

# 7 STEPS To a Successful Job Hazard Analysis

A Job Hazard Analysis (JHA) is a method for systematically identifying and evaluating HAZARDS associated with a particular job or task. Also called a Job Safety Analysis (JSA), it's a critical part of creating and maintaining a safe workplace for your employees.

Jobs and people change, and so do associated hazards. Reassess each job periodically to make sure you're on target to improving job safety!



**07**  
**REASSESS**  
periodically to ensure success

Focus on one job at a time. Prioritize those with a history of injuries or near misses, serious or catastrophic injury potential, difficulty, error prone, etc.



**01**  
**SELECT**  
job or task to analyze



**02**  
**DETAIL JOB**  
by breaking into key steps

Break down each job into small components and pinpoint the hazards. Work with employees to incorporate their insights.

**06**  
**DOCUMENT**  
all JHA actions and keep records up-to-date

Use the ICW Group JHA Form to detail your analysis and track actions. Note what worked & what didn't.



## **7** **STEPS** To a Successful Job Hazard Analysis

**05**  
**TAKE ACTION**  
by installing controls or eliminating risks

Create a plan and schedule roadmap to take action. Then, put the controls you identified in place, noting the results.



**04**  
**CONTROL**  
hazards by minimizing or eliminating risks

Decide the actions you'll take to reduce risks. Evaluate injury cause, identify safe practices, helpful training, Personal Protective Equipment needed, etc.



**03**  
**SPOT RISKS**  
and possible injuries for each step

Describe hazards and probable injuries associated. Include environmental risks and conditions. Rate each to understand the importance.

