

Job Hazard Analysis Fundamentals: Building a Safer Workplace

Presented by:

MEMIC



Webinar Focus & Questions



NOTES

- The focus of this webinar is hazard identification using the Job Hazard Analysis (JHA).
- Attendees will learn:
 - The purpose of the JHA.
 - The basic skills necessary to perform JHAs.
 - The path forward after completing a JHA.

Q&A

All (0)

Select a question and then type your answer here. There's a 256-character limit.

Send Send Privately...

Chat



QUESTIONS

- All questions can be sent through the Q&A.
- Our panelists will respond to questions when possible, during the webinar.
- Additional resources, included slide deck will be provided at the end of the session.



LEARNING OBJECTIVES

Understand the Benefits of a JHA

Understand the collateral benefits of JHA implementation in the workplace, including direct/indirect impact across all business segments.

Initiate and Document Steps for a JHA

Understand the importance of all steps within a JHA, including appropriate best practices for memorializing workplace safety improvement opportunities.



Recognize the Importance of Hazard Identification

Recognize and respond to hazards in the workplace. Encourage employees to report hazards immediately when observed.

Implement a Process to Collect Hazard Information

Implement a reproducible process for collecting hazard information to identify short-term and long-term workplace safety improvements.

Analyze Information and Designate Hazard Controls

Demonstrate an understanding around hazard controls and the importance of placing controls in-place to protect employees from workplace hazard exposures.



Introducing Your Host & Presenters



Peter Koch

Host

MANAGER,
DIGITAL MEDIA, WCP®



James Burke

Presenter

SAFETY MANAGEMENT
CONSULTANT, WCP®



Peter McCabe

Presenter

LOSS CONTROL CONSULTANT,
MS, ATC, WCP®





Safety Definitions



HAZARD

A potential threat present in the environment that may cause harm or illness.



EXPOSURE

An employee comes into contact with the hazard, thereby realizing the risk.



CONTROL

How we keep our people safe.



HAZARD



Slippery steps,
uneven edges,
missing
handrails.

