EVOTIX

JOB HAZARD ANALYSIS

What you need to know

Contents

Introduction

How many times are hazards overlooked in work environments? If you are involved in high-risk industries such as biological weapons research, firefighting, hazmat transportation or external maintenance of high-rise buildings then you'll probably know the answer is rarely. However, it is not these 'high-hazard' industries where workers are at most risk, it is lower risk workplaces where hazards are often overlooked.

The truth is that any condition in the workplace can potentially cause occupational injury, illness or death from a wet floor in the warehouse to exposed wiring on a construction site. Inevitably, some jobs just have tasks that are inherently hazardous. Others can become more hazardous if there is an environmental change—like extreme cold or heat—or if there's a change in a process. All of these situations can create a riskier job.

So, how do you identify these hazards and higher risk tasks to protect your employees? When used properly, a job hazard analysis is an excellent tool for this challenge.

This eBook explains what a job hazard analysis is, suggests why you should be doing them, how to conduct one and how technology can help.
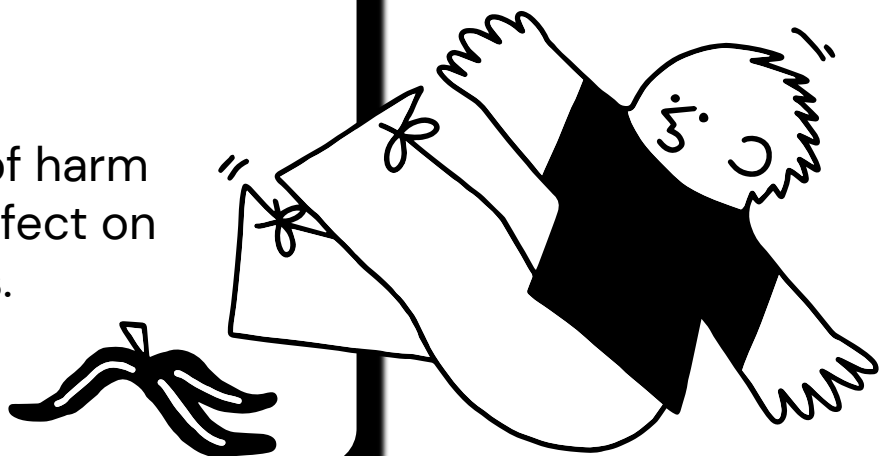
Hazard

[haz-erd]

noun

A potential source of harm or adverse health effect on a person or persons.

What is a job hazard analysis?

Job hazard analysis (JHA), also known as job safety analysis (JSA), is a technique that identifies the hazards of specific tasks to reduce the risk of injuries/illnesses. JHA's involve breaking down workplace jobs into component steps and paying close attention to employees as they perform these jobs, use their tools and interact with their environments. Those observing make note of the hazards encountered. After the hazards are identified, corrective actions are taken to reduce the risk.

Why should you do a JHA?

For some industries and companies, a JHA is a regulatory requirement. Whether it is or not, conducting a JHA is time well spent. It will help you answer questions about a job or jobs in your workplace, such as:

- **What can go wrong?**
- **How can it happen?**
- **How likely is it to happen?**
- **What is the severity?**
- **What are the consequences?**
- **What can be done to eliminate the hazard or reduce the risk to an acceptable level?**

You can use the JHA as a tool to create and update safe work procedures with the goal of eliminating and preventing hazards in your workplace. Every time you control or remove a hazard, you reduce the risk of worker injuries and illnesses. A JHA can lead to

Examples of just some of the hazards and their safety risks include:

Working at heights or on slippery surfaces:

These hazards can result in falls that cause broken bones, paralysis or death.

Noise:

Exposure to loud noises (short and/or long-term) can cause permanent and severe ringing in the ears and/or worse, hearing loss.

Corrosive chemicals:

Contact with corrosive chemicals can permanently damage skin and cause blindness amongst other adverse health effects.

safer and more effective work methods. It can also help reduce workers' compensation costs and increase worker productivity due to the reduction in injuries, illnesses and absences.

Many companies use JHAs as guides for investigating accidents or incidents and training workers how to do their jobs safely. JHAs are also helpful in establishing best practices and PPE hazard assessments, implementing hazard controls and providing support for developing job qualifications, such as worker placement, restricted duty, return to work and even insight for a new job or job changes.

