



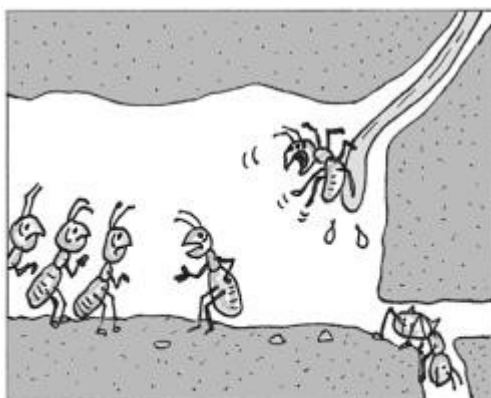
The Safety Zone

The Newsletter of the AHA Workers' Compensation Self-Insured Trust

Job Hazard Analysis

What is it?

A job hazard analysis (JHA) is a way of breaking down a job or task into its basic steps to find the potential hazards. Hazards can result in injuries and illnesses. JHA focuses on the relationship between you, the worker; the task or job; the tools; and the environment. There are six basic parts to understanding JHA:



"Hazards include human feet, insecticides, magnifying glasses, and... oh yeah, anteaters."

attention not only to the obvious steps of the job but also to start-up, shutdown, and any necessary maintenance steps.

Part 3: Describing the hazards in each step. For each step listed in the JHA form, hazards associated with it will be considered, and the hazards that correspond to each step in the JHA form will be recorded. The following are some of the common types of hazards:

- Heavy lifting, repetitive motion, or awkward postures or movements.
- Chemical exposure.
- Hot or cold conditions.
- Electrical hazards.
- Burn hazards.
- Fire or explosion hazards.
- Dangerous machinery or equipment.
- Slips, trips and falls.
- Workplace conditions like lighting, noise and ventilation.
- Human-related hazards, like vulnerability to crime or violence.

Continued on next page

© Business & Legal Resources, Inc.

HOW MUCH DO YOU KNOW?

QUIZ: JOB HAZARD ANALYSIS

1. Job hazard analysis (JHA) focuses on the relationship between the worker and the manager.

True or False

2. Managers typically identify, analyze and observe jobs or tasks for JHA.

True or False

3. How many basic parts are there to understanding JHA?

A. 3

B. 5

C. 6

4. In JHA, developing corrective measures involves thinking about potential hazards but no solutions for fixing them.

True or False

5. Records don't need to be kept or maintained as long as all employees understand the hazards of each job.

True or False



The Safety Zone

The Newsletter of the AHA Workers' Compensation Self-Insured Trust

Job Hazard Analysis, *continued*

Part 4: Developing corrective measures. For each hazard identified, the manager will think about what could be done to reduce the risk. Should machine guarding be installed? Would changing the setup of a work area or modifying the process make the job safer? Is personal protective equipment (PPE) needed? Suggested corrective measures for each step will be recorded in the JHA form.

Part 5: Writing safe job procedures. A safe job procedure that takes hazards and corrective measures into account will then be written for the task. These safe job procedures are an important resource. They should be clear and easy to understand. These procedures should be written in a step-by-step format, in simple language, and include any necessary special equipment or PPE.

Part 6: Keeping records. Records of all the JHAs performed and the facility will be kept and maintained so that they can be updated and revised as needed.

Job hazard analysis Quiz

ANSWERS:

1. False.
JHA breaks down a job or task to find the potential hazards and focuses on the relationship between you, the worker; the task or job; the tools; and the environment.
2. True.
Managers are in charge of JHA-related tasks. However, if you, the employee, think that a job or task has not been selected for JHA but needs one, suggest it to your supervisor or manager.
3. C. 6.
There are six basic parts to JHA: analyzing jobs or tasks, observing the job or task, describing the hazards in each step, developing corrective measures, writing safe job procedures, and keeping records.
4. False.
The manager thinks about what could be done to reduce the risk and changes or modifies the job or task to make it safer.
5. False.
Records of the JHAs performed must be kept and maintained so they can be updated and revised later if needed.

© Business & Legal Resources, Inc.

Got News?

Do you have news that needs to be circulated or have a subject you would like us to address? Let us know by emailing the newsletter editor at tcreel@arkhospitals.org.

AHA Workers' Compensation Self-Insured Trust Program is administered by Risk Management Resources (RMR), a division of BXS Insurance Services, Inc. www.bxsi.com. In March 2003 the AHA Workers' Compensation Self-Insured Trust was established. The program provides workers' compensation coverage to AHA members.

Risk Management Resources, the administrator for the program, assists members in the areas of claims management, safety and loss control. Tina Creel, President of AHA Services, Inc., is the Group Manager of the Trust and provides oversight of the day-to-day operation of the Trust.

The Board of Trustees provides oversight of the overall operation of the Group Trust.

AHAWCSIT



419 Natural Resources Drive
Little Rock, AR 72205

AHA Services, Inc.

Tina Creel, Group Manager
Phone: 501-224-7878
Fax: 501-224-0519

Risk Management Resources

Phone: 501-664-7705
Fax: 501-664-4849

Linda Collins, COO
Phone: 501-614-1108

RMR Loss Control

Consultants:

Matt Bradshaw, Loss Control
Manager
Phone: 501-614-1165
Cell: 501-614-1465

Don Jack, Loss Control
Consultant
Phone: 501-614-1191
Cell: 501-454-7287

Rusty Freeman, Loss Control
Consultant
501-614-1173

AHAWCSIT Claims Contacts:

Jill Johnson, Claims Director
Phone: 501-614-1112
Fax: 501-614-1412

Tonya Rodgers, Claims
Specialist
Phone: 501-614-1194
Fax: 501-614-1463

Medcor (Injury at work)

800-775-5866