

# Find Job Suspects

To start a job hazard analysis, 1) gather workers to help, 2) work together to find jobs that are the most “suspicious” (have potential hazards), and 3) include your workers in this process and ask for their input. They know their jobs the best.

**Review “case files” you might already have, such as:**

- Safety and health reports
- Injury logs
- Inspection reports
- Safety and health meeting notes
- Industry alerts

**Your suspects might also be jobs with...**

- A history of incidents, both near misses and those that have caused accidents or injuries
- The potential for severe worst-case scenarios
- Older operating procedures
- Newer or less-experienced workers assigned
- New or changed operations, tasks, or equipment
- Tasks that workers have concerns about



**Fill in the table:** With the criteria above, write in jobs that are candidates for a job hazard analysis. Review the text in the gray rows of a JHA in a fictional bakery for an example of what to write. Need help prioritizing? Find more information [here](#).

Job candidate	Why?	Priority: Low, Medium, High
<i>Example: ingredient mixing station for cakes at local bakery</i>	<i>New equipment but old operating procedures, newest staff placed here, multiple recent near-misses</i>	<i>High</i>

**JOB CHOSEN FOR EVALUATION:** \_\_\_\_\_



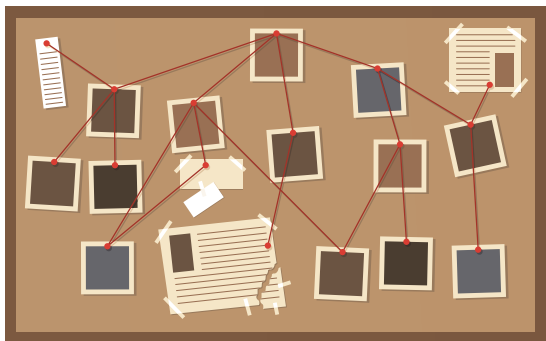
# Gather Evidence

Gather evidence to find hazards by creating an accurate and representative list of the steps of a job.

Workers are the experts at their jobs. Be sure to involve them and ensure workers know their work is not being evaluated. The purpose is to record all the ways a job is done to find potential hazards.

Example approaches to find the steps of a job:

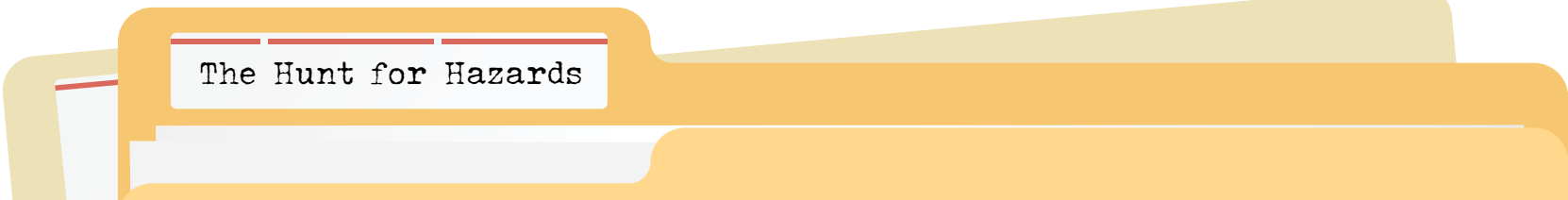
- Watch several different workers complete the same job.
- Have workers watch each other complete the same job.
- Have workers teach each other a job and then do a “job swap”, where the worker who was just taught now completes the job. This is helpful for identifying where new or inexperienced workers may find hazards.
- Have workers work together in groups to list the steps of a job.



**Fill in the table:** List the steps of the job. Then note if there are any changes to that step in different scenarios and/or with different workers. Review the text in the gray rows of a JHA in a fictional bakery for an example of what to write.

**JOB EVALUATED:** \_\_\_\_\_

Step	How is the step completed?	Different scenarios and/or approaches
<i>Example: 1. Get ingredients</i>	<i>Obtain ingredients from storage area based on mixing requirement</i>	<i>In the winter, the storage area floor can be slippery. Some workers carry ingredients one at a time back to workstation, others use a cart</i>



# It's a Stakeout! Watch and Observe.

Work together to look closely at each step for potential safety and health hazards. A workplace hazard is any condition, activity, or source that could lead to an injury or illness if left uncontrolled.

Think about previous injuries or illnesses, what could happen if things go wrong, and possible worst-case scenarios. Ask workers to spend time reviewing job steps and how these could cause injury or illness. Over time, hazards can feel less impactful as workers become used to their job and its potential hazards. Remind them to think of worst-case scenarios or what hazards a worker new to the job might encounter even with any controls that are already in place.



