CALGARY SAFETY CONSULTANTS

Job Hazard Analysis (JHA)

Quick Guide and Checklist

A job hazard analysis (JHA) is a formal, written assessment of one job or position. **All of the tasks the job involves go into its one JHA**, including set-up, clean-up and non-routine work, so nothing falls between separate task forms. We don't recommend a JHA for a single task. Use this checklist with the Calgary Safety Consultants JHA Template.

Before you start

- ☐ The job or position is on your job inventory, with a JHA number, an owner and a review date.
- ☐ The team includes workers who do the job, their supervisor and the manager who will approve it, and the joint committee or health and safety representative is invited.
- ☐ You've gathered incident and near-miss reports, first aid records, inspection findings, SDS, manufacturers' manuals and concerns workers have raised.
- ☐ You'll watch the job being done at the work area, not just discuss it in the office.

Sections 1 to 3: job information, planning and description

- ☐ **Section 1.** The Job / Task field names the job or position (for example, Forklift Operator), not a single task. JHA No., location, date completed, prepared by, reviewed and approved by, review date, and workers consulted **by name** are filled in.
- ☐ **Section 2.** Tools and equipment, materials and chemicals, training and competency, PPE, permits, procedures and SDS, and emergency and rescue needs are listed.
- ☐ **Section 3.** The job description says what the job is for, where, when, how often and by whom, and what's included and excluded.

Section 4: the JHA worksheet

- ☐ **Every task in the job is listed:** routine work, set-up and clean-up, start-up and shutdown, cleaning, clearing jams, minor maintenance, breakdowns and poor-weather work.
- ☐ Each task is broken into steps that start with an action, grouped by task, with steps numbered continuously across worksheet pages and the job title and JHA No. on every page.
- ☐ Each step lists the hazard **and** the potential consequence. The team has thought in terms of energy (gravity, motion, mechanical, electrical, pressure, temperature, chemical, biological, radiation, sound) and health hazards, fatigue, working alone, violence and harassment.
- ☐ Initial risk is rated with the controls actually in place today: Likelihood x Severity = Risk.
- ☐ Controls are chosen down the hierarchy (elimination, substitution, engineering, administrative, PPE) and written so someone could check them. "Be careful" isn't a control.
- ☐ Residual risk is re-rated with the controls in place, and no step is left high or extreme.
- ☐ Every new control has a person responsible and a target date, and the revision or follow-up box is marked while actions are open.

TEMPLATE RISK BANDS (USE YOUR APPROVED METHOD IF YOU HAVE ONE)

LOW 1 to 4	MODERATE 5 to 9	HIGH 10 to 16	EXTREME 17 to 25
Maintain controls and monitor.	Improve controls where practicable; supervisor review.	Additional controls required before work begins.	Do not proceed until the risk is reduced.

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so confirm the requirements that apply to your workplace.

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Approve, Communicate and Review

Approve and communicate

- [ ] The JHA is reviewed and approved by someone with the authority to commit resources, and the supervisor review line is signed and dated.
- [ ] It has been reviewed with **every worker in the position**, with names recorded in JHA Communicated To and the date communicated.
- [ ] The higher-risk steps have written safe work procedures and hands-on demonstration.
- [ ] The required training and competency from Section 2 are part of orientation for the position.
- [ ] The approved JHA is kept where workers can get to it, at the work area or in your digital system.

Keep it current

- [ ] A scheduled review date is set and tracked on your job inventory.
- [ ] The JHA is reviewed when the task, equipment, materials, work environment or applicable requirements change.
- [ ] It's reviewed after any incident or near miss, and whenever there's evidence that controls aren't working.
- [ ] Hazards found on field-level hazard assessments (FLHAs) that the JHA didn't foresee are brought back and added.
- [ ] After each revision, the date completed and next review date are updated, workers are walked through what changed, and the previous version is kept on file.

Quality check before approval

- [ ] One JHA covers the whole position, not a stack of separate task forms.
- [ ] It was built with the workers who do the job, not copied from someone else's JHA.
- [ ] Non-routine work is on the worksheet, not just the main production tasks.
- [ ] Higher-order controls were considered before reminders and PPE, using the governing jurisdiction's test.
- [ ] No action is left without an owner and a target date.

HIERARCHY OF CONTROLS: MOST EFFECTIVE TO LEAST EFFECTIVE

1. Elimination	2. Substitution	3. Engineering	4. Administrative	5. PPE
Remove the hazard.	Use a less hazardous option.	Isolate people by design or equipment.	Procedures, training, scheduling.	Reduce exposure with PPE.

Need help with your JHA program? Calgary Safety Consultants helps employers build job inventories, facilitate JHA sessions with their workers, set up risk methods and prepare for audits. Read the full guide at calgarysafetyconsultants.ca/safety-guides/hazard-management/job-hazard-analysis/ or call 1-888-231-0358.

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