**JHA Instructions**

1. **DESCRIBE JOB STEP/STEPS**:

Break the task down into its basic steps. For example, what is done first, what is done next, and so on. You can do this by:

(1) Observing the task

(2) Discussing it with workers

(3) Using your experience and knowledge of the task, or

(4) A combination of all three

Record the steps in the task in their normal order of occurrence. Describe what is done. Three or four words are normally enough to describe each step in the task.

2. **POTENTIAL HAZARDS**:

For each task step, ask yourself what mishap could happen to workers performing the task and what the probability would be of the mishap occurring.

Get the answers by:

(1) Observing the task

(2) Discussing the task with workers

(3) Using “lessons learned” from other mishaps

Ask the questions:

a. Can workers be struck by or contacted by anything?

b. Can they strike against or come in contact with any item which can cause injury?

c. Can they be caught in or between anything?

d. Can they fall?

e. Can they overexert?

f. Are they required to do repetitive lifting or heavy lifting?

g. Are they exposed to potential hazards such as toxic gases, chemicals, radiation or

noise?

3. **RECOMMENDED SAFE ACTION OR PROCEDURE**:

For each identified potential mishap cause or hazard, consider the following questions:

a. How should the workers do the task step to avoid the mishap or eliminate/mitigate the potential hazard?

b. What can be done to eliminate or mitigate the hazard by redesigning the work area or equipment?

c. How can the procedure be modified to eliminate or mitigate the hazard?

Describe in detail the precautions workers must take to include **Personal Protective Equipment (PPE).** Ensure that these steps are placed in this block. Ensure that the guidance is clear, specific and easily understood. Take special care that important steps or details are not inadvertently omitted from the task.