

The following instructions are for Conducting a Job Hazard Assessment Report, and should assist you in filling out the report itself. If you have any questions, please contact the Pro Group Safety Division at (800) 859-3177.

PERFORMING THE JOB HAZARD ASSESSMENT

The assessment is a breakdown of a particular job into a step-by-step process that will assist in identifying hazards that exist or have the potential to occur during the job task. As hazards are identified, methods of hazard control can be considered. Personal Protective Equipment items, if needed, can be researched and implemented to include any required training for the employees performing the task and wearing the PPE.

- To begin: Ask yourself “what step starts this task?” and “what are the basic steps of the job?”
- List the steps of the job in the order in which they are performed. Number each step.
- List steps as “check that power is off” or “get into the operator’s seat.”
- State completely but briefly, what is done in each step, such as “lift load and back out.”
- Do not describe how the step is done, for example “lift the load with the fork slightly raised and back out slowly.” Keep it simple.

IDENTIFY THE HAZARDS OF THE JOB

List the potential hazards of each step of the job. Be sure to list hazards from the task itself as well as the work environment. Some possible hazards could include:

- Chemical exposure to a hazardous atmosphere during the job process.
- Physical hazards to the body, such as electrocution or being caught in, or struck by an object.
- Biological hazards that could include Bloodborne Pathogens or bites and stings.
- Ergonomic hazards such as repetitive lifting of loads, including pushing and pulling activities.

Questions to ask while identifying job hazards should include:

- Is there danger of being caught in or struck by an object?
- Is there danger of slipping, tripping or falling during the job task?
- Is there a danger of harm to eyes, hands, feet or other parts of the body?

Control Methods and Recommended Actions/Testing the JHA for Effectiveness

- For each hazard identified, a control method should be in place to reduce the risk of injury.
- Confirm with employee that all steps are listed and are in order. Test hazard control methods.