

## Job Hazard Analysis Form (JHA)

*See Page 2 for instructions on completing the JHA. Managers: Retain completed JHAs on file with your respective department. JHAs should be reviewed at least annually, or when conditions in the workplace change that could impact how the job is performed or introduce new hazards, such as new or modified equipment, tools, or machinery.*

<b>Job Being Performed (brief description):</b>	<b>Completed By:</b>
<b>Responsible Department:</b>	<b>Date Completed:</b>

Task or Step	Hazards	Controls	Personal Protective Equipment (PPE)

### Instructions:

The purpose of a JHA is to break a job down to a step-by-step level and identify the hazards associated with each step, and the controls and PPE that are required to protect against those hazards when performing each step.

A JHA can also be used as a means of providing a written standard operating procedure (SOP) for a particular job or task.

### Steps to Complete a JHA:

**Job:** You need to first select a job (or main activity) to observe and analyze.

**Tasks or Steps:** List tasks or steps that are part of the job you selected in the “Task” column.

- *Example:* “Operating a table saw” would be the job while “Installing a blade” and “Ripping” would be separate tasks.

**Hazards:** Note any condition in the workplace that can potentially cause harm. Assume that no personal protective equipment is being worn- even if it is because hazards could persist if PPE isn’t used. You may choose to add detail about how injuries could occur due to the hazard.

**Controls:** Note how you will eliminate or minimize the hazard. This doesn’t include PPE. *For guidance, refer to the “Hierarchy of Controls” pictured to the right.* The goal should always be to use the most effective means of controlling a hazard that is feasibly possible.

**PPE (Personal Protective Equipment):** Detail what type of PPE is needed for each hazard that can’t be eliminated or minimized using other controls. PPE is the least effective means of controlling a hazard and is considered to be the worker’s last line of defense against harm from hazard exposure.

