JOB HAZARD ANALYSIS (JHA)

BLANK TEMPLATE

Purpose: Break the job into logical steps, identify hazards and potential harm, assess risk, select effective controls using the hierarchy of controls, and confirm the remaining risk is acceptable before work begins.

1. JOB / TASK INFORMATION

Job / Task:		**JHA No.:**	
Location / Area:		**Date Completed:**	
Prepared By:		**Reviewed / Approved By:**	
Workers / SMEs Consulted:		**Review Date:**	

2. PRE-JOB PLANNING

Tools / Equipment:		**Materials / Chemicals:**	
Required Training / Competency:		**Required PPE:**	
Permits / Procedures / SDS:		**Emergency / Rescue Considerations:**	

3. JOB DESCRIPTION

RISK ASSESSMENT MATRIX

LIKELIHOOD	SEVERITY OF CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 - Almost Certain	5 MOD	10 HIGH	15 HIGH	20 EXT	25 EXT
4 - Likely	4 LOW	8 MOD	12 HIGH	16 HIGH	20 EXT
3 - Possible	3 LOW	6 MOD	9 MOD	12 HIGH	15 HIGH
2 - Unlikely	2 LOW	4 LOW	6 MOD	8 MOD	10 HIGH
1 - Rare	1 LOW	2 LOW	3 LOW	4 LOW	5 MOD

Risk criteria shown are a generic example. Organizations should use their approved risk methodology where one has been established.

LOW 1-4 - Maintain controls and monitor.

MODERATE 5-9 - Improve controls where practicable; supervisor review.

HIGH 10-16 - Additional controls required before work begins.

EXTREME 17-25 - Do not proceed until risk is reduced.

Likelihood: 1 Rare | 2 Unlikely | 3 Possible | 4 Likely | 5 Almost Certain
Severity: 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic
Risk Score = Likelihood x Severity

4. JHA WORKSHEET Enter L = Likelihood, S = Severity and R = Risk Score.

Job / Task:		JHA No.:	

#	JOB STEP / ACTIVITY	HAZARDS & POTENTIAL CONSEQUENCES	INITIAL RISK L / S / R	CONTROLS REQUIRED (use hierarchy of controls)	RESIDUAL RISK L / S / R	PERSON RESPONSIBLE / TARGET DATE
1			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
2			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
3			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
4			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
5			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
6			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
7			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	
8			L: ___ S: ___ R: ___		L: ___ S: ___ R: ___	

JHA Communicated To:		Date Communicated:	
Supervisor Review:		Date:	
Revision / Follow-up Required:	Yes [ ] No [ ]	Next Review Date:	

Review the JHA when the task, equipment, materials, work environment or applicable requirements change, and after an incident, near miss or evidence that controls are ineffective. A JHA does not replace required permits, procedures, competency requirements or site-specific pre-job hazard assessments.

HIERARCHY OF CONTROLS | MOST EFFECTIVE TO LEAST EFFECTIVE

1. ELIMINATION	2. SUBSTITUTION	3. ENGINEERING CONTROLS	4. ADMINISTRATIVE CONTROLS	5. PPE
Remove the hazard.	Replace it with a less hazardous option.	Isolate people from the hazard by design or equipment.	Use procedures, training, scheduling or work practices.	Use personal protective equipment to reduce exposure.

Apply controls in order. Record the higher-order controls considered, the governing legal test and why the selected controls are appropriate.
Higher-order controls are generally more reliable because they reduce dependence on behaviour and PPE.