

CITY AND COUNTY OF DENVER

<b>Job Hazard Analysis</b>		
Occupational Safety and Health Management System No. 65.4.1  This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.	January 1995 Revised – January 1, 2008	Prepared / Revised By:  Risk Management – Safety Unit

**1.0 Introduction**

The Job Hazard Analysis (JHA) shall be used to describe task specific hazards and to identify control measures that must be used to minimize exposure potentials to hazardous conditions. JHAs will be conducted for all work activities in which there is a risk of injury because of a potential exposure to a hazardous condition or a hazardous substance. JHAs shall be revised whenever there is a change or a new risk is identified and shall be maintained and reviewed periodically by the appropriate supervisor.

**2.0 Development of a Job Hazard Analysis (JHA)**

JHA Evaluation Process

- a) List the principle steps in the work process. These steps may include setting up machinery, removing manhole covers, dispensing chemicals, erecting scaffolding, installing shoring devices, etc.
- b) Identify the potential safety/health hazards that may be present. The following questions may be used for guidance to help determine hazards that may be present:

- \_\_\_ Are there trip hazards on the floor that could trip a worker?
- \_\_\_ Are workers subject to a fall of six feet or more?
- \_\_\_ Are hazardous materials/chemicals present on the job?
- \_\_\_ Are power tools and extension cords used on the job?
- \_\_\_ Are power tools and extension cords in safe operating condition?
- \_\_\_ Are employees trained in the proper use of power tools and extension cords?
- \_\_\_ Is electricity used near water or in potentially wet locations?
- \_\_\_ Are ground fault circuit interrupters required when working with electricity?
- \_\_\_ Is lighting adequate?
- \_\_\_ Is there excessive noise in the work area?

- \_\_\_ If fire protection equipment is accessible, are employees trained to use it?
- \_\_\_ Are confined spaces that could have hazardous environments present at the job site?
- \_\_\_ Do employees need to wear personal protective equipment such as hard hats, respirators, eye protection, gloves, etc?
- \_\_\_ Is ventilation adequate?
- \_\_\_ Will employees be working in trenches?
- \_\_\_ Will employee be working near vehicular traffic?
- \_\_\_ Will employees be using firearms or explosives?
- \_\_\_ Will any hazardous wastes be generated at the job site?
- \_\_\_ Is there a potential for violence?
- \_\_\_ Will employees be lifting or moving heavy or awkward objects?
- \_\_\_ Will employees be exposed to vehicle exhaust?
- \_\_\_ Will employees be working on slippery floors or walkways?
- \_\_\_ Will employees have the potential to be exposed to bloodborne pathogens?

Although these questions are by no means a complete guide to all possible hazards, they provide guidance as to the types of hazards that need to be addressed when completing a Job Hazard Analysis.

- c) Evaluate the hazards that have been identified above and determine whether or not the hazard can be eliminated or controlled through administrative measures or engineering controls. For example, if your job is to change a faulty light switch, the hazard of contacting an energized wire could be eliminated by shutting off and locking out the input power source (circuit breaker). Other hazards may be eliminated or controlled by redesigning equipment, changing tools, installing ventilation or adding machine guards.
- d) List control measures for the hazards that have been identified and that cannot be eliminated. Control measures may include the use of personal protective equipment. Safety Policies that describe safe work practices shall be referenced.
- e) State in clear and direct language what precautions must be taken, what safety equipment must be used, and what actions must be avoided.
- f) List the necessary equipment and training requirements.
- g) Include the following statement: “Failure to comply with this Job Hazard Analysis may result in disciplinary action, up to and including dismissal, and may also result in reduction of Workers’ Compensation benefits.”

### **3.0 Distribution and Availability**

When the JHA has been completed and approved, a copy shall be distributed to all employees who work on the project and the JHA shall be kept accessible and readily available for future reference. All employees who may perform the work must read, date, and sign the Job Hazard Analysis before starting the work. A copy of the Job Hazard Analysis with the employee's signature must be retained in the department's or agency's records.

## JOB HAZARD ANALYSIS

Activity: \_\_\_\_\_

Analyzed by/Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

PRINCIPAL STEPS	POTENTIAL SAFETY/HEALTH HAZARDS	RECOMMENDED ELIMINATION AND/OR CONTROLS
<p><i>Describe what is to be done without detail. Not to broad not to fine. List the natural steps of the job.</i></p>	<p><i>What can happen at each job step – List according to hazard type</i></p> <p>SB struck by            CBY contacted by            SA struck against            CO caught on            CB caught between            CW contact with            TI trapped in            SO strain/exertion            E exposure            F fall</p>	<p><i>Develop specific elimination or control for each potential hazard.</i></p>

EQUIPMENT TO BE USED	PRECAUTIONS TO BE TAKEN	TRAINING REQUIREMENTS
<p><i>List equipment/machinery to be used in conducting the work activities.</i></p>	<p><i>State in clear and direct language what precautions must be taken, what safety equipment must be used, and what actions must be avoided.</i></p>	<p><i>Determine requirements for worker training and include Hazard Communication where applicable.</i></p>

“Failure to comply with this Job Hazard Analysis may result in disciplinary action, up to and including dismissal, and may also result in reduction of Workers’ Compensation benefits.”