

# Identifying Job Hazards

## Job hazard analysis (JHA)

Job-related injuries and fatalities occur everyday in the workplace. These incidents often happen because employees are not trained in the proper job procedure.

Reducing the number of worksite injuries can help reduce costs from things like absent employees, workers' compensation, and it can ultimately result in increased profits for your business. One way to prevent workplace injuries is to conduct a Job Hazard Analysis which will focus on the relationship between the worker, the task, the tools, and the work environment.

Ideally, after identifying uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable level.

## What are the basic steps?

- **Select the job to be analyzed**
- **Break the job down into a sequence of steps**
- **Identify potential hazards**
- **Determine preventative steps you can take to overcome these hazards**

## Important factors to consider when prioritizing which jobs to analyze

- Jobs where accidents occur frequently or where accidents happen less often but result in disabling injuries.
- The potential for severe injuries or illnesses; jobs where the consequences of an accident, hazardous conditions, or exposure to harmful substances are potentially severe.
- Newly established jobs: due to a lack of experience in these jobs, hazards may not be evident or anticipated.
- Modified jobs: new hazards may be associated with changes in job procedures.
- Infrequently performed jobs: workers may be at a greater risk when undertaking non-routine jobs

## Break it down

After you choose a job to analyze, the next stage is to break the job up into steps. An important point to remember is to keep the steps in the correct sequence.

## Identify potential hazards

Once the basic steps are identified, potential hazards must be identified at each step. To do that, list the things that could go wrong at each step. For example:

- **Can any body part get caught in or between objects?**
- **Do tools, machines , or equipment present any hazards?**
- **Can the worker make harmful contact with moving objects?**
- **Can the worker slip, trip, or fall?**
- **Can the worker suffer strain from lifting, pushing, or pulling?**
- **Is the worker exposed to extreme heat or cold?**
- **Is excessive noise or vibration a problem?**
- **Is there a danger from falling objects?**
- **Is lighting a problem?**

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## How do I “determine preventive measures?”

The final stage is to determine ways to eliminate or control hazards that you have identified. Examples of generally accepted measures, in order of preference, are:

1. Eliminate the hazard. (This is the most effective measure) Can you:
  - Choose a different process
  - Modify an existing process
  - Substitute with less hazardous substance
  - Improve environment (ventilation)
  - Modify or change equipment or tools
2. Contain the hazard – If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards or similar devices.

2. 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).
3. Reduce the exposure – Least effective and this should only be used if no other solutions are possible.

As an example, a completed JHA for changing a flat tire is provided below.

Sequence of Events	Potential Accidents or Hazards	Preventive Measures
Park vehicle	a) Vehicle too close to passing traffic b) Vehicle on uneven, soft ground c) Vehicle may roll	a) Drive to area clear of traffic. Turn on emergency flashers b) Choose a firm, level parking area c) Apply the parking brake; leave transmission in PARK; place blocks in front and back of the wheel diagonally opposite to the flat
Remove spare and tool kit	a) Strain from lifting spare	a) Turn spare into upright position in the wheel well. Using your legs and standing as close as possible, lift spare out of truck and roll to flat tire.
Pry off hub cap and loosen lug bolts (nuts)	a) Hub cap may pop off and hit you b) Lug wrench may slip	a) Pry off hub cap using steady pressure b) Use proper lug wrench; apply steady pressure slowly.
And so on.....	a) .....	a) .....

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