EXPOSURE

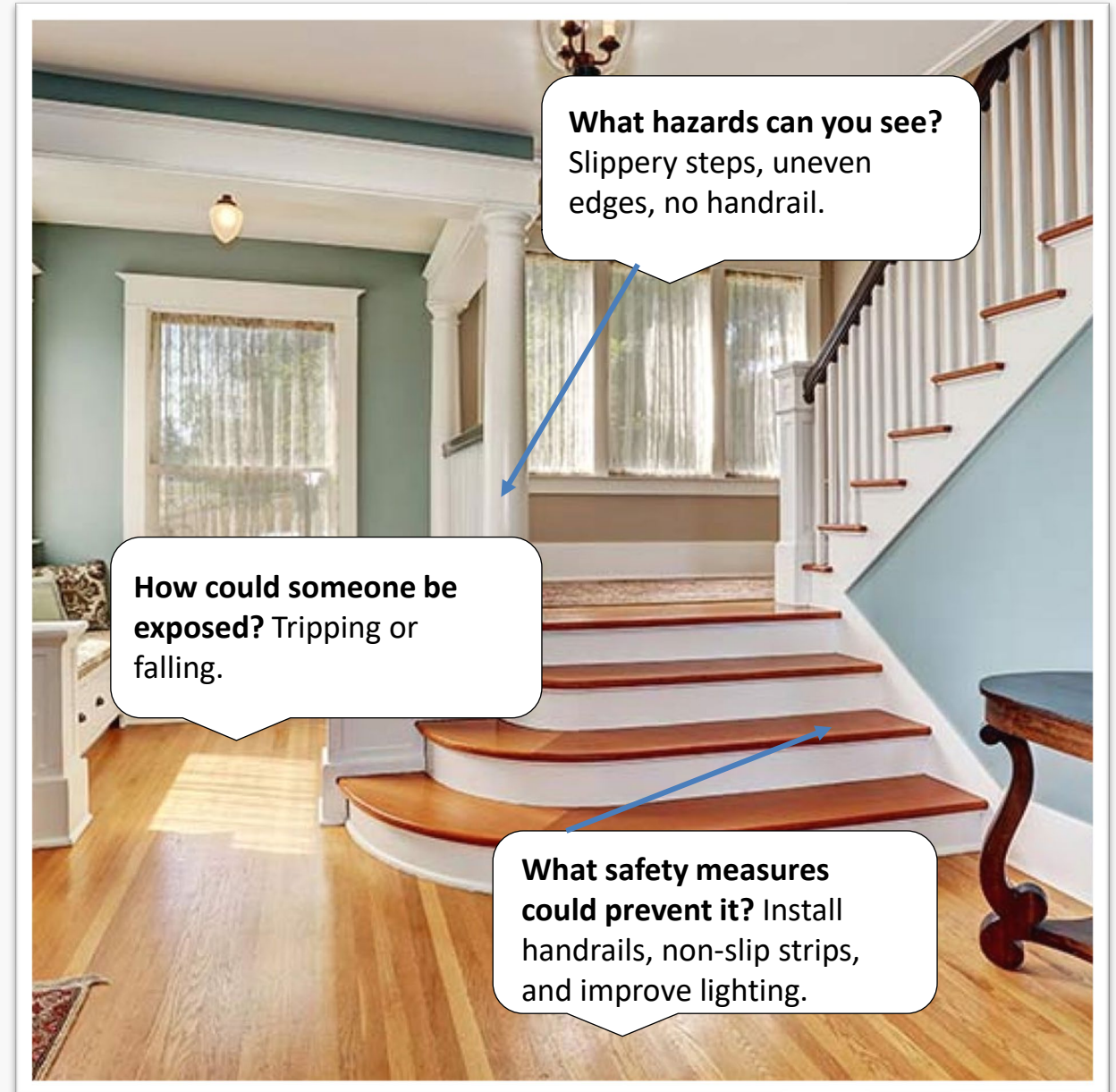


An individual
using stairs may
slip, trip, or fall
coming in direct
contact with a
hazard.

Controls



Adding handrails, non-slip strips,
and improving lighting.



Job Hazard Analysis

OSHA 3071
2002 (Revised)



OSHA Occupational
Safety and Health
Administration
U.S. Department of Labor

OSHA's Job Hazard
publication (*osha3071.pdf*)

COMMON HAZARDS AND DESCRIPTIONS



ELECTRICAL (SHOCK/ELECTROCUTION)

Risk of shocks, burns, or electrocution.



ELECTRICAL (FIRES/EXPLOSIONS)

Fires or explosions from improper electrical use



ERGONOMIC (HUMAN ERROR)

Injuries from lifting, repetitive motion, or awkward posture



EXCAVATION (TRENCH COLLAPSE)

Risk of collapse causing crushing injuries



FALLS (SLIPS, TRIPS)

Falls from ladders, scaffolds, or slippery surfaces



FIRE/HEAT

Burns from flames, hot surfaces, or extreme heat



MATERIAL HANDLING

Injuries from falling objects, being struck, or



VIBRATION/NOISE/TEMPERATURE EXTREMES

Long-term exposure causing chronic health issues



Hierarchy of Controls

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Most effective
at the top →
Least effective at
the bottom





What is a Job Hazard Analysis (JHA)?

- ☑ Identifying the hazards associated with a particular job.
- ☑ Identifies the following:
 - Jobs to be performed
 - Exposed employee(s)
 - Basic steps required to complete the job
 - The hazards associated with each step
 - Controls needed to eliminate or reduce each hazard



What is a Job Hazard Analysis (JHA)?



Select Job



Break Down
the Job



Identify
Hazards



Implement
Controls





Benefits of a JHA

Culture



- Shows commitment to safety
- Builds trust & morale
- Prevents morale loss from injuries

Quality



- Better work from safer employees
- Identifies process flaws
- Improves consistency

Productivity



- Fewer disruptions
- Skilled workers stay on the job
- Higher morale = better performance

Financial



- Saves money long-term
- Cuts injury-related costs
- Protects reputation



Implementing a Job Hazard Analysis: Getting Started



Team Approach

Involve all levels of the
operation
Not a 1-person task



Communication

Explain the process
Be open to input
Keep everyone
informed



Resources

Policies/procedures
Checklists/Forms
Training
Video Camera or
Smartphone



IMPLEMENTING A JOB HAZARD ANALYSIS: GETTING STARTED

WHERE TO FOCUS?



