

How to Do a Job Hazard Analysis

A Job Hazard Analysis (JHA) is a critical component of any workplace safety program. It is one of several risk assessment tools used to identify and control hazards as part of the formal hazard assessment process. Many workplace injuries and fatalities occur because workers are unaware of correct procedures or fail to recognize potential hazards. This documentation explains how to do a job hazard analysis, step by step, so you can establish proper operating procedures and provide recommendations for preventing or eliminating hazards.

Purpose

The purpose of a JHA is to systematically break a job down into its component steps, identify the hazards associated with each step, and recommend controls that prevent or reduce the risk of injury, illness, or environmental harm.

Scope

This procedure applies to any workplace task that requires a formal hazard assessment before it is performed, such as manual lifting and moving of loads. It covers assembling a team, observing and breaking down the job, documenting hazards, assessing risk, recommending controls, and monitoring those controls over time.

Prerequisites

Before you begin, make sure you have the following in place:

- A team of people familiar with the job, including workers who regularly perform it, supervisors, and experts or specialists if applicable
- A standardized JHA form to record steps, hazards, priority rankings, and controls
- Access to the work area where the task is normally performed

Required PPE (example task)

For a manual lifting task, the following PPE is typically required and should be documented on the JHA form:

- Safety boots

- Hard hat
- Gloves
- Safety glasses

Step-by-step procedure

Step 1: Assemble the JHA team

Bring together everyone needed to conduct the analysis: one or more workers familiar with the job, supervisors, and experts or specialists if applicable.

Involving the entire team reduces the likelihood of missing steps or hazards.

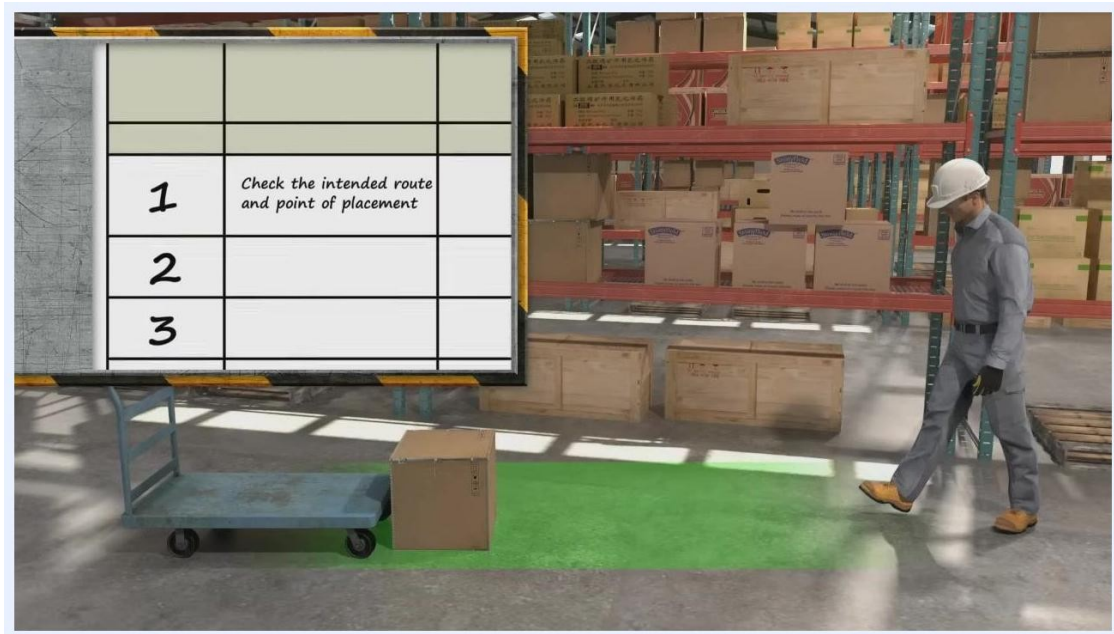
Workers who regularly perform the job are best placed to identify unsafe shortcuts or ways employees may bypass protective devices, and these should be addressed during the analysis.

