Job Hazard Analysis (JHA) Plan

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1.0 PURPOSE

To establish guidance in the development, implementation, and utilization of a Job Hazard Analysis (JHA) Plan for all company locations and jobsites. To maintain a safe and healthful workplace free from recognized hazards that may cause harm to employees by integrating accepted health and safety practices into a particular task or job operation.

2.0 SCOPE

A ***J**ob **H**azard **A**nalysis* is a technique that focuses on specific job tasks as a way to identify potential hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment.

2.1 To provide guidance for performing safety evaluations of tasks and procedures performed by employees.
2.2 To identify hazards and recommend remedies related to those evaluations.

3.0 RESPONSIBILITIES

3.1 Management

A. To be responsible for ensuring the development and implementation of this policy.
B. To provide available resources as needed to carry out the program.

3.2 Supervisor

A. To request support, as needed from the Safety Representative to do a workplace assessment.
B. To meet with the Safety Representative for revisions as needed and scheduling workplace assessments.
C. To review the completed JHA with the Safety Representative for thoroughness and accuracy while developing a plan for completion of corrective actions recommended to resolve safety concerns.

3.3 Employee

A. To be familiar with the contents of the JHA policy & procedures
B. To report any unsafe work practices or unsafe conditions that are observed to his/her supervisor.
C. To participate in JHA development and provide information as requested.

3.4 Safety Representative

A. To ensure the development, implementation and maintenance of the JHA policy and related procedures, including analysis and corrective action implementation.
B. To evaluate and prioritize the need/applicability of a JHA.
C. To develop a JHA by defining the key steps of each job, identifying the potential hazards of each key step and recommending safe work practices (i.e., engineering controls, work practice controls, proposed correction action, PPE, and etc.) to eliminate or reduce each hazard.
D. To recommend any changes that facilitate personnel safety to include but not limited to, Specific procedures, policies, equipment, training, etc. that maybe involved.
E. To communicate to Management and all affected employees on the implementation of all JHAs.

F. To establish a documented annual plan describing the priority and schedule of JHA to be conducted for potential safety improvements as time and resources allow. Also to perform JHA following total recordable cases, near misses, injuries, etc. that may be unscheduled.

4.0 HAZARD ASSESSMENT

To conduct the hazard assessment, the method used must adequately address the hazards identified, and include one, or a combination of the following, depending on the type of operation, equipment, chemical or other item or task involved:

4.1 ***Visual Inspection*** of the item and its associated environment

• This should include assessing how the shop/unit, equipment, chemical or other item impacts the health and safety of the area around it, and vice versa.

4.2 ***Auditing***

• This involves the systematic examination of the safety management and technical systems relating to the shop, equipment, chemical or other item and associated work systems. It may involve the use of checklists to ensure comprehensive and consistent coverage.

4.3 ***Technical or Scientific Evaluation***

• This may include the application of scientific, chemical and engineering principle and methodology to investigate and analyze risks and their outcomes. (i.e., audiometric measurement of hearing for workers in a noisy environment.)

4.4 ***Analysis of Injury or Near Misses Data [*ATTACHMENT]***

• This may involve examining both in-house and other available statistics on injuries and near misses involving shop and associated work systems to reveal underlying patterns. This will assist in estimating the associated risk levels.

5.0 FOLLOW-UP ANALYSIS

A. The follow-up analysis is used to analyze data and determine the cause and corrective actions necessary to prevent reoccurrence.

Steps:

1. Analyze the data obtained in the initial assessment
2. Repeat any of the prior steps, if necessary
3. Determine a likely sequence of events and probable causes (direct or indirect)
4. Determine the most likely causes
5. Conduct a post assessment briefing

B. Prepare a summary report, including the recommended actions to prevent a recurrence.