STEP 1: IDENTIFY PRIORITIES





Please list some hazards that you experienced at work that were not obvious in advance?

Can you name a hazard that you experienced that was not obvious?

1

Psychological

Stress & Burnout
Poor Communication

Ergonomic

Improper Workstation
Set-up
Repetitive Motions

2

Environmental

Poor Lighting
Inadequate Ventilation

Behavioral/Cultural

Complacency
Lack of Reporting





Benefits of a JHA



Decrease

- Exposures
- Near Misses
- Incidents
- Lost Time



Increase

- Safety Awareness
- Standardized Procedures
- Production or Efficiency
- Satisfaction & Morale
- Reputation & Qualifications
- Compliance





Please use Slido to list hazards associated with simply filling the reservoir of a coffee pot with water.

Best Practices used to complete a quality JHA?

TASK STEP	POTENTIAL HAZARD	RECOMMENDED CONTROL
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Fill water reservoir	Spill hazard	Use funnel or pour carefully
----------------------	--------------	------------------------------

Add coffee grounds	Dust inhalation	Avoid overfilling, clean spills
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Turn on coffee machine	Electrical shock	Check cord and outlet
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Pour hot coffee	Burns from hot liquid	Use insulated mug, pour slowly
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Fill Water Reservoir



Place Coffee Grounds



Start Machine



Pour Hot Coffee



Resources Available for JHA

Company Name	Job Hazard Analysis (JHA)	Date Completed:	
		JHA #:	
		Job Name:	
Location:	JHA Completed By (list all participants):	Comments:	

REQUIRED PERSONAL PROTECTIVE EQUIPMENT FOR ENTIRE JOB		OTHER REQUIRED SAFETY EQUIPMENT
☐ Hard Hat ☐ Bump Cap ☐ Safety Glasses ☐ Face Shield ☐ Chemical Goggles ☐ Welding Mask ☐ Respirator ☐ SCBA ☐ Hearing Protection	☐ Slip-Resistant Shoes ☐ Safety Toe Shoes ☐ Metatarsal Guards ☐ Puncture Resistant Boots ☐ Grounded Boots ☐ Electrically Insulated Boots ☐ Chemical Resistant Gloves ☐ Thermal Gloves ☐ Impact Gloves ☐ Antivibration Gloves	☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ Comments:

Permit(s) Required	Special Permission(s) Required
☐ Hot Work ☐ Confined Space ☐ Excavation ☐ Critical Lift ☐ Equipment Shutdown	☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

- ✓ JHA Form Example
- ✓ Wide variety of JHA forms available, but typically share similar items:
 - Demographic information
 - Unique identifier
 - Comments



Demographic information JHA

Company Name	Job Hazard Analysis (JHA)	Date Completed:	
		JHA #:	
		Job Name:	
Location:	JHA Completed By (list all participants):	Comments:	

- ☑ Regardless of JHA form style, basic information is necessary.
- Company name
 - Date completed
 - JHA ID name/# - 2025-10-09_SN-Para-Behavioral_Reading_Room
 - The job name
 - Job location
 - Name of person who completed the JHA



Optional section of some types of JHAs

REQUIRED PERSONAL PROTECTIVE EQUIPMENT FOR ENTIRE JOB		OTHER REQUIRED SAFETY EQUIPMENT
☐ Hard Hat ☐ Bump Cap ☐ Safety Glasses ☐ Face Shield ☐ Chemical Goggles ☐ Welding Mask ☐ Respirator ☐ SCBA ☐ Hearing Protection	☐ Slip-Resistant Shoes ☐ Safety Toe Shoes ☐ Metatarsal Guards ☐ Puncture Resistant Boots ☐ Grounded Boots ☐ Electrically Insulated Boots ☐ Chemical Resistant Gloves ☐ Thermal Gloves ☐ Impact Gloves ☐ Antivibration Gloves	☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ Comments:

Permit(s) Required	Special Permission(s) Required
☐ Hot Work ☐ Confined Space ☐ Excavation ☐ Critical Lift ☐ Equipment Shutdown	☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____

☒ While not mandatory, these section types can provide quick reference for those reading the JHA in the future.



