

### 03. Job Hazard Analysis

Employees and supervisors are encouraged to use this process to analyze their activities and recognize workplace hazards in order to take the necessary action to eliminate or control the hazards identified and or report them to management for corrective action. It also offers guidelines to help you conduct your own step-by-step analysis.

- 03.01. A hazard is the potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. Identifying hazards and eliminating or controlling them immediately will assist in injury prevention and illness.
- 03.02. A job hazard analysis is a technique that focuses on job activities as a way to identify hazards before they occur. It focuses on the relationship between the employee, the activity, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.
- 03.03. A job hazard analysis is an exercise; your goal is to determine the following:
  - 03.03.01. What can go wrong?
  - 03.03.02. Who will be affected?
  - 03.03.03. How likely is it that the hazard will occur?
  - 03.03.04. What controls need to be in place?
  - 03.03.05. What are other contributing factors?
- 03.04. Job Hazard Analysis process forms are located in the Appendices of this program manual.