

JOB HAZARD ANALYSIS

OCCUPATIONAL SAFETY AND HEALTH MANUAL



Policy Owner:	Risk Management	Effective Date:	March 1, 2021
Category:	600	Reviewed Date:	n/a
Policy Number:	028	Revised Date:	n/a
Scope:	All Employees	Training Needed:	Yes; Department Heads/Supervisors
Associated Form:	Job Hazard Analysis Form	Training Frequency:	At position creation and periodically thereafter

JOB HAZARD ANALYSIS AND CONTROL

The following basic principles are to be used during review of employee job activities. The job hazard analysis is done to identify any hazards or risks that could cause injury or illness to employees.

Recommendations on how to eliminate or reduce the hazards are made based on the extent feasible and may involve an incremental abatement process.

DEFINITIONS

Job Hazard Analysis: A tool or process to make a job safe before hazards become accidents. This is done through the identification of hazards associated with a specific job and planned actions to control or eliminate the hazards. It provides a formal systematic method, that when used consistently can provide the basic framework of a proactive safety program.

Hazard: A potential danger which can result in injury or illness.

PROCEDURES

The following procedure will be followed when performing a Job Hazard Analysis:

1. Employees will be interviewed about whether performing the job poses physical difficulties and if so, which physical work activities or conditions of the job they associate with the difficulties.
2. Employees will be observed performing the job to identify which physical work activities, workplace conditions and risks/hazards are present.
3. Evaluate the job's hazards and risk factors including duration, frequency and magnitude.
4. Identify, assess and implement feasible controls to eliminate or materially reduce the job hazards. This includes prioritizing the control of hazards and includes consideration of appropriate controls including administrative, engineering, PPE and work practice controls.
5. Track progress of eliminating or materially reducing the job hazards. This process includes consulting with employees about whether the implemented controls have eliminated or materially reduced the hazards.

TYPES OF CONTROLS

Any combination of engineering, administrative and/or work practice controls can be used to eliminate or materially reduce hazards.

Personal protective equipment may be used to supplement engineering, work practice and administrative controls, but may only be used alone where other controls are not feasible.

TRAININGS

Training will be provided to department heads/supervisors or responsible staff on how to properly conduct job hazard analysis.

JOB HAZARD ANALYSIS FORM

Factors	Issues	Response
Job tasks	Describe a typical day (shift) on your job.	
Safety Hazards	Hazards encountered?	
	Need for PPE?	
	Need for lifting aid/ergonomic devices?	
	If lifting or force exertion is required, how often?	
PPE	Types of PPE and safety training for PPE provided.	
Work Cycle	How much time does it take to complete one inspection?	
	How much does that time vary per shift?	
	How long does it take to learn the job?	
	What tasks are the most difficult and why?	
Job Task/Operation	Description of job and the safety practices involved. Use both on-site audit information, interview information from focus group leaders (supervisors or managers), and any written job descriptions.	
Hazards	List the hazards associated with the job process.	
Safety Procedures	List the PPE, ergonomic aids, other safety equipment needed.	
Training Requirements	List the type of training provided, including training required by Oregon OSHA.	