

## Job Hazard Analysis Tool

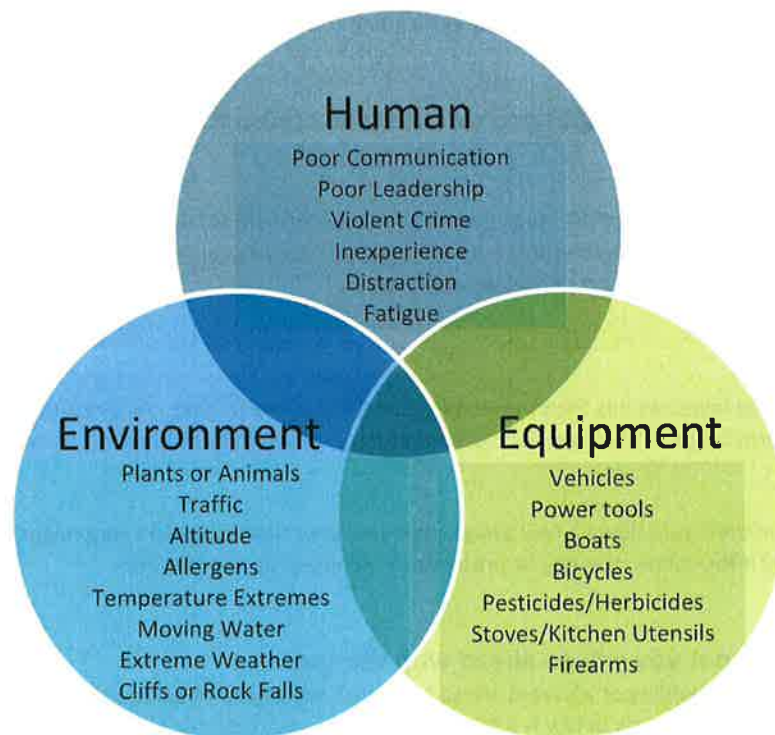
SCA uses a few different tools to manage risk. The first is called a Job Hazard Analysis (or JHA). To complete a Job Hazard Assessment, you review all hazards present in an activity and consider how the hazards will be managed.

SCA completes Job Hazard Assessments on a position level for every SCA position. You can also carry out Job Hazard Assessments as you approach new tasks day to day.

## Conducting a Job Hazard Analysis

### Step 1: Identify the hazards for a given task.

Hazards typically fall into one of three categories: human, environment, and equipment. This image shows examples of some common hazards in each category.



### The greatest risk comes when multiple hazards are present.

For example, using power tools at the end of the day (fatigue) in cold weather is going to be riskier than using the same tools at the beginning of the day in pleasant conditions.

**Step 2: For each hazard identified, consider the severity and probability of the hazard.**

Probability that an incident will occur



Severity if the incident does occur



For example:

If conditions are icy, you might say that:

- ♦ **Probability** that someone is going to slip and fall is **Highly Likely**.
- ♦ **Severity** of someone slipping on the ice is most likely going to be **Minor**.

**Step 3: Decide what mitigation strategies you can use to decrease the probability and severity of the hazards.**



Mitigation strategies are the steps that you will take to increase your safety while conducting a task. They can include everything from wearing protective equipment or taking extra trainings to changing the time or place that you will work.

For example:

Spraying herbicides to eradicate invasives has the potential to pose serious health risks. As a result, SCA and partner agencies require interns to go through special trainings and use protective equipment before they are allowed to spray herbicides.

If you determine that you don't feel safe doing a task assigned to you, your first mitigation step might be to ask your supervisor for additional information, training or protective equipment as appropriate.

**Step 4: Decide whether or not you will go ahead with the task.**

In some cases, the severity and probability of a hazard are so high, that even with mitigation strategies in place it is not safe to take on the task. The risk matrix below is a tool that can help you to decide whether or not to proceed with a task.

		Probability		
		Low	Medium	High
Severity	Low	Go: Normal Precautions	Think: Extra Focus on Mitigation	Stop: Consult Supervisor
	Medium	Think: Extra Focus on Mitigation	Stop: Consult Supervisor	NO GO, Don't Proceed, Immediate Stop.
	High	Stop: Consult Supervisor	NO GO, Don't Proceed, Immediate Stop.	NO GO, Don't Proceed, Immediate Stop.