

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting \_\_\_\_\_ **JOB HAZARD ANALYSIS** \_\_\_\_\_

OSHA requires that all workers be trained in safe work practices. OSHA inspectors investigating serious accidents frequently ask employers if the injured workers have had training in performing their jobs safely.

The Job Hazard Analysis is used to instruct workers in safe work procedures. It can prevent accidents that could result in occupational injury and illness.

Upon completion of this training all participants should be able to:

- list the tasks or basic steps required to perform a particular operation.
- Identify hazards associated with each task.
- Identify the proper procedures or controls that should be in place to prevent illness or injury.

A Job Hazard Analysis identifies each job you are required to perform. It should include routine jobs that are performed on a daily basis and non-routine jobs that are performed infrequently.

Each job can be broken down into steps or tasks. The Job Hazard Analysis identifies the hazards associated with each step of the job. It then lists when controls should be in place and the specific procedures to follow to prevent an accident.

For example, a maintenance technician may be required to periodically use an oxygen and acetylene cutting torch to repair equipment. The Job Hazard Analysis could identify the setting up of the oxy-acetylene cutting station as a job. The first step that may be identified in this job is to secure the cylinders in an upright position. The analysis would then list each additional step until the job was completed and the torch was properly adjusted to a neutral flame.

The best place to begin a Job Hazard Analysis is with the jobs that have resulted in accidents or near-miss accidents. By analyzing these jobs, safe procedures can be established and controls put in place to protect you and your co-workers.

Consider the jobs that you perform. Assist supervisors and management in conducting the Job Hazard Analysis. It will create a safer, healthier and more productive work place which benefits workers, supervisors and management.

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Subject of Meeting ADMINISTRATIVE CONTROLS

Administrative controls can sometimes be effective in eliminating or minimizing hazards. Administrative controls focus on organization, personnel and instructions. These controls include written procedures, policies and training.

### POLICIES

OSHA has established and enforces standards which identify policies that must be a part of the employer's safety program. These policies are to be followed by management, supervisors and you. For example, OSHA requires the use of personal protective equipment such as hard hats, goggles and respirators when their use can prevent injury. Management may develop additional policies that will eliminate or minimize hazards.

Policies may be developed that require you to be evaluated or receive physical examinations. Remember these are performed for your protection. Each person is an individual and his ability must be matched to the task.

Management may also introduce policies that limit your exposure to hazardous environments. They can control the frequency and duration you spend in these hazardous areas. For example, employees working in hot and humid environments may be required to take periodic breaks in cooler and more comfortable rest areas to reduce the risk of heat stress.

### PROCEDURES

OSHA standards also identify specific procedures to be followed, such as the Lockout/Tagout procedures that control hazardous energy during maintenance and repair operations.

Written procedures for performing hazardous tasks must be developed by management and followed by you. Both management and workers should periodically evaluate any changes that would improve the safety or efficiency of operations. Never initiate new procedures without the consent of management. Management should always provide you with training when new procedures are introduced.

### TRAINING

Many OSHA standards require employee training. The Hazard Communication, Lockout, Electrical Safety and Respirator standards are a few examples of OSHA's training requirements. Management must determine what additional and site-specific training must be addressed.

It is important to understand all of the hazards that are present and how they can result in an accident. Only after all the hazards are known and understood can measures be taken to control them and prevent occupational injury and illness.

Be sure of the procedures to be followed and the hazards involved in each task you perform. If you are not absolutely sure, ask your supervisor.