Tools/Equipment Required: <i>Cart</i>				Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Rating (PR) For example, Working at a height of 4 meters without fall protection S (1) + P (A) = PR (1A)
Steps	Sequence of Steps	Potential Incidents or Hazards	Priority	Material Required: N/A			Date: _____ Page: _____ of _____
				Controls in Place Identify Controls or Combination of Controls That Are in Place			Instructions: The Job Hazard Analysis must be completed prior to the development of the Safe Job Procedure.
				Engineer	Administration	PPE	
1	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Inspect the area immediately around the load and the route. Clear movable objects from the route. Check for uneven terrain. Clean up spills that may affect foot traction.
2	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Examine object for sharp edges, slippery surfaces, nails, splinters. Size up the load. If load is too big, divide the load up or ask for help.
3	Bend to reach object	3a. back strain, 3b. falling	2B		Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Stand close to the object, with feet solid and shoulder width apart. Squat down, bending your knees. Keep your back straight and upright.
4	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to you. Use your arms and elbows close to your sides. Lift with your legs in a gradual and smooth movement. Keep your back straight and keep the load close to your body.
5	Place load on cart	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Do not twist; use your feet to turn your body. Keep your load as close to your body as possible and keep your back straight. Place load on cart. Ensure load is in prohibiting view.
6	Move load using cart	6a. cart malfunction, 6b. load falling	3C		Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to you. Use your arms and elbows close to your sides. Do not twist; use your feet to turn your body. Keep your load as close to your body as possible and keep your back straight.
7	Remove load from cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Square your body with the point of placement. Keep your load close to your body. Keep your feet solid and shoulder width apart. Squat down, bending your knees. Keep your back straight and keep the load close to your body. Push or pull the load down, using your arms and elbows close to your sides. Do not twist; use your feet to turn your body. Keep your load as close to your body as possible and keep your back straight.
					Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	

A team consisting of a supervisor, a specialist, and workers standing around a box and a cart in a warehouse, illustrating the collaborative approach to conducting a JHA

Step 2: Observe the job or task

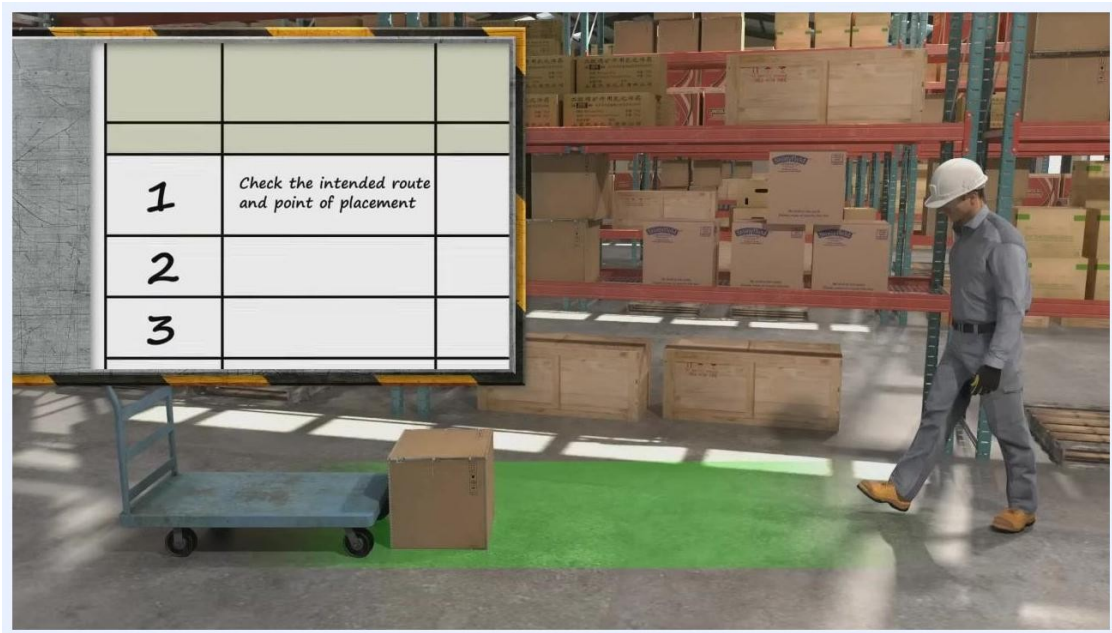
Begin the JHA by observing the job or task to be analyzed. For example, observe the process of lifting and moving a heavy box.