Procedural Steps within a JHA

Basic Steps	Potential Hazards	Controls

☑ The core of the JHA used to identify:

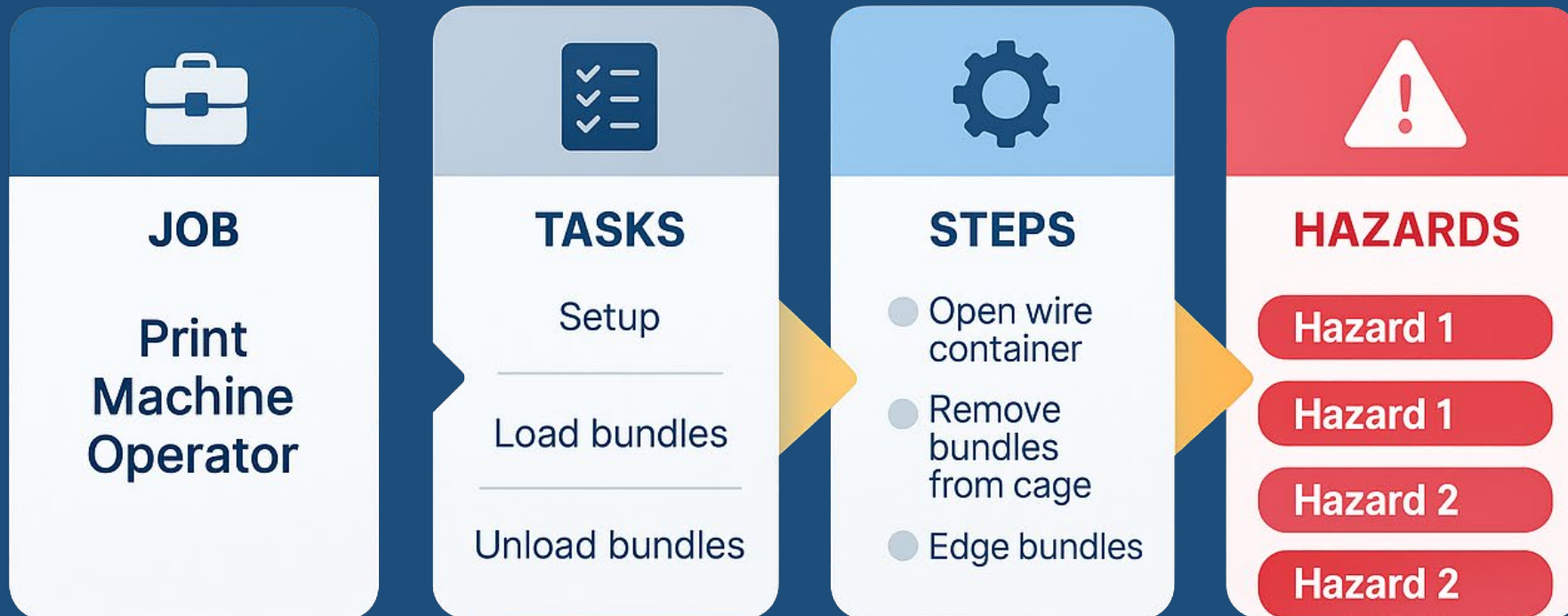
- Specific steps in the process.
- All hazards associated with each individual step.
- Controls to be implemented to address each hazard.





