

Job Hazard Analysis

Co-Working Solutions Pty Ltd

What is a Job Hazard Analysis (JHA)?

Also called a Job Safety Analysis (JSA), a Job Hazard Analysis is a detailed written plan of work that focuses on the safety precautions required to successfully complete a specific job.

A JHA is an active discussion between work party members that breaks a job down into a sequence of steps, identifies the hazards at each step and then specifies the actions required to control those hazards. It is best done as a collaborative process and to do effectively it requires a high level of trust and cooperation between the work crew and between workers and management.

The 5 Steps of a JHA

To complete a JHA, follow these five steps:

1. **Break the job down into a sequence of steps –**

As a group, break the job down into a sequence of steps, from beginning to end. Get this sequence of steps right before moving to the next phase of the JHA. Each step should be a distinct action (use verbs to describe that action). Each step should describe what you will do, not how it will be done (that's too much detail – and your JHA runs the risk of becoming work instructions).

2. **Identify the hazard and risk factor (low, medium, high) for each of the steps –**

- **What** will happen?
- **How** will it happen (the mechanism of injury)?
- **Who** will it happen to?

Example: Brad (the fitter) will crush his fingers if his hand is in the way when the load is released.

3. **Identify the control measure for each of the hazards listed –**

What step will you take to control the identified hazard? Be specific, a simple statement like “good rigging practice” is too vague. Instead try something like, “take up slack on chain hoist to ensure load does not shift on release and place blocks at potential pinch points.”

4. **Assign responsibility for each control measure –**

Make someone responsible for each of the control measures you specify. If you don't put down a name, everyone will think someone else was going to accept responsibility for this control measure. And as a result it will not be done.

This step requires a high level of trust within the work group and between the work group and management. Companies that are comfortable with and effective at implementing this step have fewer injuries and incidents.

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5. Review and Record the lessons learnt -

JHA's are safety management plans – seldom do our plans accurately reflect what happens in real life, so capture what you've learned when you've finished the job. It is impossible to learn without effective feedback. If you actively review what you did, and discuss & record what you learned, you probably won't make the same mistakes the next time you find yourself in a similar situation. If you don't review – you probably will make that same mistake again – and the next time, that mistake may injure you.

When do you need a JHA?

We do not recommend that you do JHA's for every job in your workplace – there is no such thing as a “generic” hazard or a “generic” JHA. Forcing a workgroup to do JHA's for every job does not create a safer workplace, it only builds complacency and resentment.

Each job you do is unique and should be assessed for the need of a JHA. If one is required, then invest the effort to do it properly.

So when is a JHA required? Any of these factors can trigger the need for a JHA:

- Jobs with a known high risk factor
- Infrequently performed jobs
- When work procedures have been changed or new tools/techniques introduced
- When you have large or mixed work crews
- When the external environment is subject to change
- When you introduce new members into a work crew

The value of JHA's

A JHA (when done properly) will prevent injury & loss, will improve workplace morale and will save time and money. The completed JHA belongs on the job site with the work crew and it should be referred to continually throughout the day – **all day long at every step in the job**. Combined with a StepBack 5x5 process, a good JHA will prevent work place injuries and incidents.

Don't ever feel afraid to stop a job when you think things may be unsafe. Under the OS&H legislation, all workers have a right to withdraw their labour if they feel a job is unsafe. Don't wait until someone is about to be injured.

Every responsible employer will insist that you also stop the whole job – if it's not safe for you, then it's not safe for anyone in your work team. You can all get back to work once you've discussed the situation and are satisfied the hazards are adequately controlled.

At Co-Working Solutions, we understand safety management and how to make it work at the job site. For more information, contact us at:

- Ph: 08-9364-1013
- Mobile: 0422-980-387
- Email: info@coworking.com.au