A worker in a warehouse bending down to lift a heavy box near a cart, demonstrating the observation phase of a JHA

Step 3: Break the job into manageable steps

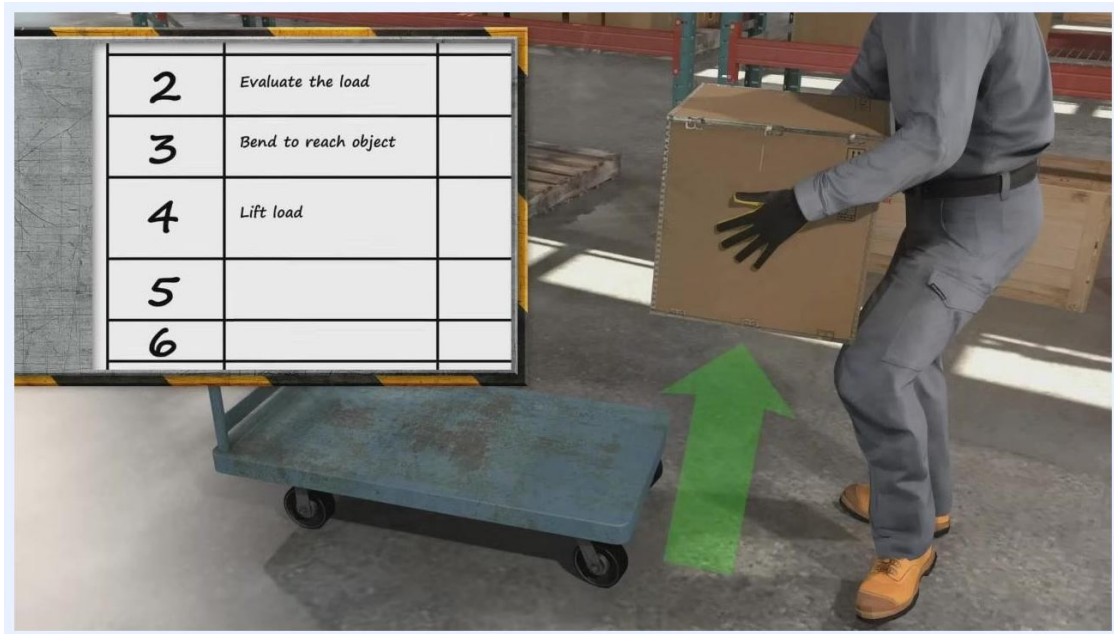
Break the job down into small, manageable steps, with each step representing a necessary part of the operation that advances the work. Avoid steps that are too general, which may cause you to miss hazards, or too detailed, which results in too many steps. As a guideline, describe the job in fewer than 10 steps. For the lifting example, Step 1 is to check the intended route and point of placement.



A worker walking through a warehouse, with a JHA form overlay showing Step 1: "Check the intended route and point of placement"

Step 4: Continue documenting the remaining steps

Continue recording each step of the task in sequence. For the lifting example, the next steps are to evaluate the load, bend to reach the object, and lift the load.



A worker lifting a box onto a cart, with a JHA form overlay showing Steps 2 through 4: "Evaluate the load," "Bend to reach object," and "Lift load"

Step 5: Document the JHA using a standardized form

Record the analysis on a standardized JHA form that includes the following sections: Identified Task (e.g., Manual Lifting), Tools/Equipment Required (e.g., Cart), Sequence of Steps (e.g., Check route, Evaluate load, Bend, Lift), Potential Incidents or Hazards (e.g., slips, trips, back injury, fatigue), Priority Ranking (e.g., 3C, 2B), Controls in Place (e.g., use of cart, refer to safe work procedures), Required PPE (e.g., safety boots, hard hat, gloves, glasses), and Administrative and Engineering Controls.

