

JOB HAZARD ANALYSIS PLAN

AUTHORITY AND SCOPE

AUTHORITY: This Job Hazard Analysis (JHA) Plan is authorized [NAME]

REGULATION: 29 CFR 1910.132(d) requires that [NAME] assess the workplace to determine if the hazards that require the use of personal protective equipment (PPE), such as head, eye, face, hand, or foot protection, are present or are likely to be present. If hazards or the likelihood of hazards are found, [NAME] will select appropriate PPE and require that affected employees use properly fitted PPE suitable for protection from these hazards. In addition, [NAME] will certify, in writing, that a workplace hazard assessment for PPE has been performed that identifies the workplace evaluated, the person certifying the evaluation, and the dates of the evaluation.

SCOPE: This JHA applies to all [NAME] personnel who may encounter health and safety hazards while performing their assigned work duties.

POLICY STATEMENT

[NAME] is committed to providing for the occupational safety and health of personnel, preventing accidental loss of material resources (e.g., property damage), and avoiding interruptions to essential services resulting from accident and other incidents. An effective occupational safety and health program must include procedures to evaluate job hazards and to eliminate or control the related risks to employees or property. Although identification of possible property damage losses is important, the primary objective of a JHA is to identify the risk of injury associated with systems or equipment, a task or series of tasks, and to recommend solutions to reduce the risk to a standard or acceptable level.

A JHA facilitates the discovery and evaluation of hazards that exist in the workplace and the selection of control measures to reduce or eliminate the hazard. Once the hazards have been identified, an evaluation by technically qualified safety personnel will determine the priority for the establishment of appropriate control measures. Based on the potential severity and risk of injury or property damage, hazards will be promptly eliminated or controlled.

PLAN ADMINISTRATION

FUNCTION	NAME/DEPARTMENT	CONTACT INFORMATION
Plan Administrator	[NAME]	Work phone: Cell phone:
Job Hazard Analyst	[NAME]	Work phone: Cell phone:
Supervisor		Work phone: Cell phone:

PLAN ADMINISTRATOR. The plan administrator will ensure that JHAs are conducted for all workplace activities, tasks, and projects in a timely manner, and will be responsible for maintaining certifications and other documentation related to JHAs.

JOB HAZARD ANALYST. The responsibility for conducting JHAs rests with technically qualified safety personnel. Such personnel may be managers, supervisors, or consultants/contractors.

SUPERVISOR. Supervisors and other applicable personnel will participate in JHAs.

Completed JHAs will be reviewed by [NAME].

PLAN, REVIEW AND UPDATE

JHAs will be reviewed [FREQUENCY] and updated as needed to reflect changes in the work and/or worksite conditions, and when injury or illness incidents warrant a review. All employees affected by any changes in engineering controls or work procedures after a JHA review will be trained in the new job methods, procedures, or protective measures adopted.

DEFINITIONS

ACTIVITY—a named process, procedure, function, or task, or grouping of tasks, that occur(s) over time and has recognizable results.

HAZARD—potential for harm to people or property.

JOB HAZARD ANALYSIS (JHA)—a technique that focuses on the relationship between the worker, the worker's activities or job task(s), the tools, and the work environment to identify hazards before accidents, injuries, or illnesses occur.

JHA PLAN OVERVIEW

ACTIVITIES SUBJECT TO JHA

A JHA will be conducted for each work project and activity. Part of the purpose of the JHA process is to determine whether hazards exist, through careful and regular examination of the location(s) and procedures involved in the project. The assumption that some work does not have potential for hazards to exist has led to unnecessary and costly injuries, such as cumulative trauma disorders, back injuries, and electrical shock. If there is a project or activity that truly has no potential for employees to be exposed to hazards, the JHA would demonstrate that.

ACTIVITY SELECTION

Personnel authorized by [NAME] to perform JHAs (i.e., JHA Analysts) will select the job(s), tasks, operations, or processes to be analyzed by reviewing:

- Injury and illness data
- Near-miss reports.
- New or modified work tasks, activities, or projects.
- Employee safety process comments, surveys, and reports.
- Regulatory requirements.

Initial JHAs will be scheduled by priority starting with those that have the highest injury and illness rates as recorded in OSHA Form 300, Injury, and Illness Log. Where accident or near-miss data are lacking, a review of the nature of the job and the equipment and/or materials being used will be conducted to help determine which jobs will receive a JHA. Employee participation in the JHA selection and implementation process will be encouraged and solicited. The analysis of methods to control hazards will incorporate regulatory requirements for each type of activity.

Employees' input in the JHA process will be collected and reviewed. See ATTACHMENT [NUMBER 1], **HAZARD ASSESSMENT PROCESS—EMPLOYEE SURVEY**.

All job hazard Analysts will consider the potential for all types of physical, chemical, and atmospheric exposures, and the likelihood of accidents in their operations when determining the priorities.