



How to Use a JHA

(Job Hazard Analysis)

Job Hazard Analysis
A process that focuses on job tasks as a way to identify hazards before they result in injury. It focuses on the relationship between the worker, the task, the tools and equipment, and the environment and identifies controls to reduce or eliminate the hazard.



Job Hazard Analysis Form



Location:	Department:	Job:
Shift:	Date:	
Operation/Job Process: Offloading truck at jobsite with forklift		
Assessment Members:		

#	Steps	Hazards	Controls
1	Assess load to be moved	Tip over of equipment, load falling off truck or forks	Do not exceed forklift load chart, be sure that forks can extend fully under load to be lifted, use spotter when lifting material off truck (if needed)
2	Assess travel path	Pedestrians, uneven terrain, other trades working in area, striking vehicles or other trades machinery	Pre-plan travel path, make sure it is clear of pedestrians and other trades, use spotters in tight operating areas. Notify supervisor if other trades work is in the way
3	Entering equipment	Slips, trips or falls	Make sure that 3 points of contact are used. Keep steps on equipment clean and free of slippery conditions
4	Pick up load off truck	<ul style="list-style-type: none">• Forklift not level• Unstable load• Exceeding capacity	<ul style="list-style-type: none">• Keep forklift level• Be sure forks are centered and completely inserted under load• Check load chart prior to lifting, know the weight of load being lifted before you lift it• Check mirrors or use a spotter before backing up
5	Traveling with loaded forks	<ul style="list-style-type: none">• Tip over• Striking other equipment, building or pedestrians	<ul style="list-style-type: none">• Keep load only as high as necessary to clear ground obstructions• Maintain a safe travel speed• Use spotters when operating in tight areas

FrameSAFE Forklift JHA

What is a JHA?

- A Job Hazard Analysis (JHA) is a systematic process used to identify and evaluate possible hazards that pertain to specific activities.
- To appropriately use a JHA, you need to break down the activity into steps, identifying the hazards associated with each step, and determining appropriate control measures to mitigate the risks.
- It is recommended that you review the different JHAs available with the GC/Homebuilder/Framing/Subcontractor team at each jobsite start-up meeting to determine which ones will be used on the specific job.

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Step 1:

Identify the steps of work needed to complete the task.

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- Every AHA starts with the same step - understanding the work being done. In our example, we'll examine one way to fill out a Forklift JHA being used on a jobsite to unload materials from a delivery truck.
- Start by analyzing the steps needed to safely use a forklift to offload materials. Your Steps will be different than these because your jobsite is unique.
- Unlike a Toolbox Talk or other similar jobsite training tool, JHAs need to be filled out for the specific job on the specific jobsite.



Step 2: Identify the potential and known hazards of performing this work activity.

- Step 2 requires your team to think about and analyze every hazard they might encounter while performing each step of the job you are analyzing.
- In the offloading forklift example, the hazards can range from assessing the load to be moved to ensuring a clear/safe travel path to and from the delivery vehicle to the location for the materials.
- Just like in Step 1, each of your hazards will be unique to your jobsite.



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Step 3:

Identify the controls to keep your team safe while they perform the work activity.

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- For Step 3, make sure your team identifies all the controls that will be put in place to ensure their safety.
- In our example, this could be anything from pre-planning a safe travel path to using spotters to ensure pedestrians safety and avoid property damage.



Step 4: Identify the equipment required to perform the work activity.

- Using the Forklift JHA example, the Equipment we identified to perform the activity include:
 - PPE
 - Forklift
- Talk to your supervisor to determine which PPE they require you to use on the jobsite.
- Remember, every jobsite is different, what we needed for our example may not be what you need for your job.



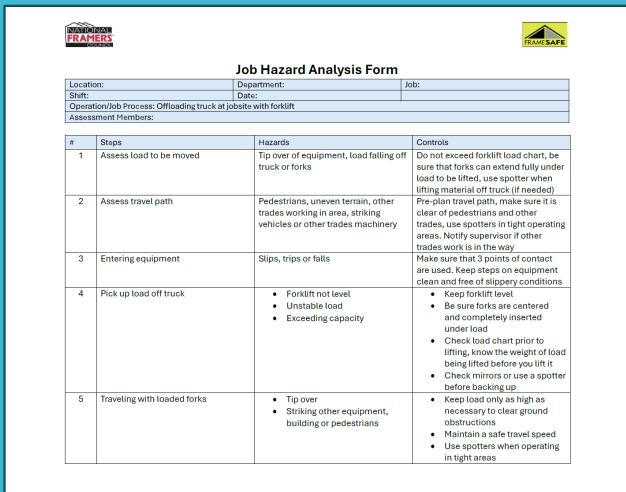
Step 5:

Identify what training and inspection requirements will be needed for the equipment.

- Once you have identified what equipment you'll be using, you also need to document the training and inspection requirements needed to use the equipment.
- Whenever a forklift is in use, the person operating the forklift must be properly trained and authorized.
 - A trained and authorized driver must know:
 - Manufacturer requirements
 - OSHA inspection requirements
 - Be knowledgeable about safety forklift operation forklift as being safe to use or needs to be removed from service.
 - Inspections should be documented daily prior to each use
- In our example we also noted that PPE would be used which means the people using the PPE need to know how to care for it and when it should be removed from service.



Conclusion



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- A critical element of any effective safety and health program is a proactive, ongoing process to identify and assess hazards and hazardous situations.
- A job hazard analysis (JHA), sometimes referred to as a job safety analysis or activity hazard analysis, helps you identify and control unrecognized hazards, as well as hazards that might emerge when a new process or piece of equipment is introduced.
- It's important that you build and train a team of workers and supervisors with diverse expertise and experiences to complete your JHAs.
- Bring in outside expertise from individuals or organizations if you need to, such as industry associations or insurance carriers.
- Download the **FREE NFC JHA Form** today to get started!