Tools/Equipment Required: <i>Cart</i>				Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Rating (PR)	
Steps	Sequence of Steps	Potential Incidents or Hazards	Priority	Material Required: N/A	Controls in Place Identify Controls or Combination of Controls That Are in Place		PPE	Instructions:
1	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Engineer	Administration	Safety boots, hard hat, glasses and gloves	Inspect the area immediately around the load and the route. Clear movable objects from the path. Check for uneven terrain. Clean up spills that can affect foot traction.
2	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C			Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Examine object for sharp edges, slippery surfaces, nails, splinters. Size up the load. If load is too big, divide the load up or ask for help.
3	Bend to reach object	3a. back strain, 3b. falling	2B			Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Stand close to the object, with feet solid and arms width apart. Squat down, bending your knees, not your back straight and upright.
4	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B			Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to you. Keep arms and elbows close to your sides. Lift with your legs in a gradual and smooth movement. Keep your back straight and keep the load close to your body.
5	Place load on cart	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications		Safety boots, hard hat, glasses and gloves	Do not twist, use your feet to turn your body. Place load as close to your body as possible and keep your back straight. Place load on cart. Square load to cart.
6	Move load using cart	6a. cart malfunction, 6b. load falling	3C		Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications		Safety boots, hard hat, glasses and gloves	Push cart while walking forward, secure load to cart, prohibiting view.
7	Remove load from cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications		Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to you. Keep arms and elbows close to your sides. Do not twist, use your feet to turn your body. Place load as close to your body as possible and keep your back straight.
					Refer to SJP for Manual Lifting		Safety boots, hard hat, glasses and gloves	Square your body with the point of placement. Place load close to your body. Keep your back straight. Your abdomen, squat down and load at the knees. The load down, protect your fingers and toes from pinching and squeezing. In tight areas, use the back close to the load location and make it easier to move.

A close-up of a filled-out Job Hazard Analysis form showing steps, hazards, controls, and PPE requirements for manual lifting

Step 6: List all steps in correct order

Ensure that every step in the job is listed in its correct sequence on the JHA form. Steps that are out of order may cause you to miss potential hazards or introduce hazards that do not actually exist. For the lifting example, the full sequence is: check the intended route and point of placement, evaluate the load, bend to reach the object, lift the load, place the load on the cart, move the load using the cart, remove the load from the cart, and place the load in its destination.

Tools/Equipment Required: <i>Cart</i>			Probability: <i>A</i>
Steps	Sequence of Steps	Potential Incidents or Hazards	Material Required
			Priority
1	<i>Check the intended route and point of placement</i>		
2	<i>Evaluate the load</i>		
3	<i>Bend to reach object</i>		
4	<i>Lift load</i>		
5	<i>Place load on cart</i>		
6	<i>Move load using cart</i>		
7			

Engineer

A JHA form showing the correct sequence of steps for manual lifting, with each step clearly numbered and described

Step 7: Identify potential hazards for each step

After listing all the steps, identify the potential hazards associated with each one. A hazard is anything that could lead to injury, illness, or environmental harm. For example, while bending to lift a box, a potential hazard is back strain.

Sequence of Steps		Potential Incidents or Hazards	Priority	Material Required
1	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1.d energy sources, 1e. fatigue		Engineer
2	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources		
3	Bend to reach object	3a. back strain, 3b. falling		
4	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue		
5	Place load on cart			
6	Move load using cart			
7				

A worker in a warehouse bending over a box, with a highlighted area on the back and the label "Identify Potential Hazards: Back Strain"

Step 8: Classify each hazard as health or safety

Classify each identified hazard as a health hazard or a safety hazard. Health hazards can be physical (e.g., repetitive motion, noise), chemical (e.g., exposure to solvents), biological (e.g., bacteria, viruses), or psychological (e.g., stress, fatigue). Safety hazards include substances, processes, actions, or conditions that may endanger immediate safety, such as slips, trips, and falls.

