyday tasks to see if they present safety or health risks.**
   a. True b. False

8. **The final step in job hazard analysis is informing workers about the hazards identified in their jobs.**
   a. True b. False

9. **Job hazard analysis may reduce a job's hazards by changing the tools, equipment, or procedures involved in the job.**
   a. True b. False

10. **Job hazard analysis may reduce a job's hazards by:**
    a. Telling workers to stop complaining
    b. Improving or changing worker safety training
    c. Eliminating the practice of job hazard analysis

When you have completed this quiz, turn it in to your supervisor.

Name:_____ **Date:**_____

ANSWERS TO JOB HAZARD ANALYSIS QUIZ

1. a. True.
2. b. False. It's concerned with improving the job's safety, not with the worker's performance.
3. b. Have had the most accidents, injuries, or near misses.
4. a. True.
5. a. Setting up, organizing, selecting protective equipment, etc.
6. a. True.
7. a. True.
8. b. False. The final step is to determine how to eliminate or reduce the identified hazards.
9. a. True.
10. b. Improving or changing worker safety training.