



The Importance of Job Hazard Analysis

Analyzing every job for its hazards can reduce accidents.

- Often we look at obvious dangers but ignore the simple, everyday things that can go wrong.
- The purpose of a job analysis is not to evaluate job performance but to find hazards and then determine ways to reduce or eliminate them.

Each job in the workplace should be looked at in detail.

- Do you find risks if we study your job tasks step-by-step?
- Are any hazardous materials involved? Have you been trained?
- Do you always wear the proper personal protective equipment (PPE)?
- Is machinery adequately guarded?
- Are there factors that could cause injuries from heavy lifting, excessive reaching and twisting, or awkward postures?
- What about environmental factors, like hot or cold temperatures, or inadequate lighting or ventilation?
- Are floors clean and dry and the workplace kept clean to prevent falls?
- What about the noise level? Is it loud enough to cause hearing loss?
- Have there been any changes in methods, materials, or equipment for which you have not been trained?
- Are you really following all the safety rules?

The next step is to see what can be done to reduce or eliminate hazards.

- Can you do a risky part of the operation in a safer way?
- Can a safer material be used? If not, would better PPE or additional training reduce the risk?
- Could safer machinery be used? What about better guarding?
- What about ergonomic risk factors? Often, simple changes like putting materials at waist height can reduce injuries.
- Would better lighting make the job safer?
- Does the ventilation system need to be improved?
- Practice good housekeeping to reduce risks—keep your work area clean.
- Have all possible engineering and administrative controls been implemented to reduce the noise level?
- Is your training up to date to match any changes?
- Are you taking risks by ignoring a safety rule or precaution?
- Always ask any questions you have about your job—it's the safe way.
- Once the facts are clear, it's time to make changes. No one wants accidents or injuries—this is one way to prevent them.