Sequence of Steps		Potential Incidents or Hazards	Priority	Material Required
1	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1.d energy sources, 1e. fatigue		Engineer
2	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources		
3	Bend to reach object	3a. back strain, 3b. falling		
4	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue		
5	Place load on cart			
6	Move load using cart			
7				

A slide listing health hazard categories—Physical, Chemical, Biological, and Psychological—each marked with a yellow icon

Step 9: Number hazards according to step

For each step, list and number all identified hazards using the step number as a prefix, for example 1a, 1b, 2a. In the lifting example, Step 1 hazards include slips, trips, falls, energy sources, and fatigue; Step 2 hazards include back injury, trips, falls, lacerations, and energy sources; Step 3 hazards include back strain and falling; and Step 4 hazards include slips, trips, falls, energy sources, and fatigue.

Sequence of Steps		Potential Incidents or Hazards	Priority	Material Required
1	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1.d energy sources, 1e. fatigue		Engineer
2	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources		
3	Bend to reach object	3a. back strain, 3b. falling		
4	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue		
5	Place load on cart			
6	Move load using cart			
7				

A JHA form with hazards listed and numbered for each step, showing detailed potential incidents or hazards

Step 10: Assess the risk of each hazard

Evaluate each hazard by determining its severity and probability. Rank severity as 1 (Imminent Danger), 2 (Serious), 3 (Minor), or 4 (Not Applicable). Rank probability as A (Probable), B (Reasonably Probable), C (Remote), or D (Extremely Remote).

Job Hazard Analysis (JHA)	
	Priority Ranking:
	Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable
	Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote
	Material Required: N/A
Priority	Controls in Place
	Identify Controls or Combination of Controls That A

A JHA form section showing the priority ranking system with severity and probability definitions

Step 11: Recommend a control to reduce risk – examine the object
 For each hazard, recommend a control to mitigate or eliminate it. Make recommendations immediately while still focused on the work environment to ensure they are practical and effective. For the lifting example, one control is to examine the object before lifting it.

		Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Working & protection: S (1) +P (A)
t		Material Required: N/A			Date: Page:
	Potential Incidents or Hazards	Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place		Instructions: The Job Haz to the develop
			Engineer	Administration	PPE
route ment	1a. slips, 1b. trips, 1c. falls, 1.d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves
	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C			
ect	3a. back strain, 3b. falling	2B			
	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B			
art	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load		
g cart	6a. cart malfunction, 6b. load falling	3C			
from cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B			

A worker examining a box before lifting it, with the control "Examine object" highlighted

Step 12: Recommend a control to reduce risk – keep back straight
 A second control for the same hazard is to keep the back straight and upright while lifting.

			Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Working a protection: S (1) +P (A
			Material Required: N/A			Date: Page:
	Potential Incidents or Hazards	Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place			Instructions: The Job Haz to the develop
			Engineer	Administration	PPE	
route sent	1a. slips, 1b. trips, 1c. falls, 1.d energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C				
ect	3a. back strain, 3b. falling	2B				
	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B				
art	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load			
g cart	6a. cart malfunction, 6b. load falling	3C				
rom cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B				

A worker lifting a box with a straight back, with the control "Keep back straight and upright"
 highlighted

Step 13: Document controls in the JHA form

Record each control under its appropriate category on the JHA form: Engineering (e.g., use of a cart to move the load), Administration (e.g., refer to Safe Work Procedures for Manual Lifting), or PPE (e.g., safety boots, hard hat, glasses, gloves). For example, Step 1 lists Administration control "Refer to SWP for Manual Lifting" along with required PPE, and Step 6 lists the Engineering control "Use of cart to move load."

			Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Working & protection. S (1) + P (A)
			Material Required: N/A			Date: Page:
Potential Incidents or Hazards		Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place			Instructions The Job Haz to the develop
			Engineer	Administration	PPE	
route ment	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C				
ect	3a. back strain, 3b. falling	2B				
	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B				
art	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load			
g cart	6a. cart malfunction, 6b. load falling	3C				
rom cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B				

A JHA form section showing controls in place for each step, categorized as Engineering, Administration, and PPE

Step 14: Consider all types of hazard controls

If eliminating a hazard is not possible, recommend controls that reduce the risk. Consider all three types of controls: Engineering Controls that modify equipment or processes (e.g., use of carts to move loads), Administrative Controls that implement procedures or training (e.g., referring to Safe Work Procedures for Manual Lifting), and Personal Protective Equipment that specifies required gear (e.g., safety boots, hard hat, glasses, gloves). List every feasible recommendation and document it in the JHA form under the appropriate category.

