



Supervisor Safety Training

Job Hazard Analysis



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Job Hazard Analysis (JHA)

Job Hazard Analysis is a process of determining physical requirements, environmental conditions and safety factors relating to a specific job or task. JHA's are best used for stationary or repetitive operational tasks or processes, in which the job, equipment and work environment vary little.



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Why is the JHA Important?

Personnel in their first year of performing newly assigned duties/tasks account for more than 50% of the accepted disabling claims.

Why?

- * Lack of knowledge
- * Lack of physical ability
- * Cultural perception of what is acceptable behavior and what is not

What we must do:

- * Provide training on safe work practices to personnel prior to starting work
- * Set performance standards
- * Assist in standardization of the operations based on acceptable safe practices
- * Ensure the employees' knowledge of the job requirements meet acceptable levels



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Five Steps to a JHA

1. Watch the work being done.
2. Break the job down into steps.
3. Describe the hazard in each step of the task.
4. Identify control measures for each hazard.
5. Review your JHA.



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Job Hazard Analysis (JHA)

- Completed *before* work begins
- Identifies hazards
- Identifies hazard controls
 1. Engineering
 2. Administrative
 3. Personal Protective Equipment (PPE)
- Documents and tracks abatement
- Used to develop *Training Needs Assessment*
- Reviewed /Revised when *any* changes are made



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Management Responsibilities For JHA's

- Ensure complete and effective JHA's are developed for all operational tasks
- Ensure JHA's are reviewed with all affected personnel and annually thereafter
- Utilize JHA's in mishap investigations and retraining
- Ensure JHA's are modified and re-issued if a new step or process is added



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Supervisors responsibilities for JHA's

- Use JHA's to train all work-center personnel
- Use JHA's when performing job performance evaluations
- Develop and submit JHA's for all tasks in their area of responsibility
- Review JHA's annually with all work-center personnel



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You Should Know...

The most important person in the JHA process is the Supervisor. The Supervisor is in constant contact with personnel and should be familiar with the hazards in the workplace. Supervisors are in a better position to recognize and correct unsafe acts and conditions as they occur.