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TOOLBOX TALK

Job Hazard Analysis (JHA)

WHY THIS MATTERS

The #1 root cause of workplace injuries is failure to identify hazards before work begins (OSHA). A Job Hazard Analysis breaks every task into steps, identifies what can go wrong, and puts controls in place BEFORE anyone gets hurt. It's prevention in its purest form.

#1
Root cause of injuries: failure to identify hazards

5
Steps in the JHA process (OSHA)

100%
Most injuries are preventable with a JHA

5 Steps to Complete a Job Hazard Analysis

Do this BEFORE work starts — involve the workers who will do the job:

1. **SELECT THE JOB TO ANALYZE**
   Prioritize high-risk, new, or modified tasks. Jobs with injury history or serious potential come first.
2. **BREAK THE JOB INTO STEPS**
   List each step in sequence. Keep it to 10 or fewer steps. Watch an experienced worker perform the task.
3. **IDENTIFY HAZARDS IN EACH STEP**
   For each step ask: Can someone be struck, caught, fall, or be exposed? Consider all energy sources.
4. **DETERMINE CONTROLS FOR EACH HAZARD**
   Follow the hierarchy: Eliminate > Substitute > Engineer > Administrate > PPE. Eliminate first, PPE last.
5. **COMMUNICATE AND REVIEW**
   Share the JHA with the entire crew. Review after incidents, changes, or at least annually.

Pre-Task JHA Checklist

- [ ] Has a JHA been completed for today's tasks?
- [ ] Were the workers performing the job involved in the JHA?
- [ ] Are all identified hazards addressed with specific controls?
- [ ] Has the JHA been communicated to every crew member?
- [ ] Is the JHA document available at the work location?

The Hierarchy of Controls — Use in This Order

1. ELIMINATION (Most Effective)
Remove the hazard completely. Can the task be redesigned so the hazard doesn't exist?

2. SUBSTITUTION
Replace the hazardous material, process, or equipment with something less dangerous.

3. ENGINEERING CONTROLS
Isolate workers from the hazard: guards, barriers, ventilation, enclosures, automated systems.

4. ADMINISTRATIVE CONTROLS
Change how work is done: procedures, training, rotation, signage, scheduling, permits.

5. PPE (Least Effective)
Personal Protective Equipment is the LAST resort. It doesn't eliminate the hazard — it only protects you.

KEY PRINCIPLE
Always start at the top. PPE alone is never enough. The best control is eliminating the hazard entirely.

Common Mistakes That Make JHAs Useless

- ✗ Doing the JHA at a desk without watching the actual work — JHAs must be done in the field
- ✗ Writing generic hazards like "be careful" — be specific: what hazard, what step, what control
- ✗ Not involving the workers — the people doing the job know the hazards better than anyone
- ✗ Completing a JHA and never looking at it again — JHAs are living documents, review regularly
- ✗ Jumping straight to PPE without considering elimination or engineering controls first

Safety Tips to Remember

- ✓ A good JHA takes 15-30 minutes but prevents injuries that cost weeks, months, or a life
- ✓ Involve the crew — ask them "what could go wrong?" They'll identify hazards you'd never think of
- ✓ Review the JHA every morning before the task starts — conditions change daily
- ✓ When the job changes, the JHA changes — new equipment, new weather, new workers = new review
- ✓ Keep it simple — a JHA that nobody reads is worthless. Clear, short, and on one page is best

Discussion Questions for Your Team

1. What tasks are we doing today that carry the most risk?
2. Has a JHA been completed and reviewed for those tasks?
3. What could go wrong in each step of our work today?
4. Are the controls in place, or are we relying only on PPE?
5. Has anything changed since the last time we did this task?

TOOLBOX TALK SIGN-OFF

Date: _____ Supervisor: _____

Project: _____ Location: _____

Attendance sheet attached: [ ] Yes