		Material Required: N/A			Date: _____ Page: _____ of _____
S OR	Priority	Controls in Place			Instructions: The Job Hazard to the developme
		Identify Controls or Combination of Controls That Are in Place			
		Engineer	Administration	PPE	
c. falls, e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
rips, 2c. falls, ergy sources	2C		Refer to SWP for Manual Lifting		
. falling	2B		Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting		
, 4c. falls, s, 4e. fatigue	2B		Refer to SJP for Manual Lifting		
s, slips, 5c. trips, ping load,	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's sp		
tion,	3C				

A JHA form section showing controls categorized as Engineering, Administration, and PPE, with examples such as "Use of cart to move load" and "Refer to SWP for Manual Lifting"

Step 15: Explore multiple control options for each hazard

Investigate as many alternative control methods as possible for each hazard. If a hazard can be controlled in several ways, list each recommendation separately on the form.

		Material Required: N/A			Date: _____ Page: _____ of _____
Hazard or	Priority	Controls in Place			Instructions: The Job Hazard to the developme
		Identify Controls or Combination of Controls That Are in Place			
		Engineer	Administration	PPE	
c. falls, e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
rips, 2c. falls, ergy sources	2C		Refer to SWP for Manual Lifting		
. falling	2B		Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting		
, 4c. falls, s, 4e. fatigue	2B		Refer to SJP for Manual Lifting		
s. slips, 5c. trips, ping load,	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's sp		
tion,	3C				

A slide titled "HAZARD CONTROLS" listing Engineering Controls, Administrative Controls, and Personal Protective Equipment

Step 16: Use the JHA for communication and training

Use the completed JHA to communicate job hazards and control measures to all employees. Reference it as the foundation for developing safe work practices and job procedures, and use it as a step-by-step training tool for new employees learning the job.

	Engineer	Administration	PPE	
3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
2C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
2B		Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
e 2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	
rips, 2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	
3C				
grip, 2B				

A JHA form with detailed controls and instructions, showing columns for Engineering, Administration, and PPE with specific recommendations for each step

Step 17: Use the JHA to support investigations and reminders

If an injury or illness occurs, use the JHA as a starting point for the investigation. Refer to it as needed to remind employees of the safe operating procedures for the task.

Controls That Are in Place		Instructions:
	PPE	The Job Hazard Analysis must be completed prior to the development of the Safe Job Procedure.
Lifting	Safety boots, hard hat, glasses and gloves	Inspect the area immediately around the load and the route. Clear moveable objects from the route. Check for uneven terrain. Clean up spills that could affect foot traction.
ing	Safety boots, hard hat, glasses and gloves	Examine object for sharp edges, slippery surfaces, nails, splinters. Size up the load, if load is too big divide the load up or ask for help.
g	Safety boots, hard hat, glasses and gloves	Stand close to the object, with feet solid and shoulder width apart. Squat down, bending your knees. Keep your back straight and upright.
	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to you, keep arms and elbows close to your sides. Lift with your legs in a gradual and smooth movement. Keep your back straight and keep the load close to your body.
	Safety boots, hard hat, glasses and gloves	Do not twist, use your feet to turn your body. Hold the load as close to your body as possible.

A warehouse scene with workers wearing PPE, a cart, and a JHA form overlay showing step-by-step safety instructions for manual lifting

Step 18: Monitor implementation of the recommended controls
Continually monitor the task to confirm that the recommended control methods have been implemented and are effective.

