

Appendix A
Job Hazard Analysis (JHA)
Standard Operating Procedure (SOP)

Purpose:

The Purpose of this SOP is to identify safety hazards associated with each step of any job or task that has the potential to cause injury or harm.

Procedures:

1. Conduct a Preliminary Job Review

Supervisors should discuss with their employees the hazards (and associated tasks) they know exist in their current work and surroundings. The following types of jobs should be given a priority:

- A. Jobs with the highest injury or illness rates
- B. Jobs with the potential to cause sever or disabling injuries or illness, even if there is no history of previous accidents;
- C. Jobs in which one simple human error could lead to a sever accident or injury;
- D. Jobs that are new to your operation or have undergone changes in processes and procedures; and
- E. Jobs complex enough to require written instructions.

2. Using a blank JHA form (Appendix B), complete the following steps:

- A. In the **Task/Steps** column, write down each step (or task) required to complete the job.
- B. In the **Hazards** column, write down all the hazards associated with each task.
Consider all types of potential hazards
 - a) *Physical* - Pinch points, moving parts, blades, heavy lifting, etc.
 - b) *Chemical* - Fuels, paints, solvents, cleaners, gases
 - c) *Environmental* - Temperature extremes, insects/animal bites/stings, dangerous terrain or spaces

C In the **Controls** column, write down all the possible controls and PPE from each of the hazards identified in each of the steps involved. There may be several controls or forms of PPE that can be used. The following are some examples:

- a. Use proper lifting techniques
- h. Wear nitrile gloves
- c. Fill tank no less than $\sqrt{2}$ inch from the top