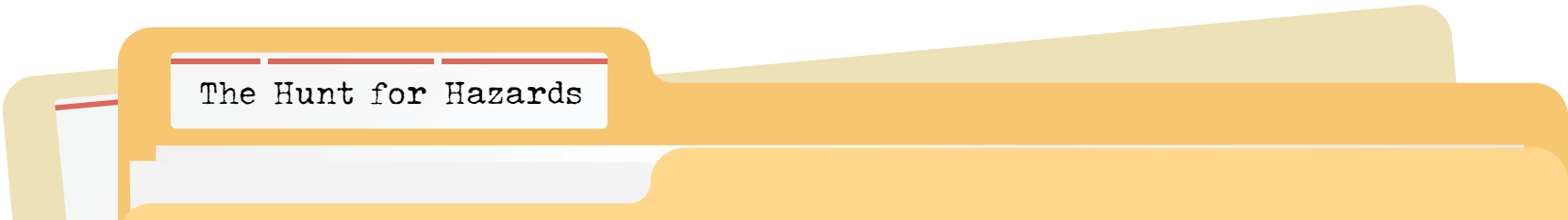
### Common types of hazards to look for include:

- Slips, trips, and falls
- Impacts (struck-by)
- Mechanical (caught on, in, crushed, severe laceration, or amputation)
- Possible migration of material(s) to areas outside of the immediate work area
- Vibration and noise
- Chemicals (inhaled, splashed in eyes, skin contact)
- Heat or extreme temperature
- Flammability or explosive
- Pressurized vessels (tanks, piping)
- Electrical contact
- Ergonomic (lifting, pulling, twisting)
- Combustible dust (sugar, grain, aluminum)

**Fill in the table:** Fill out the hazards associated with each job step. Review the text in the gray rows of a JHA in a fictional bakery for an example of what to write.

**JOB EVALUATED:** \_\_\_\_\_

Step	Hazards	Notes
<i>Example: Manually lifting 40-lb flour bags into ingredient mix</i>	<i>Repetitive motion and stress on lower back (ergonomic)</i>	<i>Training on lifting technique at onboarding</i>



# Cracked the Case! Find and Prioritize Controls.

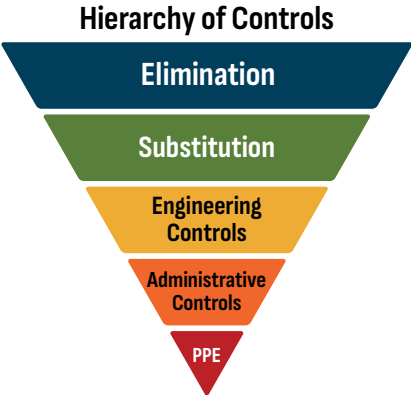
Gather and evaluate information about controls for your identified hazards. Your workplace may already have controls in place to address some risks. Where are controls missing or falling short? Ask workers where controls may need adjustment or replacement.

**Use the Hierarchy of Controls**

Methods at the top of the hierarchy are more effective than those at the bottom. Controlling a hazard well often requires more than one control from different hierarchy levels.

As you identify control options and possible improvements, get workers' insights about the pros and cons. Ask them what has worked well and what hasn't. Find out if a proposed control would make their job harder. Use their expertise to find and prioritize potential controls.

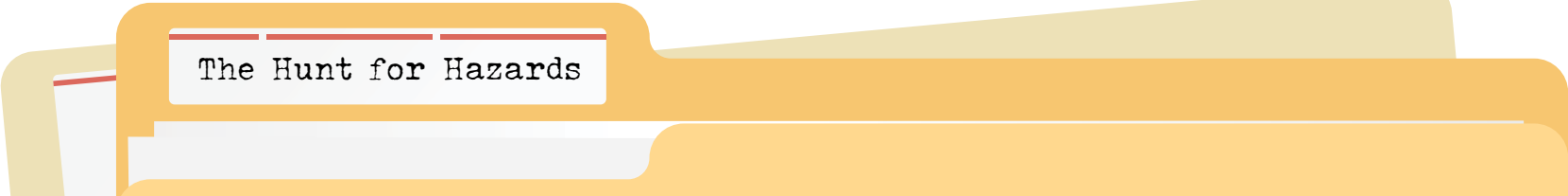
**Fill in the table:** Review current and potential controls, then identify if the hazard is a priority (low, medium, or high priority) and if the potential control requires a lot of effort (low, medium, or high effort). Once the table is complete, look at the two columns on the right. You may be able to immediately implement controls that are high or medium in priority and low in effort. For controls that are more complex, add interim controls to keep your workers safe and healthy.



**JOB EVALUATED:** \_\_\_\_\_

Hazard	Current Controls indicate place(s) on hierarchy of controls	Potential Controls indicate place(s) on hierarchy of controls	Priority for Action low, medium, high	Effort of Control low, medium, high
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E Elimination  
  S Substitution  
  EC Engineering Controls  
  AC Administrative Controls  
  PPE PPE



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**E** Elimination  
  **S** Substitution  
  **EC** Engineering Controls  
  **AC** Administrative Controls  
  **PPE** PPE

The Hunt for Hazards