Task: <i>Manual Lifting</i>				Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote		Severity (S) + Probability (P) = Priority Rating (PR) For example, Working at a height of 4 meters without fall protection. $S (1) + P (A) = PR (1A)$	
Equipment Required: <i>Cart</i>				Material Required: N/A		Date: _____ of _____ Page: _____ of _____	
s	Sequence of Steps	Potential Incidents or Hazards	Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place			Instructions: The Job Hazard Analysis must be complete to the development of the Safe Job Process
				Engineer	Administration	PPE	
	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Inspect the area immediately around the load and the route. Clear moveable objects from the route. Check for uneven terrain. Clean up spills to affect foot traction.
	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Examine object for sharp edges, slippery surfaces, nails, splinters. Size up the load, if load is divide the load up or ask for help.
	Bend to reach object	3a. back strain, 3b. falling	2B		Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Stand close to the object, with feet solid and width apart. Squat down, bending your knees, your back straight and upright.
	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to your arms and elbows close to your sides. Lift legs in a gradual and smooth movement. back straight and keep the load close to your body.
	Place load on cart	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Do not twist, use your feet to turn your load as close to your body as possible and back straight. Place load on cart. Ensure
	Move load using cart	6a. cart malfunction, 6b. load falling	3C		Refer to SJP for Manual Lifting Refer to SWP for Use of Cart	Safety boots, hard hat, glasses and gloves	Push cart while walking forwards, ensure prohibiting view.
	Remove load from cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to your arms and elbows close to your sides. Do your feet to turn your body. Hold the load close to your body as possible and keep your back
	Place load in destination	8a. back strain, 8b. losing grip, 8c. dropping load	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Square your body with the point of placement close to your body. Keep your back your abdomen, squat down and bend at the load down, protect your fingers and

A close-up of a JHA form highlighting PPE requirements and step-by-step safety instructions, with certain text emphasized in red

Step 19: Confirm safe practices are being followed

Observe the task in progress to verify workers are following the documented controls, such as using proper posture and required PPE, while a supervisor confirms compliance.

Identified Task: <i>Manual Lifting</i>		Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable		Severity (S) + Probability (P) = Priority Rating (PR) For example, Working at a height of 4 meters without fall protection. S (1) + P (A) = PR (1A)	
Equipment Required: <i>Cart</i>		Material Required: N/A		Date: _____ of _____ Page: _____ of _____	
Sequence of Steps	Potential Incidents or Hazards	Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place		
			Engineer	Administration	PPE
Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves
Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves
Bend to reach object	3a. back strain, 3b. falling	2B		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves
Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves
Place load on cart	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves
Move load using cart	6a. cart malfunction, 6b. load falling	3C		Refer to SJP for Manual Lifting Refer to SWP for Use of Cart	Safety boots, hard hat, glasses and gloves
Remove load from cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves
Place load in destination	8a. back strain, 8b. losing grip, 8c. dropping load	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves
Instructions: The Job Hazard Analysis must be complete to the development of the Safe Job Procedure.					

Two workers in a warehouse: one lifting a box with proper PPE and posture, the other supervising, demonstrating monitoring of safe practices

Step 20: Review and update the JHA regularly

Conduct a JHA for each new task, and review existing JHAs at regular intervals or whenever the task changes. Confirm that all steps, hazards, and controls remain up to date and relevant. Performing JHAs regularly helps keep employees safe and reduces the chances of injury, illness, and environmental damage.