The kinds of jobs that are appropriate for a JHA

A job hazard analysis can be conducted on a variety of jobs in your workplace. So, which ones should you analyze? What should be the priority? Here's a helpful list that ranks them for you:

- Jobs with the highest injury or illness rates.

- Jobs with the potential to cause severe injuries and/or illness, even if there is no history of previous incidents.

- Jobs where a simple error could lead to a severe accident or injury.

- Jobs that are new to your operation or jobs that have changed recently.

- Jobs that are so complex they require written instructions.

- Jobs that have resulted in complaints.

How to conduct a JHA

For a JHA to deliver the needed results, you should involve your employees from the outset. This is essential because they provide an expert perspective. Not just for the identification of hazards, but also because they understand the job better than others. Most importantly, they can get other workers to adopt the outcome of analysis to the hazards because they feel ownership of the process. Follow these steps prescribed by OSHA along with some helpful tips to complete a JHA.

Tips for developing your JHA

1. Keep the scope manageable. Say "top off fluids" rather than "build an engine." Five to seven steps are ideal; the max should be 15.

2. If, no matter what you do, you have too many steps then you might need to reassess what is being done. Another possibility is that your list of tasks is too granular.

3. Make sure your documentation is compelling and easy to follow. Be concise and avoid unfamiliar technical jargon and acronyms that your audience might not recognize. Ask the audience to review it and let you know if they can understand it.

4. Do more than list your hazards. Include the potential consequences associated with each. Describing these consequences supports risk ratings.

5. Make sure your controls state how to perform actions. For example, say "allow engine to cool before" rather than "be careful when."

Steps for completing a JHA

Ensure employees buy-in. When you ensure employee buy-in then you are involving them in the hazard identification process. They are the experts and are aware of the hazards better than anyone else which will help minimize any gaps and empower them to engage in safety.

Break down your job into component steps or tasks. Watch an employee do the job and record each step—on video or camera if possible—to get enough information to describe each job. Review the job steps with the employee to make sure you have not omitted something.

Conduct a preliminary job review. Discuss the known hazards in the work environment and surroundings with your employees. Take action right away if any of these hazards pose an immediate danger. If you can brainstorm with your employees about how to better control any others before the JHA and take action, they will see you're committed to their health and safety. This will also help you focus your JHA on hazards that are not as common or easy to identify.

Look over the steps with a focus to answering questions about what can go wrong, what the consequences are, how it could happen, what contributes to it, and how likely it is to occur. Document the answers consistently and discuss with your employees how to eliminate or reduce these. Make plans and implement them.

Review your incident history. Your near-misses, accidents and accidents with loss are all incidents that could or did lead to failures. Any of these could point to where you need to focus.

Prioritize which jobs should require a JHA. Rank jobs that present unacceptable or extreme risk as top priority then make your way down from there.

JHA Challenges

Although the steps in the JHA process appear easy to follow, rarely is a JHA this simple. Here are some of the challenges you might face.

Manual processes and paperwork

Today, most health and safety professionals use pen, paper, and templates to document tasks in a JHA, and then digitize the results. This method is rarely efficient, and it can become a bottleneck in large organizations, where JHA's can number in the thousands. No matter the size of your organization or how digitized it is, JHA's require managing a lot of paperwork and details, and double entry is common. Different formats are likely to be used in different parts of your company. In these conditions, it becomes difficult to stay up to date on status and reviews or to make sure actions are taken and controls are implemented or even if a JHA has been completed.

Competing state, local and federal standards and regulations

Many U.S. states have forms you must use to document jobs and hazards in the JHA. They also have standards and regulations you must follow, and they can differ from state to state. If your company is international or global, there may be stricter regulations in some regions or countries, but not others. Reconciling information and ensuring that regulations and standards are met can be difficult.

Inconsistent information and other data issues

Inconsistent information and data of unsubstantiated quality collected from multiple siloed sources and disparate systems can affect your JHA. The documentation can be overwhelming, and if your company has job sites in different states or countries, the standards and requirements for the documents might differ. Controlling versions can be difficult, along with interpreting information in different formats or forms.

Lack of visibility

Addressing certain hazards in a JHA can require specialized knowledge, such as hazmat disposal or ergonomics. Despite their training, skills and education, not all health and safety professionals are at those levels. In these cases, you need subject-matter expert reviews. Identifying the type of risk so you can find the right expert within your organization means that you need visibility into which workforce groups and types of jobs are most risk and method to ensure consistent data consolidation and processing. Achieving that visibility can be difficult when there are multiple sources of the truth.

