



## Job Hazard Analysis (JHA)

### Duration 2 Days

### Course Synopsis

We will introduce a new approach to conducting JHAs in a way that will help make sure attendees are able to design job procedures that are as safe as possible. We'll also discuss ways to help attendees write effective safe job procedures that may be used as lesson plans for on-the-job (OJT) training.

### Who Should Attend

This workshop targets the employees, safety staff, supervisors, and others responsible for safety performance.

### Prerequisites

As a minimum, attendees should be able to read to enable him/her to fully participate in the workshop to gain the most out of it.

### What Will Attendants Learn?

Given the information and exercises in this workshop, attendees should be better able to:

- Explain why JHAs are important;
- Describe the five-step JHA procedure; and
- Conduct a JHA for a hazardous task.

### Program Training Methods:

- Theoretical Lectures (Power Point Presentations)
- Team Participation
- Practical Workshops.

### Supporting Equipments

To effectively interact with the attendants, an LC projector, a sound system and a flip chart with markers need to be provided to the trainer. Sponsor to provide the supporting equipments.

### Course Outline

#### Introduction

#### Prepare to Conduct the JHA

- How to conduct a preliminary safety job review?
- How to list, rank, and set priorities for hazardous jobs?
- Factors that can increase risk;
- The Risk Assessment Matrix;
- Listing the steps in a Procedure;
- Tips on conducting the JHA;
- The JHA Format;
- Sample JHA Worksheet; and

#### Describing the Hazards

- Define Hazards and Exposure;
- How do I identify workplace hazards?
- Common Hazards and Descriptions; and
- Sample JHA Worksheet.



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### **Actual Visit to a Workplace**

#### **Developing Preventive Measures**

- Hazard Control Measures;
- Engineering Control Strategies;
- Management Control Strategies; and
- Sample JHA Worksheet.

#### **Writing the Safe Job Procedure**

- Write in a step-by-step format;
- Paint a word picture - concrete vs. abstract;
- The art of writing the Safe Job Procedure; and
- How does a fully developed JHA look like?

#### **Improving the JHA Process**

- Why should I review my JHA's?
- What does an improved JHA look like? and
- What are some tips to improving the JHA?