



Toolbox Talk

Topic: Job Hazard Analysis (JHA)

A Job Hazard Analysis is a key part of identifying and mitigating exposures on a jobsite before work is completed. All members of the crew should be involved in the analysis.

Key components include:

- List of tasks to be completed throughout that day or week.
- List of unsafe behaviors or potential hazards for each step of every identified task.
- List of procedures or controls to mitigate the identified hazards.

Examples of common unsafe behaviors addressed in a JHA:

- Operating without authority
- Failure to secure (e.g., ladders, materials, etc.)
- Failure to signal or warn
- Operating at unsafe speed
- Bypassing safety devices
- Unsafe loading of materials or placing of materials
- Taking unsafe position or posture when handling materials
- Working on dangerous or moving equipment
- Horseplay
- Failure to lock out or tag out unsafe machinery

How to spot a hazard:

- Most hazards fall into one of two categories: unsafe acts or unsafe conditions.
- Look around and ask: "How could an accident occur here?"
- Cite easy-to-spot hazards such as frayed electrical cords, spills, unguarded machinery, etc.
- Discuss hidden hazards such as noise air quality, etc.

Example JHA:

Task: Hanging A Picture on a Wall		
Sequence of Job Steps	Potential Hazard	Mitigation Control
A-frame ladder set up	Ladder tipping	Ensure ladder has a level base.
Scaling ladder	Falling off ladder	Ensure proper ladder use – keeping belt buckle between vertical supports.
Hitting nail into wall	Striking hand or thumb with hammer	Small taps to set nail
Hanging picture	Dropping picture frame to the ground	Have someone hand you the picture from ground.
Descending from ladder	Falling off ladder	Maintain three-points of contact during descent.



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Date:

Presented by:

Organization/Department Name

Attendee Printed Name	Signature

Comments: