Resources on Job Hazard Analysis

A job hazard analysis (JHA) is a step-by-step process that looks for current and potential future hazards in a workplace. This guide provides activities, worksheets, and interactive materials that can provide businesses with the tools needed to develop a JHA for your workers and workplace.

Select and Prioritize Jobs to Analyze

Hazard Huddle Challenge: A safe workplace needs a team that openly communicates safety concerns. Take the Hazard Huddle challenge to hold a discussion with your workers about the hazards they may face on the job. This is a useful first step in implementing hazard controls or performing a job hazard analysis.

Analyze all Steps of the Job

Safety Shuffle Challenge: A job swap offers a fresh perspective for identifying hazards a person who routinely does the job might miss. Take the Safety Shuffle Challenge so that workers and managers can better find and fix hazards.

Job Hazard Analysis Form: It is important to keep a tracking system and good notes for job hazards you find. The form on page four of this worksheet will help you break down each step of a job to find the hazards within.

Look for and Describe Hazards

Hazard Identification Worksheets: This two-step guide can help you assess hazards.
1. **Involve your workers** in identifying and reporting hazards.
2. **Review other sources** of hazard information in your workplace.

Hazard Identification Training Tool: OSHA's training tool is an interactive, online, game-based training tool for small business owners, workers and others interested in learning the core concepts of hazard identification. After using this tool, users will better understand the process of identifying hazards in their own workplace.
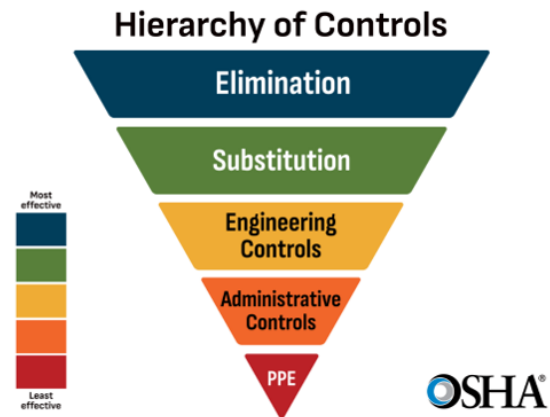
Select, Install, Maintain, and Review Controls

Halt a Hazard Challenge: Workplace hazards can emerge over time. Setting aside time to regularly identify and rank safeguards can help control safety and health hazards and keep workers safe.

Identify Control Options: When it comes to hazard control, it's not a one-person job. Once you've identified and assessed hazards, it's time to choose, implement, and evaluate the effectiveness of the controls. Use the "hierarchy of controls" to help you choose the most effective controls. Involve workers so that you can tap into their knowledge and expertise and get outside help as needed, especially for complex hazards.

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Use the Hierarchy of Controls: The hierarchy of controls is a method of ranking controls from most to least effective. They include elimination, substitution, engineering controls, administrative controls and personal protective equipment.

Review your Job Hazard Analysis

Follow up on Effectiveness: Make sure control measures are working with inspections, evaluations, and preventative maintenance.

Train Workers on Hazard Identification and Controls: Deliver training to enable workers to better identify and report hazards.

Next Steps and Additional Resources

- OSHA's **JHA Template:** Provides a fillable template and instructions with which to complete a JHA.
- OSHA's **On-site Consultation Program:** Explains how OSHA consultants can identify workplace hazards, provide compliance advice, and help establish and improve safety and health programs; in addition, the service is confidential and at no cost to the employer.
- OSHA's **Help for Employers:** Provides resources to fulfill your obligations as an employer and help your workers stay safe. This webpage includes standards, compliance assistance products, and information about rules, regulations, enforcement, and inspections.
- OSHA's **Safety and Health Programs Step-by-Step Guide:** Provides actionable tools for employers to use in their workplaces. Within the guide, see the **Job Hazard Analysis** worksheet walks through each step of an effective JHA.
- CDC's **Hierarchy of Controls:** Provides an overview of the five levels of actions to reduce or remove hazards. This complements OSHA's hierarchy of controls resource above.
- CPWR's **Pre-Task Planning (PTP) Guidelines and Resources for Construction:** Details the Pre-Task Planning (PTP) process performed before each task starts to discuss the steps of work, the hazards, and available controls.
- CPWR's **Planning Tools and Resources:** Contains resources to help contractors design, implement, assess, and continuously improve their PTP process, containing several applied tools, such as checklists, templates, and practical examples.

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