

Job Hazard Analysis (JHA) Employee Training

Practical, step-by-step guidance for safer work



Training Objectives

By the end of this training, you will be able to:

- Explain what a Job Hazard Analysis (JHA) is
- Break a job into clear, logical steps
- Identify hazards associated with each step
- Select appropriate controls using the Hierarchy of Controls
- Participate in JHA discussions and updates
- Understand your role in preventing injuries

Why JHAs Matter

- Most injuries occur because a hazard wasn't recognized
- JHAs help us think ahead before starting work
- They reduce surprises, downtime, and risk
- Many employers and contractors require them
- JHAs protect you, your team, and your equipment

Key Message: A JHA is a conversation, not a form.



What Is a JHA?

A Job Hazard Analysis is a simple process:

- Break the job into steps
- Identify hazards for each step
- Choose controls to eliminate or reduce hazards
- Review the JHA before starting work

The 3 Parts of a JHA

A complete JHA includes:

- **Job Steps**
- **Hazards**
- **Controls**

Each part must be specific, clear, and practical.

Part 1: Job Steps

Job steps should be:

- Short and action-based
- Listed in order
- Limited to 5–10 steps
- Clear enough that anyone can follow them

Examples:

- “Lift box onto table”
- “Open electrical panel”
- “Remove machine guard”

Part 2: Hazards

Common hazard categories:

- Struck-by
- Caught-in / caught-between
- Electrical
- Chemical
- Ergonomic
- Slip, trip, fall
- Line of fire
- Environmental (heat, cold, wildlife, weather)

Ask: "What could go wrong here?"

Part 3: Controls

Controls follow the **Hierarchy of Controls**:

1. **Elimination** – Remove the hazard
2. **Substitution** – Replace with something safer
3. **Engineering Controls** – Guarding, ventilation, barriers
4. **Administrative Controls** – Procedures, training, signage
5. **PPE** – Last line of defense

Employee Responsibilities

Employees must:

- Participate in JHA discussions
- Speak up about hazards
- Suggest controls
- Follow the JHA once work begins
- Stop work if conditions change
- Report new hazards immediately

Key Message: Your voice matters.



Supervisor Responsibilities

Supervisors must:

- Lead the JHA conversation
- Ensure the JHA is accurate and complete
- Verify controls are in place
- Review JHAs when conditions change
- Encourage employee input
- Document the JHA properly

When to Complete a JHA

A JHA is required:

- Before non-routine tasks
- Before high-risk work
- When conditions change
- When new equipment is used
- When new employees join the task
- After an incident or near miss

How Employees Participate

Teach employees this simple 4-step script:

1. "What are the steps?"
2. "What could go wrong?"
3. "How do we control it?"
4. "What's changed since last time?"

This gives employees a clear role in the process.

Practical Activity

Choose a simple task (examples):

- Using a ladder
- Lifting a box
- Changing a filter
- Operating a pallet jack

Ask the group:

- "What are the steps?"
- "What hazards do you see?"
- "What controls do we need?"

Common JHA Mistakes

Avoid:

- Writing too many steps
- Being vague (“Be careful”)
- Listing PPE as the only control
- Copy-pasting old JHAs
- Skipping the review before starting work
- Ignoring changes in conditions

JHA Review Checklist

Before starting work, confirm:

- All steps are listed
- Hazards are identified
- Controls are in place
- Everyone understands their role
- Conditions haven't changed
- The team agrees the job is safe to start

Wrap-Up Message

A JHA is not a form — it's a mindset.

It helps us:

- Slow down
- Think ahead
- Protect each other
- Prevent injuries

Final Thought: Safety is a team effort.



Knowledge Check

1. What does JHA stand for?
2. What are the three main parts of a JHA?
3. Why do we break a job into steps?
4. Name one type of hazard.
5. What is the Hierarchy of Controls?
6. Why is PPE the last line of defense?
7. When should a JHA be updated?
8. What should you do if conditions change?
9. Who participates in a JHA?
10. What is your role in keeping the JHA accurate?