IMPLEMENTING A JOB HAZARD ANALYSIS:

Getting Started



STEP 1: IDENTIFY HAZARDS



JHA Example

MEMIC Distributing	Job Hazard Analysis (JHA)	Date Completed:	2025-01-15
		JHA #:	2025-01-15_Warehouse_South_Shipping_Receiving_Forklift-Operator
		Job Name:	Forklift Operator – South Receiving Docks
Location: Distribution Warehouse #13 1 Warehouse Way Portland, ME	JHA Completed By (list all participants): James Burke – Safety Manager Mike D. Manager – Warehouse Manager Sally D. Super – South Receiving Supervisor Forklift Fred – Lead Forklift Operator	Comments: Observed Forklift Fred unload 5 pallets of product from the truck at south receiving bay 1 and deliver them to the appropriate locations within the warehouse.	



JHA Example		
Basic Steps	Potential Hazards	Controls
Inspect forklift prior to first use by operator.	- Unsafe equipment such as: - Leaking hydraulics - Damaged tires/wheels - Leaking batteries or fuel - Damaged or defecting lights - Damaged or defective safety devices - Clogged filter - Improper tire pressure - Fluid levels - Fuel or battery charge - Unsafe Operator	- Daily, documented Pre-Use inspection. - Certified Forklift Operator Training must be current (within 3 years) - Clamp Truck. - Lock and Tag Out the tow motor if the issues noted require it be taken out of service. - Document and report any issues to supervisor. - Note your clothing and PPE ensuring no loose clothing including hoods and ensure all proper PPE is donned.



JHA Example

Basic Steps	Potential Hazards	Controls
Inspect forklift prior to first use by operator.	- Exposed moving parts - Cuts - Embolism - Caught between...	- Equipment guarding - No loose clothing - Do not touch the hydraulic lines with bare hands (use a piece of carboard)
Mounting and dismounting.	- Fall from height - Head injury - Fall from height and crushing - Slip/Trip	- Always maintain 3 points of contact. - Do not step on the tire, battery, counterweight or forks. - Wear bump-cap - Don seatbelt prior to moving the lift. - Enter the proper driving position prior to operating the lift.



JHA Example

Basic Steps	Potential Hazards	Controls
Traveling throughout the facility.	• High noise environment • Struck by/struck against • Collisions with equipment, fixed objects, structure, or pedestrians • Rollover	• Contact IH for noise sampling and add results and controls to this JHA once completed. • Do not approach any racking without rack guards installed. Immediately report to supervisor. • Use warning lights and warning sounds. • Ensure blue light or laser perimeter warning system is always active. • Use a spotter where necessary. • Ensure mirrors are properly adjusted. • Repeatedly and loudly honk the horn a minimum of 4 times when entering an intersection, entering or leaving an area with limited visibility such as traveling between racks or entering/exiting trailers. • Use mirrors at intersections to check for others in area. Enter intersections at reduced speed looking both ways to ensure the area is clear. • Maintenance adjust safety lights if out of alignment. • Any concerns with visibility must be immediately reported to supervisor. • Do not exceed posted safe speeds. • Be aware of rear swing. • Operate the equipment using smooth acceleration and deceleration as well as turning. • Travel at reduced speeds when turning. • Do not travel with loads elevated. • When traveling on a grade make sure to always keep the load uphill. • Do not approach docks without a barrier or secured trailer in place. • Keep hands, arms, legs and head in the forklift always. • Never fully or partially exit the forklift until it is fully stopped. • Seatbelt must be always worn.



Hierarchy of Controls

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Most effective
at the top →
Least effective at
the bottom



PPE HAZARD ASSESSMENT FORM

I am reviewing (check the appropriate box):	☐ A worksite	Specify location: _____	
	☐ A single employee's job description	Name of employee: _____	
		Position Title: _____	
	☒ A job description for a class of employees	Position Title: Fuel attendant	
		Location: Commercial fuel loadout bay 1	
Your Name: _____		Department/Division: _____	Date: _____

	EYE HAZARDS: Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.			
	Check the appropriate box for each hazard:			
	Chemical Exposure	☒	Gasoline absorption	Eye protection that is rated for hydrocarbons and adequately seals to the face reducing gaps for splash to enter the eyes.
	High Heat/Cold	☐		
	Dust/Flying Debris	☐		
	Impact	☐		
	UV/IR Radiation	☐		
	Other: _____			

