

## JOB HAZARD ANALYSIS – CITY OF HOT SPRINGS

<b>JHA Number:</b>	<b>Job Description and/or Process Title:</b>			<b>Date:</b>
<b>Directorate:</b>	<b>Division:</b>	<b>Equipment:</b>	<b>Date of Review and signed by Supervisor:</b>	<b>Analysis By:</b>
<b>Required Personal Protective Equipment:</b> (List all required PPE used during for task performed; e.g. safety glasses with side shields, goggles, face shield, etc.)				
<b>Tools, Equipment and Special Task/Process Requirement:</b> (List all tooling and equipment use while performing task and/or process and any specific requirements unique to the operation. For example: Journeyman required or specific tools, e.g.				
<b>Hazardous Materials and Conditions:</b> List all hazardous materials used in task and/or process:		<b>Special Hazards:</b> Respiratory, High Noise, Confined Space, Fall Protection:		
Activity/Sequence of Job Steps in Chronological Order	Potential Hazards and/injury Sources	Safe Action(s) or Mitigation Taken to Reduce or Eliminate Hazard:		
<p>Break down the job into 10-12 basic <b>sequential steps</b>. If you need more than 12 steps, divide the job into two segments, each with separate JHA, or combine steps where appropriate. You can create a JHA by:</p> <ol style="list-style-type: none"> <li>1. Observing the job</li> <li>2. Discussing it with the operator</li> <li>3. Drawing on your knowledge of job</li> <li>4. A combination of the three</li> </ol> <p>Record the steps in their normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step. Start with an action verb.</p> <p>For example, the first basic job step in using a pressurized water fire extinguisher would be:</p> <ol style="list-style-type: none"> <li>1. Remove the extinguisher from the wall bracket.</li> </ol>	<p>For each step, ask yourself “what could go wrong?” You can get the answers by:</p> <ol style="list-style-type: none"> <li>1. Observing the job.</li> <li>2. Discussing it with the operator</li> <li>3. Recalling past accidents</li> <li>4. A combination of the three</li> </ol> <p>Ask yourself: Can he/she be struck by or contacted by anything; could they strike against or come in contact with anything; could the employee be caught in, on, or between anything; can they fall; be over exerted; or be exposed to anything injurious such as gas, radiation, welding rays, etc.?</p> <p>For example, acid burns, pinch points, cuts and/or lacerations, trips/falls, struck by, unexpected energization, or fumes.</p>	<p>For each potential accident or hazard, ask yourself what safeguards should be provided for the employee and how should the employee do the job step to avoid the potential accident, or what should they do or not do to avoid the accident. You can get your answers by:</p> <ol style="list-style-type: none"> <li>1. Observing the job for leads;</li> <li>2. Discuss precautions with experienced job operators;</li> <li>3. Drawing on your experience;</li> <li>4. A combination of the three.</li> </ol> <p>Be sure to describe specifically the provided safeguards and precautions an employee must use. Do not leave out important details. Number each separate recommended precaution with the same number you gave the potential accident (see center column) that the precaution seeks to avoid. Use simple do or do not statements to explain recommended precautions as if you were talking to the employee. Keep in mind that some hazards may require several actions to reduce and/or eliminate. PPE is NOT should not be the only mitigation, e.g engineering controls, barricades, locking out and tagging out.</p> <p>For example: Lift with your legs, not your back. Avoid generalities such as, Be careful, Be alert,</p>		

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Activity/Sequence of Job Steps in Chronological Order	Potential Hazards and Injury Sources	Safe Action(s) or Mitigation Taken to Reduce or Eliminate Hazard(s):	

		Take caution, etc.

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