

Job hazard analysis (JHA) and personal protective equipment (PPE) assessment: Identify and control hazards

This resource is part of SAIF's leadership project, which is meant to help employers and leaders of organizations establish strong and sustainable safety cultures using research-based concepts and strategies.

Identifying and controlling workplace hazards is a big part of workplace safety. When done well, it can eliminate many workplace hazards and prevent injuries. Both the JHA and the PPE assessment are useful tools that help find and control hazards.

JHA

The JHA (also called job safety analysis) is a useful tool for communicating and controlling known workplace hazards. It starts with a specific job task, which is then broken down into the individual steps needed to get it done. Then, each step is examined for how to make it safer.

A completed JHA can be used to train workers on the steps for each task, along with how to perform each step as safely as possible. It also includes a final column where recommendations can be made to make the task even safer.

If you don't have experience writing a JHA, start with a hazard identification (saif.com/S1248_C) form to help you find the hazards. You can use our form or create one of your own. If you're still unsure how to start, here's an example of a completed JHA for mowing the lawn (saif.com/S1248_B).

Best practices:

1. Include employees who do the work while writing a JHA
2. Review and update JHAs regularly

3. Use JHAs for onboarding new employees to train them on job tasks
4. Include pre-task steps related to worker readiness (i.e. fatigue, illness)
5. Pair JHAs with other workplace activities, such as safety observations

PPE hazard assessment

Unlike a JHA, Oregon employers are required to conduct a PPE hazard assessment to determine what PPE is needed to safely perform each job task at their organization. While it might be tempting to believe there are jobsites that don't need PPE, remember that even minor desk cleaning presents risks that require PPE.

PPE is often required when using chemicals or if there is the possibility of flying debris. One good way to determine what PPE is needed is to list all the tasks at your organization that require PPE, then transfer that list onto the PPE hazard assessment.

Best practices:

1. Update the PPE hazard assessment every year
2. Keep the PPE hazard assessment on file
3. Use the PPE hazard assessment to train new workers
4. Let the workers help select the PPE they will be using
5. Ensure that workers are trained on how to use, maintain, and store PPE

Activity ideas

- Create a JHA of one of your hazardous tasks or review a JHA of that task. Use the JHA example (saif.com/S1248_B) as a guide and create the JHA using the hazard identification form (saif.com/S1248_C) and the job hazard analysis form (saif.com/S1248_A).
- Conduct a PPE hazard assessment and review it with the workers who perform those tasks.
- Inspect the PPE available at your organization. Is it clean? In good repair? Accessible? Are employees trained in how to use, maintain, and store it?