

Safety in 5 provides short guides for 5-step, 5-minute conversations that employers can have with workers on workplace safety and health issues. Customize the steps below with information specific to your workplace.

## 1. Why It Matters

One of the "root causes" of workplace injuries, illnesses, and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated. A critical element of any effective safety and health program is a proactive, ongoing process to identify and assess such hazards. A Job Hazard Analysis (JHA) is a technique that focuses on job tasks to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. It is important because:

- Workers and supervisors become more aware of potential risks and hazards because they are involved.
- Communication between workers and management about potential safety issues improves.
- JHAs outline a process that is easy to follow and adapt to any workplace or job.

## 2. What You Need to Know

- **All** workplaces have job hazards, and everyone can be affected by them.
- Job hazards can lead to injury, illness, and even fatality.
- A JHA should be conducted regularly and whenever new processes, equipment, or significant changes occur in a workplace.

## 3. How to Implement Controls

### Steps of a Job Hazard Analysis

1. Select and prioritize jobs to analyze, focusing on those that may cause frequent or severe injury.
2. Analyze the job by breaking it into a series of smaller steps.
3. Look for hazards by thinking about what could go wrong or looking for common hazards (slips and falls, moving objects, machinery, noise, heat, etc.).
4. Describe the hazards, including the environment, exposure, trigger, and consequence.
5. Select, install, maintain, and review controls. Consider changes to the job to eliminate the hazards. Use a [hierarchy of controls](#) approach.
6. Review your job hazard analysis, share it with workers, and update it routinely.

### Job Hazard Analysis in our Workplaces

Consider the following questions to help guide your analysis:

- How frequently do we do JHAs?
- Where are the reports located?
- Have we encountered challenges with JHA in the past?
- What types of jobs have we done JHAs on?

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## 4. Let's Talk About It

- Are there hazards in your job?
- What could cause things to go wrong in your day-to-day tasks?
- If something goes wrong, do you know where to report it?
- What other factors could contribute to an incident or injury in your job?
- Add Your Own

**Tip:** Be sure to encourage workers to speak up when they see a dangerous situation. Remind them that by speaking up they are helping to create a safe workplace for all.

Learn more about a [worker's right to refuse dangerous work](#).

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## 5. How to Report a Concern

Job Site Safety Contact:

**Name:**

**Phone:**

**Email:**

National OSHA Office:

**Phone:** 800-321-6742

**Website:** [www.osha.gov/contactus](http://www.osha.gov/contactus)

## Notes