

## Analyzing Your Job for Hazards

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### Handout

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#### 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 you find risks if we study your job tasks step-by-step?
- Are any hazardous materials involved? Have you been trained?
- Do you always wear the proper personal protective equipment (PPE)?
- Is machinery adequately guarded?
- Are there factors that could cause injuries from 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 you have not been trained?
- Are you really following all the safety rules?

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

- Can you 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—keep your work area clean.
- Have all possible engineering and administrative controls been implemented to reduce the noise level?
- Is your training up to date to match any changes?
- 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.