

Job Hazard Analysis

Job hazard analysis is a procedure used to review a job, identify potential hazards, and design actions and procedures to eliminate or control the hazards. Job hazard analysis is also called *job hazard assessment*.

OSHA 1910.132(d)(1) requires job hazard analysis: “The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).”

A job hazard analysis has several steps:

- Select the job to be analyzed.
- Break the job down into a sequence of steps.
- Identify potential hazards.
- Determine preventive measures (“fixes”) to overcome these hazards.

Issues to be considered in selecting jobs to be analyzed include:

- How often injuries or illnesses occur or how severe they are.
- The potential for severe injuries or illnesses.
- New job tasks where due to hazards may not be evident or anticipated.
- Modified jobs where new hazards may be associated with changes in job procedures.
- Infrequently performed jobs where workers may be at greater risk when undertaking non-routine jobs.

Methods for eliminating or controlling the hazards must follow the guidelines of the *hierarchy of controls of hazards*. These methods, in order of preference, are:

1. **Eliminate the hazard.** This is the most effective measure. These techniques should be used to eliminate the hazards:
 - Choose a different process.
 - Modify an existing process.
 - Substitute a less hazardous substance.
 - Improve the work environment (example: ventilation).
 - Modify or change equipment or tools.
2. **Contain the hazard.** If the hazard cannot be eliminated, risk might be reduced by using enclosures, machine guards, worker booths or similar devices.
3. **Revise work procedures.** Consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).
4. **Reduce the exposure.** *As a last resort*, personal protective equipment might be used.

Sources: NIOSH, OSHA, Canadian Centre for Occupational Health and Safety (CCOHS)