Task: <i>Manual Lifting</i>		Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote		Severity (S) + Probability (P) = Priority Rating (PR) For example, Working at a height of 4 meters without fall protection. S (1) + P (A) = PR (1A)		
Equipment Required: <i>Cart</i>		Material Required: N/A		Date: _____ of _____ Page: _____ of _____		
Sequence of Steps	Potential Incidents or Hazards	Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place			Instructions:
			Engineer	Administration	PPE	
Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Inspect the area immediately around the load. Clear the route. Clear moveable objects from the route. Check for uneven terrain. Clean up spills that affect foot traction.
Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Examine object for sharp edges, slippery surfaces, nails, splinters. Size up the load, if load is too heavy, divide the load up or ask for help.
Bend to reach object	3a. back strain, 3b. falling	2B		Refer to SWP for Manual Lifting Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Stand close to the object, with feet solid and feet apart. Squat down, bending your knees, keep your back straight and upright.
Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to your body. Keep arms and elbows close to your sides. Lift legs in a gradual and smooth movement. Keep back straight and keep the load close to your body.
Place load on cart	5a. back strain, 5b. slips, 5c. trips, 5d. falls, 5e. dropping load, 5f. fatigue	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Do not twist, use your feet to turn your body. Load as close to your body as possible and back straight. Place load on cart. Ensure load is secure.
Move load using cart	6a. cart malfunction, 6b. load falling	3C		Refer to SJP for Manual Lifting Refer to SWP for Use of Cart	Safety boots, hard hat, glasses and gloves	Push cart while walking forwards, ensure clear path and no obstructing view.
Remove load from cart	7a. back strain, 7b. losing grip, 7c. dropping load	2B	Use of cart to move load	Refer to SJP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to your body. Keep arms and elbows close to your sides. Do not twist, use your feet to turn your body. Hold the load as close to your body as possible and keep your back straight.
Place load in destination	8a. back strain, 8b. losing grip, 8c. dropping load	2B		Refer to SJP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Square your body with the point of placement. Load close to your body. Keep your back straight. Squat down and bend at the knees, not the back. Protect your fingers and hands from sharp edges.

A complete JHA form for manual lifting, showing all steps, hazards, priorities, controls, and detailed instructions for safe job procedures

Summary

By following this process, you systematically identify hazards, implement controls, and ensure safer work procedures through a comprehensive Job Hazard Analysis. Each step of the job is listed in order, its hazards are identified, classified, and numbered, its risk is assessed for severity and probability, and controls are recommended, documented, and monitored. Reviewing and updating the JHA whenever a task changes ensures hazard controls remain effective and the workplace stays safe.

Identified Task: <i>Manual Lifting</i>				Job Hazard Analysis (JHA)			Safe Job Procedure	
				Priority Ranking: Severity: 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote			Severity (S) + Probability (P) = Priority Rating (PR) For example, Working at a height of 4 meters without fall protection S (1) + P (A) = PR (1A)	
Tools/Equipment Required: <i>Cart</i>				Material Required: N/A			Date: _____ of _____ Page: _____ of _____	
Steps	Sequence of Steps	Potential Incidents or Hazards	Priority	Controls in Place Identify Controls or Combination of Controls That Are in Place			Instructions:	
				Engineer	Administration	PPE		
1	Check the intended route and point of placement	1a. slips, 1b. trips, 1c. falls, 1d. energy sources, 1e. fatigue	3C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Inspect the area immediately around the load and the route. Clear movable objects from the route. Check for uneven terrain. Clean up spills that may affect foot traction.	
2	Evaluate the load	2a. back injury, 2b. trips, 2c. falls, 2d. lacerations, 2e. energy sources	2C		Refer to SWP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Examine object for sharp edges, slippery surfaces, nails, splinters. Size up the load. If load is too big, divide the load up or ask for help.	
3	Bend to reach object	3a. back strain, 3b. falling	2B		Refer to SWP for Manual Lifting Refer to S-JP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Stand close to the object, with feet solid and arms width apart. Squat down, bending your knees, not your back straight and upright.	
4	Lift load	4a. slips, 4b. trips, 4c. falls, 4d. energy sources, 4e. fatigue 5a. back strain, 5b. slips, 5c. trips, 5d. falling	2B	Use of cart to move load	Refer to S-JP for Manual Lifting Refer to SWP for Use of Cart Refer to manufacturer's specifications Refer to S-JP for Manual Lifting	Safety boots, hard hat, glasses and gloves	Grip the object firmly and pull it close to your chest. Arms and elbows close to your sides. Lift with arms and legs in a gradual and smooth movement. Keep your back straight and keep the load close to your body. Do not twist. Use your feet to move your body. Push cart while walking forward. Always maintain a clear path. Push the object firmly and pull it close to your body. Always keep the cart on a level surface.	

A Job Hazard Analysis (JHA) title screen, with bold yellow text on a dark background, emphasizing the importance of JHA in workplace safety