BCCSA
BC Construction Safety Alliance

TOOLBOX TALK

DISCUSS WITH CREWS	mm/dd/yyyy

JOB HAZARD ANALYSIS

Topic Overview

A Job Hazard Analysis (JHA) is a method used to prevent injuries by systematically assessing hazard scenarios associated with each task done to perform a job. Job hazard analyses form a big part of a safety management system and are used to inform the risk controls which are needed, as well as to train workers.

Instructions for Conducting a Job Hazard Analysis

How do I start?

1. Involve employees.
    - Discuss what you are going to do and why.
    - Include workers and have them provide feedback.
2. Review your company's incident history to determine which jobs pose the highest risk to employees.
3. Set priorities. You may want to give priority to:
    - Jobs with the highest injury or illness rates;
    - Jobs where there have been "close calls" - where an incident occurred but no one got hurt;
    - Jobs with the potential to cause serious injuries or illness, even if there is no history of such problems;
    - Jobs that are new to your operation or have been changed; and
    - Jobs complex enough to require written instructions.

How do I do it?

1. The employee will check in with the contact person when arrangements have been agreed on and entered into the system for monitoring and communication.
    - Watch the worker do the job and list each step in order.
    - Begin each step with a verb, for example: "Turn on the saw."
    - Do not make instructions too broad.
    - Take pictures or videos.
    - Review the steps list with a representative sample of workers.

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EXAMPLE TASK GRIND CASTINGS	HAZARDS	RANK	CONTROLS
1. Reach and grasp casting on right of machine and carry to wheel.			
2. Push casting against wheel to grind off burr.			
3. Place finished casting in box to the left of the machine.			

2. Identify the hazards of each step. For each hazard, ask:
    - What can go wrong?
    - How could I be injured?
    - How could it happen?
    - What are other contributing factors?

EXAMPLE TASK GRIND CASTINGS	HAZARDS	RANK	CONTROLS
1. Reach and grasp casting on right of machine and carry to wheel.	Strike hand on edge of metal box or casting; cut hand on burr. Drop casting on toes.		
2. Push casting against wheel to grind off burr.	Strike hand against wheel, sparks in eyes. Wheel breakage, dust, sleeves get caught.		
3. Place finished casting in box to the left of the machine.	Strike hand against metal box or casting.		

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3. Rank each hazard:
    - Rank each hazard based on probability and severity (known as a risk matrix).
    - Rank the hazard before any controls are in place.
    - What will the most likely outcome be?

RISK LEVEL ASSESSMENT MATRIX				
Hazards are assessed for risk by considering the **SEVERITY & LIKELIHOOD** of the hazard causing injury or damage.		SEVERITY		
		3 - LOW CONCERN/STRESS	**2 - MODERATE** MEDICAL AID	**1 - HIGH** FATALITY/CRITICAL ILLNESS
LIKELIHOOD	**C - UNLIKELY** (Unlikely to occur)	LOW	LOW	MEDIUM
	B - LIKELY (Likely to happen)	LOW	MEDIUM	HIGH
	A - CERTAIN (Almost certain)	MEDIUM	HIGH	HIGH
> > > RISK RATING < < <				
LOW - Continue Working				
MEDIUM - Report to Supervisor to discuss controls and develop plan				
HIGH - Stop all work and develop a plan				

EXAMPLE TASK GRIND CASTINGS	HAZARDS	RANK	CONTROLS
1. Reach and grasp casting on right of machine and carry to wheel.	Strike hand on edge of metal box or casting; cut hand on burr. Drop casting on toes.	Medium	
2. Push casting against wheel to grind off burr.	Strike hand against wheel, sparks in eyes. Wheel breakage, dust, sleeves get caught.	High	
3. Place finished casting in box to the left of the machine.	Strike hand against metal box or casting.	Medium	