	HEAD/NECK/FACE HAZARDS: Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall, working on energized electrical equipment or utilities, and working in trenches or confined spaces.			
	Check the appropriate box for each hazard:			
	Chemical Exposure	☐		
	Dust/Flying Debris	☐		
	Impact	☐		
	UV/IR Radiation	☐		
	Electrical Shock	☐		
	Other: Electrical shock			

	FOOT HAZARDS: Tasks that can cause foot injury include: exposure to chemicals or acids, welding or cutting, materials handling, renovation or construction, and electrical work.			
	Check the appropriate box for each hazard:			
	Chemical Exposure	☐		
	High Heat/Cold	☐		
	Impact/Compression	☐		
	Electrical	☐		
	Puncture	☐		
	Slippery/Wet Surfaces	☐		
Other: _____				



PROTECTIVE MEASURES

Avoid contact with spilled material. Warn or evacuate occupants in surrounding and downwind areas if required, due to toxicity or flammability of the material. See Section 5 for fire fighting information. See the Hazard Identification Section for Significant Hazards. See Section 4 for First Aid Advice. See Section 8 for advice on the minimum requirements for personal protective equipment. Additional protective measures may be necessary, depending on the specific circumstances and/or the expert judgment of the emergency responders.

For emergency responders: Respiratory protection: half-face or full-face respirator with filter(s) for organic vapor and, when applicable, H₂S, or Self Contained Breathing Apparatus (SCBA) can be used depending on the size of spill and potential level of exposure. If the exposure cannot be completely characterized or an

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Product Name: GASOLINE

Revision Date: 19 Jul 2019

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oxygen deficient atmosphere is possible or anticipated, SCBA is recommended. Work gloves that are resistant to aromatic hydrocarbons are recommended. Note: gloves made of polyvinyl acetate (PVA) are not water-resistant and are not suitable for emergency use. Chemical goggles are recommended if splashes or contact with eyes is possible. Small spills: normal antistatic work clothes are usually adequate. Large spills: full body suit of chemical resistant, antistatic material is recommended.



JHA Example

REQUIRED PERSONAL PROTECTIVE EQUIPMENT FOR ENTIRE JOB			OTHER REQUIRED SAFETY EQUIPMENT	
	Hard Hat	X	Slip-Resistant Shoes <u>Required at all times, must be company approved brand and type.</u>	X Red laser perimeter warning system or blue light system on forklift.
X	Bump Cap <u>Required at all times</u>	X	Safety Toe Shoes <u>Required at all times, must be company approved brand and type.</u>	X Seatbelt required.
X	Safety Glasses <u>Required at all times – Clear lenses required.</u>		Metatarsal Guards	
	Face Shield		Puncture Resistant Boots	
	Chemical Goggles		Grounded Boots	
	Welding Mask		Electrically Insulated Boots	
	Respirator		Chemical Resistant Gloves	X General purpose work gloves required during pre-trip inspection.
	SCBA		Thermal Gloves	X Work gloves that are resistant to aromatic hydrocarbons when fueling with gasoline.
	Hearing Protection <u>Pending Noise test results</u>		Impact Gloves Antivibration Gloves	Comments: Additional PPE requirements are pending the results of IH sound testing.

✓ In this example no work permits, or special permissions are required.



