



## 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 we find risks if we study the job process step-by-step?
- Are any hazardous materials involved? Is there good training?
- Do workers always wear the proper personal protective equipment (PPE)?
- Is machinery adequately guarded?
- Are there factors that could cause ergonomic injuries, like 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 there has not been new training?
- Are workers really following all the safety rules?

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

- Can we 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—get busy cleaning!
- Have you taken all possible engineering and administrative controls to reduce the noise level?
- Is company training up to date to match any changes?
- What about yourself—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.**