



Job Hazard Analysis

Training Objectives

This session provides information on job hazard analysis (JHA), which is a method of systematically identifying hazards associated with the jobs and conditions in your facility in order to control, reduce, or eliminate them. By the end of the session, attendees should be able to:

- Identify the purpose of JHA.
- Recognize the benefits of JHA.
- Understand the JHA process.
- Analyze jobs correctly to detect and correct hazards.

Rationale for Training

Job hazard analysis is an essential part of any successful safety and health program. Unless you fully understand all the hazards associated with every job in your organization, you can't take effective steps to prevent accidents, injuries, and job-related illnesses. JHA gives you the tools you need to provide all your workers with a safe and healthy workplace.

Because job hazard analysis is so important, all employees should be familiar with the principles and process of JHA, not just your safety personnel. By getting everyone involved in the process of identifying hazards and thinking about ways to reduce or eliminate hazards, you have eyes and ears all over your facility to help you manage safety risks and improve safety and health throughout your organization.

Regulatory Overview

Although the Occupational Safety and Health Administration (OSHA) has no specific job hazard analysis standard, many OSHA standards require employers to conduct workplace hazard assessments so that proper precautions can be taken to protect employees. For example, the personal protective equipment (PPE) standard at 29 CFR 1910.132 requires employers to assess the workplace to determine if any hazards exist that would require employees to wear PPE.

To help organizations conduct effective hazard assessments, OSHA has developed guidelines for JHA. Although the guidelines themselves are not regulatory requirements, following the guidelines helps employers comply with OSHA requirements.

Training Requirements

Your job hazard analysis training program should contain, at a minimum, the following elements:

- Definition of JHA
- Purpose of JHA
- Benefits of JHA
- Selecting jobs for JHA
- JHA participants



- Hazard identification
- OSHA guidelines for JHA inspections
- Area hazard checklists
- Steps in JHA process

Trainer qualifications. The person conducting the training should be knowledgeable about the benefits and steps of JHA generally, as well as the JHA process in use at your organization.

Audience. All employees can benefit from JHA training.

Training frequency. Employees should receive JHA training when they are hired and periodically thereafter. Refresher training for employees whose jobs are selected for JHA should be performed to remind employees of the steps in the process.

Delivery method and format. Trainers may use hands-on demonstration, classroom, and any other method of training that leads to comprehension and understanding of the topic. There should be an opportunity for interactive questions and answers with the person conducting the training session.

Trainee evaluation. Measures of training effectiveness can be performance-based (observed behavior), by written or oral test, or a combination.

Recordkeeping. Training records should be kept showing when the training was held, what was covered, who gave the training, the trainer's qualifications, and who attended.

State requirements. Some states may have stricter requirements for JHA training. Check your state for specific information.

Supporting Documents

Download the following documents from the BLR® portal to use with the training presentation:

- Download the Speaker's Notes to help deliver the presentation.
- Distribute the Handout and Exercises before or during the session to reinforce the training.
- Give trainees the Quiz, and place the results in each trainee's personnel file.
- Distribute the Certificate to successful trainees as proof of completion of training (optional).
- Distribute the Evaluation Form to employees, and collect the completed forms (optional).
- File one copy of the Attendee Sign-In Sheet and the Training Record for each employee.