JHA Tracking

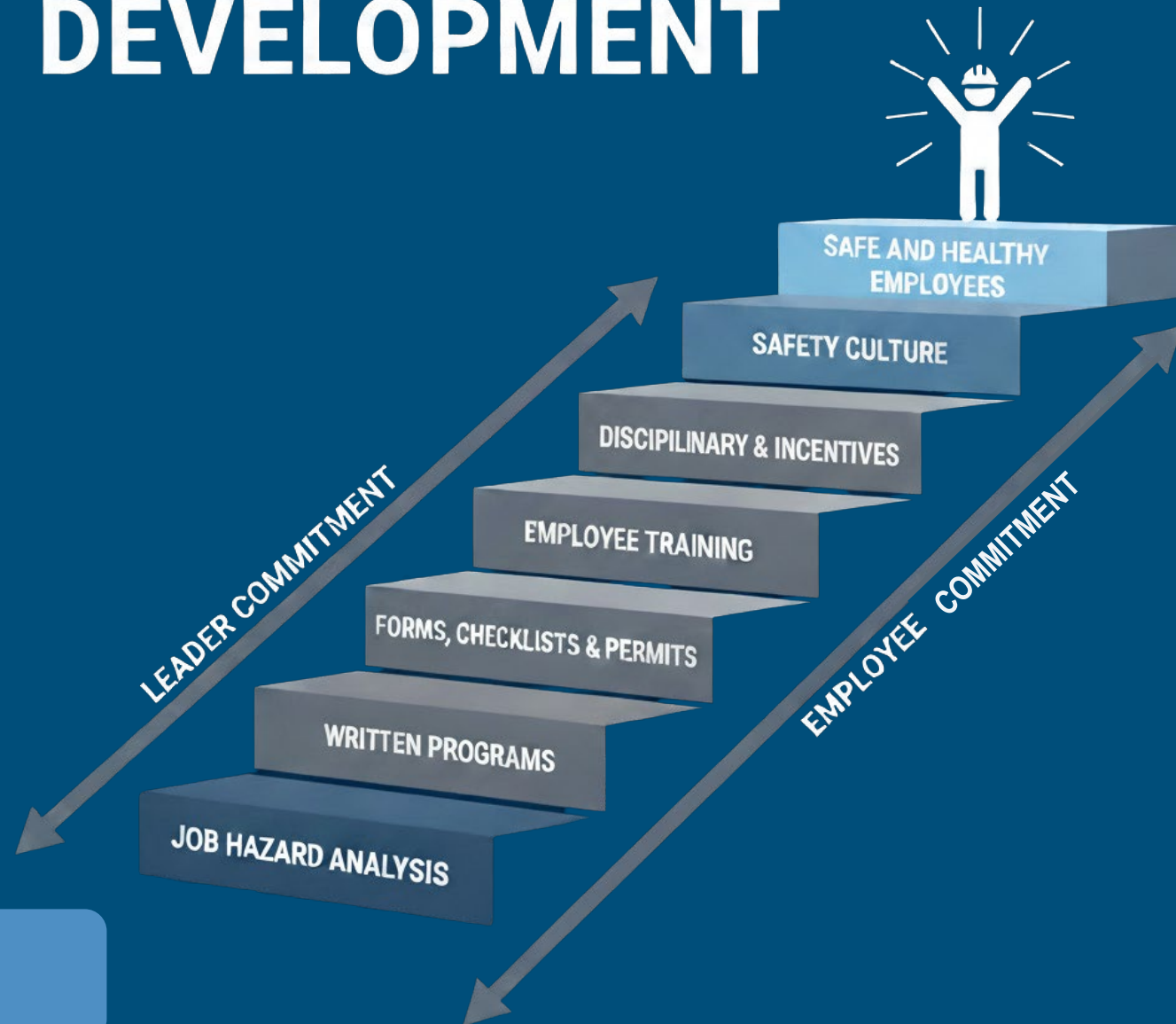
I2

	A	B	C	D	E	F	G	H
	Task/Job Assigned To (e.g., job titles, departments, or employee names)		Types of Associated Hazards (e.g., physical, chemical, biological)				Scheduled JHA review date	
1	Task or Job			Risk priority code	JHA completed by	JHA completion date		JHA #
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

Master List



SAFETY PROGRAM DEVELOPMENT



MEMIC



Questions?

Summary

The Job Hazard Analysis (JHA) is a critical tool for identifying and mitigating workplace hazards before they lead to incidents. Thank you for joining us to sharpen your safety skills and make your workplace safer, smarter, and more efficient.

Q&A



- ☐ Use the Chat box to type your questions or share your thoughts.
- ☐ Feel free to ask about specific scenarios or challenges your facing.
- ☐ Let us know if you'd like further clarification on any topic discussed.





THANK YOU FOR YOUR PARTICIPATION

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