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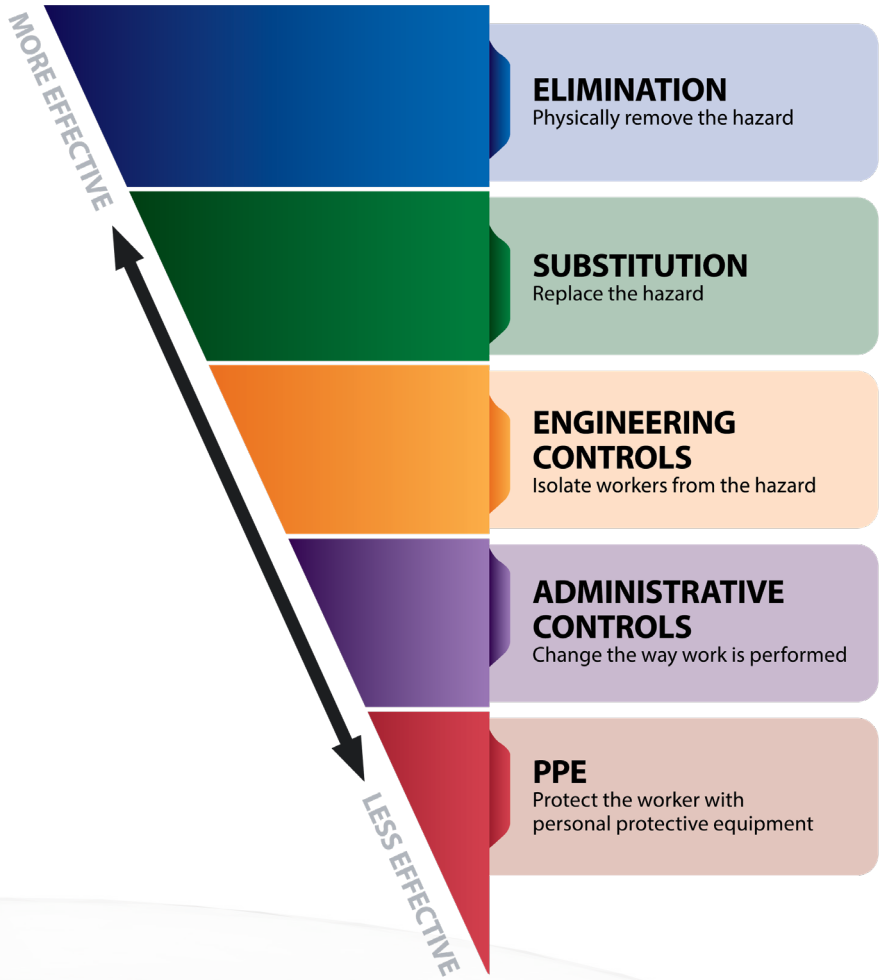
4. Identify ways to eliminate or reduce the hazards using the hierarchy of controls:
    - Be specific - don't use generalizations like "be careful".
    - Equipment changes or engineering controls are the first choice because they can eliminate the hazard (e.g., machine guards, improved lighting, better ventilation).
    - Administrative controls or changes in how the task is performed can be used if engineering controls aren't possible (e.g., rotating jobs, changing the steps, training).
    - When engineering and administrative controls aren't possible or don't adequately protect the workers, use personal protective equipment (e.g., gloves, hearing protection).



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EXAMPLE TASK GRIND CASTINGS	HAZARDS	RANK	CONTROLS
1. Reach and grasp casting on right of machine and carry to wheel.	Strike hand on edge of metal box or casting; cut hand on burr. Drop casting on toes.	Medium	Provide gloves and safety shoes.
2. Push casting against wheel to grind off burr.	Strike hand against wheel, sparks in eyes. Wheel breakage, dust, sleeves get caught.	High	Provide larger guard over wheel. Install exhaust system. Provide safety goggles. Instruct employees to wear short-sleeved shirts.
3. Place finished casting in box to the left of the machine.	Strike hand against metal box or casting.	Medium	Provide tool for removal of completed stock.

5. Train all employees and embed JHAs into the safety management system:
    - Implement a regular review process
        - Periodically - you may find hazards you missed before.
        - When the task or process is changed.
        - When injuries or close calls occur while doing the task.

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LOCATION		**DATE**	
PRESENTED BY		**TIME**	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			