# How software addresses the challenges of creating and conducting JHAs

Consider these two types of health and safety professionals. Amanda is a head of health and safety who wants JHAs to be completed as part of developing a proactive health and safety program. Done right, it will help her organization identify and control hazardous situations, as well as providing valuable insight into various job tasks. She regularly needs a quick overview on the status and makes sure everybody that needs, has access to up to date JHAs. John is a health and safety inspector who needs to complete JHAs for his organization. He wants to follow a simple process and ideally uses a template that makes documenting easy so he can focus on observing the job.

As we noted, manual processes, paper documentation and data squirreled away in siloes can act as barriers to meeting Shey's and Hugo's needs. Health and safety software with a JHA module can remove these roadblocks.

Relieving JHA pains

Health and safety software with a JHA module can relieve Amanda's and John's pains because it:

- Makes it easy to share best practices with one format for the whole organization.

- Helps ensure the completion of actions and implementation of controls.

- Delivers reviews and reminders so everyone is kept up to date. Saves time with a fully digital process—no more paperwork.

- Integrates JHAs with other aspects of health and safety management such as hazard identification, incident management and more.

- Creates a single source of truth.

- Eliminates double entry.
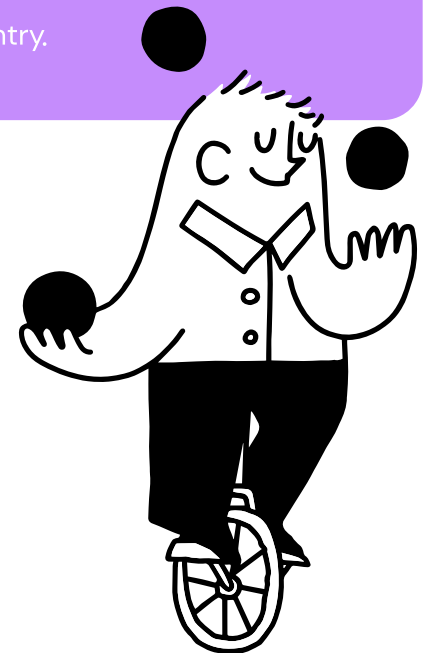
What health and safety software with a JHA solution does

Having a JHA solution as part of your health and safety software creates efficiency and automates the process of creating JHAs with features that:

- Allow you to identify and document each job step using consistent templates across your organization.

- Record job tasks on mobile or a tablet in the field for review and edit on the desktop.

- Clearly define hazard and control measures for each step, with supporting information like photos.

- Add a risk rating for each step, highlighting high risk steps that require attention.

- Define the PPE required to complete the job.

- Provide a centralized view for review and approval before sharing.

- Create reports that are easy to share with all workers.

As a result, health and safety software encourages greater hazard awareness and understanding of job safety. It supports legal and regulatory compliance while providing education and training on the JHA process. Because it establishes a good system for sharing, you can use JHAs in training.

The benefits of health and safety software with a JHA module

Using health and safety software, you can easily show compliance and create a safer workplace. It creates an assessment and documentation at the point of work, not at a desk far from where the action is. By eliminating inconsistent and hard-to-find documentation along with barriers to access—even online—software encourages greater hazard awareness and understanding, along with significant learning moments. Not only are reports easy to produce and read, but you can also easily share them with your workforce.

Health and safety software with a JHA module also provides the transparency you need to check the status of your JHAs. In the case of claims management, you can use it to demonstrate to clients and regulatory bodies that you have JHAs in place.

Assure from SHE Software includes a JHA module that can deliver these benefits and more.
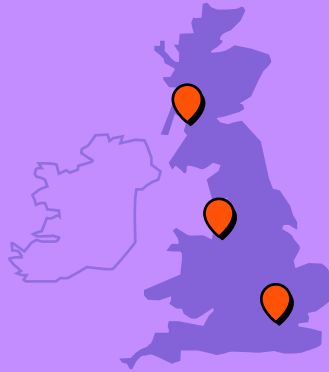
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> At Evotix, our focus is simple: to help reduce the number of workplace accidents. We've been dedicated to this mission for over **25 years** and have since expanded globally.

By providing an intuitive, simple and engaging software solution for humans – we transform your workplace and empower your people.

Evotix is committed to creating an EHS journey that's more than just a checkbox. We proactively solve your organization's EHS challenges to create a safer and smarter future.

We know that behind every accident, there is a name and a family – which is why we're passionate about making them a thing of the past.

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