APPENDIX 9-3

Hazardous Analysis Guide and Form

Guide for Performing a Job Hazard Analysis

A hazard analysis focuses on the relationship between the worker and the task, tools, and work environment.

1. Determine if a hazard analysis should be done.

Answer the following questions:

- What can go wrong?
- What are the consequences?
- How could it arise?
- Want are other contributing factors?
- How likely is it that the hazard will occur?

2. Consider Common Hazards when reviewing tasks.

Chemical (Toxic)
Chemical (Flammable)
Chemical (Corrosive)
Explosion (Chemical Reaction)
Explosion (Over Pressurization)
Electrical (Shock/Short Circuit)
Electrical (Fire)
Electrical (Static/ESD)
Electrical (Loss of Power)
Ergonomics (Strain)
Ergonomics (Human Error)
Excavation (Collapse)
Fall (Slip, Trip)
Fire/Heat
Mechanical/Vibration (Chaffing/Fatigue)
MechanicalFailure
Mechanical
Noise
Radiation (Ionizing)
Radiation (Non-Ionizing)
Struck By (MassAcceleration)
Struck Against
TemperatureExtreme (Heat/Cold)
Visibility
Weather Phenomena (Snow/Rain/Wind/Ice)

3. Describe and document the hazard information.

Record the following information:

- Where is it happening (environment)
- Who or what is it happening to (exposure)
- What precipitates the hazard (trigger)
- The outcome that would occur should it happen (consequence)
- Any other contributing factors

4. Recommend Hazard Control Measures to minimize or eliminate the hazard.

Some hazard control methods are more effective than others. Following is the list of hazard controls in order of precedence and effectiveness:

- Engineering controls
- Administrative controls
- Personal protective equipment

Engineering controls

- Eliminate or minimize the hazard – design facility, equipment, or process to remove the hazard or substitute processes, equipment, materials, or other factors to lessen the hazard
- Enclose the hazard – enclosed cabs, enclosures surrounding noisy equipment, or other means
- Isolate the hazard – interlocks, guards, blast shields, welding curtains, or other means
- Removal or redirection of the hazard – ventilation

Administrative Controls

- Written operating procedures, work permits, and safe work practices
- Exposure time limitations
- Monitoring the use of highly hazardous materials
- Alarms, signs, and warnings
- Buddy system
- Training

Personal Protective Equipment

- Such as respirators, hearing protection, protective clothing, safety glasses, gloves, hardhats, and foot protection

PPE is acceptable as a control method in the following circumstances:

- When engineering controls are not feasible or do not totally eliminate the hazard
- While engineering controls are being developed
- When safe work practices do not provide sufficient additional protection
- During emergencies when engineering control may not be feasible

Job Hazard Analysis

Department: _____ Date: _____ Prepared By: _____

Hazard Potential: ☐ Pre Accident ☐ Post Accident

Hazard Potential: ☐ Minor ☐ Serious ☐ Fatal

PPE Required: ☐ Yes ☐ No

PPE Description

_____

_____

_____

Description of Hazard:

_____

_____

_____

_____

Prepared by _____ Date: _____

Recommendation:

_____

_____

_____

_____

Supervisor Signature: _____ Date: _____

Corrective Action Taken: Assigned to: _____

_____

_____

_____

_____

Completed: _____ Date: _____

Supervisor Signature: _____ Date: _____

Note: Completed form to stay with supervisor.