Workplace injury prevention

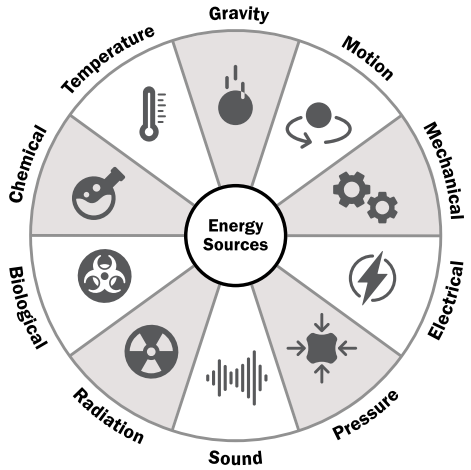
Job hazard analysis

A Job Hazard Analysis (JHA) is a systematic analysis of each major step in the completion of a task. Each step is described to match the intended audience (level of expertise) and hazards identified. Once hazards are identified for each major step in the task, they are ranked using the risk matrix. Controls are then determined, including those already in place, or any additional controls to prevent the risk of contact between the person doing the job and any hazards present.

A JHA is the first step in the development of creating detailed operating procedures. When major safety risked are identified, additional details may be added when drafting work instructions, standard operating procedures, or standard work processes.

Step	Action
1	List tasks that are part of hazard analysis.
2	List energies present for the task (electrical, chemical, etc.).
3	List specifics for each energy identified (rotating conveyor, open pit, etc.).
4	List controls present for task (guard, stretching, training, etc.).
5	Complete risk based on current controls for task.
6	Document “yes” or “no” for controls based on risk ranking. Low = acceptable, medium = review (improve existing, or adjust), high = change needed immediately.
7	Complete date of assessment for each task.
8	Use the review template to document an individual worker review.

Once the job hazard assessment is completed, create individual JSAs for each task based on risk.
Use these JSAs and JHA to update or draft process standard work.



The hazardous energy wheel is a visual representation of energy found in the workplace that, if released, has the risk of causing an injury.

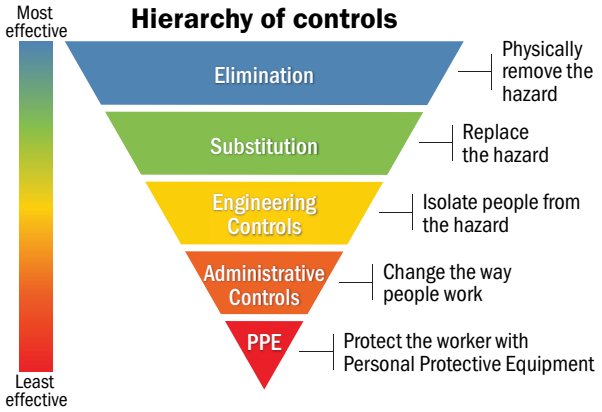
Risk assessment matrix

Likelihood	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Consequence

Risk rating

High	– work stops until risk is addressed
Medium	– implement temporary precautions until risk is addressed
Low	– address risk as soon as reasonably practical



Likelihood (probability/frequency)

5. **Almost certain** (expected to occur regularly under normal circumstances)
4. **Likely** (expected to occur at some time under normal circumstances)
3. **Possible** (may occur at some time under normal circumstances)
2. **Unlikely** (not likely to occur under normal circumstances)
1. **Rare** (could happen, but probably never will under normal circumstances)

Consequence

5. **Fatality**
4. **Major injury** (permanent disability)
3. **Serious injury** (time loss incident)
2. **Medical aid incident** (healthcare facility treatment)
1. **Minor injury** (first aid at worksite)

WorkSafe™ SASKATCHEWAN
Work to live.

Workplace injury prevention

Job hazard analysis (JHA 1)

Name:	Completed by (check all that apply):	JHA #
Job title:	❑ Supervisor ❑ Workers ❑ Safety professional ❑ OHC ❑ Other	

Job Tasks	Energy	Hazard (specific)	Risk			Controls	Risk			Controls sufficient (yes/no)	Action required
			Likelihood	Consequence	Rating		Likelihood	Consequence	Rating		

CLEAR FORM

WorkSafe™ SASKATCHEWAN

Work to live.

Workplace injury prevention

Job hazard analysis (JHA 2)

Name:	Completed by (check all that apply):	JHA #
Job title:	❑ Supervisor ❑ Workers ❑ Safety professional ❑ OHC ❑ Other	

Job Tasks	Energy	Hazard (specific)	Risk			Controls	Controls sufficient (yes/no)	Action required
			Likelihood	Consequence	Rating			

CLEAR FORM

WorkSafe™ SASKATCHEWAN

Work to live.

Workplace injury prevention

Job hazard analysis (JHA 1)

Name:	Completed by (check all that apply):	JHA #
Job title:	❑ Supervisor ❑ Workers ❑ Safety professional ❑ OHC ❑ Other	

Job Tasks	Energy	Hazard (specific)	Risk			Controls	Risk			Controls sufficient (yes/no)	Action required
			Likelihood	Consequence	Rating		Likelihood	Consequence	Rating		
Cleaning a shop floor	Motion	Movement of broom	2	2	4	Proper technique	2	2	4	Yes	No
	Gravity	Trip, slips on floor	2	2	4	Housekeeping	2	2	4	Yes	No
Changing a fan motor	Electrical	Electric shock	3	3	9	Lockout, tagout	3	3	9	Yes	No
	Sound	Fan blade rotation	4	4	16	None, open fan	4	4	16	No	Put guard on fan
Equipment diagnosis	Electrical	Electrical shock from equipment	2	3	6	Lockout, tagout	2	3	6	Yes	No
	Sound	Work area noise	4	2	8	PPE (ear muffs)	4	2	8	No	Utilize double protection
	Mechanical	Rotation of equipment	3	4	12	Guarding, lockout, tagout	3	4	12	Yes	No

Workplace injury prevention

Job hazard analysis (JHA 2)

Name:	Completed by (check all that apply):	JHA #
Job title:	❑ Supervisor ❑ Workers ❑ Safety professional ❑ OHC ❑ Other	

Job Tasks	Energy	Hazard (specific)	Risk			Controls	Controls sufficient (yes/no)	Action required
			Likelihood	Consequence	Rating			
Cleaning a shop floor	Motion	Movement of broom	2	2	4	Proper technique	Yes	No
	Gravity	Trip, slips on floor	2	2	4	Housekeeping	Yes	No
Changing a fan motor	Electrical	Electric shock	3	3	9	Lockout, tagout	Yes	No
	Sound	Fan blade rotation	4	4	16	None, open fan	No	Put guard on fan
Equipment diagnosis	Electrical	Electrical shock from equipment	2	3	6	Lockout, tagout	Yes	No
	Sound	Work area noise	4	2	8	PPE (ear muffs)	No	Utilize double protection
	Mechanical	Rotation of equipment	3	4	12	Guarding, lockout, tagout	Yes	No

WorkSafe™ SASKATCHEWAN

Work to live.

Workplace injury prevention

Job hazard analysis

Review and communicate assessment with applicable employees.		Review assessment annually and update as necessary.	
Employee name	**Initial**	**Management reviewed by**	**Date**

CLEAR FORM