



WHAT IS A HAZARD?

Before a job hazard analysis (JHA) can be conducted, you'll need to know what a hazard is to effectively identify it.

In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness.

Some common hazards include chemical (flammable, corrosive, toxic); electrical (shock, fire, loss of power, static); excavation (trench collapse); fall (slip, trip, fall from heights); extreme temperatures (hot/cold); noise; and ergonomics (strains, repetitive motion) to name a few.

WHAT IS A JHA?

Per the Occupational Safety and Health Administration (OSHA), a JHA is a technique that's part of risk assessment in which the hazards that come with a certain job or workplace are identified and mitigated before they occur. It focuses on the relationship between the worker, task, tools and work environment.

The information contained in this service bulletin was obtained from reliable sources. However, UFG accepts no legal responsibility for the correctness or completeness of this information.

UFG INSURANCE | 118 Second Avenue SE, Cedar Rapids, Iowa 52401 | ufginsurance.com | 800-332-7977

WHY ARE JHAs IMPORTANT?

A JHA can help prevent workplace injuries and illnesses by looking at workplace operations, establishing proper job procedures, ensuring that all employees are properly trained, the proper tools and equipment are used and that adequate personal protective equipment is provided and utilized.

WHAT IS THE VALUE OF A JHA?

JHAs can add value to the business by eliminating and preventing hazards, resulting in a safer workplace, reduced workers compensation claims, more efficient work methods and an increase in employee productivity.

STEPS TO BEGIN A JHA

OSHA notes five steps an employer should take to conduct a JHA:

1. Involve your employees in the process.
2. Review your accident and incident history.
3. Conduct a job/task review.
4. List and prioritize hazardous jobs.
5. Breakdown and list the steps within each job or task.

Job hazard analysis

WHAT JOBS SHOULD REQUIRE A JHA?

- Jobs or tasks with the highest injury or illness rates or severity.
- Jobs or tasks that are new to the operations or are not performed on a regular basis.
- Jobs or tasks that are complex and may require written instruction.
- Jobs or tasks in which one error can lead to a severe accident/injury.

HOW ARE WORKPLACE HAZARDS IDENTIFIED?

- What can go wrong?
- What are the consequences?
- How can it happen?
- What are contributing factors?
- What is the likelihood the hazard will occur?

CONTROLS TO ELIMINATE/REDUCE THE HAZARD

In order of precedence and effectiveness:

- 1. Engineering controls:** Elimination or minimization of the hazard by designing the facility, equipment, or process to remove the hazard or substituting processes, equipment, materials, or other factors to lessen the hazard.
- 2. Administrative controls:** Written operating procedures, work permits, and safe work practices such as lock-out/tag-out.
- 3. Personal protective equipment:** Equipment worn to minimize exposure to hazards. Includes gloves and safety glasses.

Job location: Construction Site ABC	Analyst: Joe Safety	Date: July 2023
Task description: Installation of underground water line.		
Hazard description: Trench collapse, strain injury, damage underground utilities, struck by/against.		
Hazard controls: <ol style="list-style-type: none"> 1. Use proper trench safety practices (sloping, benching, shielding). 2. Utilize equipment to assist with moving heavy/large materials. 3. Call for utility locates prior to digging. 4. Maintain visual contact with equipment operator and use hands to guide pipe into place. 		

When conducting your own JHA, be sure to consult the OSHA standards for your industry and incorporate them to be sure your health and safety program meets federal standards. OSHA standards, regulations and technical information are available online at [osha.gov](https://www.osha.gov).

If you have any questions, please contact your UFG Risk Control consultant — we're here to help and provide any technical assistance that may be needed.

The information contained in this service bulletin was obtained from reliable sources. However, UFG accepts no legal responsibility for the correctness or completeness of this information.