



JOB HAZARD ANALYSIS

INTRODUCTION

Job hazard analysis or JHA, is an orderly process used to document and understand specific hazard and failure data pertinent to a given system or series of tasks. A planned systematic approach to hazard detection and control is more effective than random observations by supervision. Thoughtful preparation for hazard detection produces a greater likelihood of identifying critical (high-risk) hazards. It is generally the more obscure high-risk hazard that produces the most severe injuries and illnesses. Various methods can be utilized depending on the type of hazard or operation, for example Failure Mode Effect Analysis (FMEA), Activity Hazard Analysis (AHA), Analytical Trees, or a Job Hazard Analysis (JHA).

Team members are required to complete one JSA each quarter on a process of their choosing. A JHA library will be kept by the Service Manager to reference and assist other team members when returning to a client site. The Supervisor of the employee performing the work is in the best position to assist with detecting and controlling high risk task, unsafe acts and provide Administrative, Engineering or Personal Protective Equipment Controls. When appropriate the customer contact may participate or be consulted in the documentation process.

OBJECTIVE

1. Recognize, potentially eliminate or control unsafe acts and conditions before they result in accidents or exposures that have the potential to produce injury and/or damage.
2. Stimulate regular employee hazard detection and control activity.
3. Provide a mechanism for employees to formally report physical hazard, document processes and to make safety recommendations.

DEFINITIONS

1. Hazard - an unsafe act or condition that may cause an exposure or accident.
2. Unsafe Act - what the employee did or failed to do that has or could have resulted in an exposure or accident. (There are mental, emotional, physical, attitudinal, knowledge and skill factors that influence the employee to act unsafely.)
3. Unsafe Condition - what part of employee's physical surroundings that have or could have resulted in an exposure or accident (factors such as deterioration of equipment, poor design, inadequate maintenance and the actions of employees are the source of unsafe conditions).
4. Underlying Causes – the failures in management that allowed the unsafe acts and unsafe conditions to occur.

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Service Managers should complete a Job Hazard Analysis for all projects that meet any of the following criteria:

1. The project involves three or more workers for a period of more than three days
2. The work includes entry into a confined space
3. The work is being performed in a facility where "Process Safety Management" standards apply



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4. The work is being performed in an unfamiliar facility type
5. The work includes tasks not typically performed by our employees
6. The hazard analysis is required by the customer.

When a job hazard analysis is being documented at a client site, the technicians must first perform a visual hazard analysis upon arrival. Document controls or client specific information on working safely, ensure the site is safe to begin work and all types of provided protection will be sufficient.

Steps to complete the task then can be documented, hazards must be identified, and additionally the potential frequency of the hazards must be considered when designing controls. Each hazard must be eliminated or controlled sufficiently to prevent the hazard from causing an incident.

All technicians must be trained in hazard recognition systems and encouraged to strengthen their skills. Training must be completed during new hire orientation and at least annually.

We have two forms that can be used for the JSA. A long format, TATE AHA JHA, that is used to present to the client upon request and is completed with the contribution from the Operations Manager, Service Manager, Technicians and the Safety Manager.

A short version is required to be completed quarterly by the technicians. This document offers categories for the technicians to check off based on the hazards present in each task.