

JHA Instructions

Blocks 1, 2, and 3: Self-explanatory.

Block 4: The JHA shall be developed by the employee and supervisor. Include printed name and signature

Block 5: Self-explanatory.

Block 6: Briefly describe the task being performed.

Block 7: List equipment used in order to perform the task.

Block 8: List Personal Protective Equipment (PPE) used while performing the task.

Block 9: List all procedures associated with completing the task operation that may have the potential to cause injury or illness to personnel or damage to property.

Block 10: Identify all known and potential hazards associated with each respective task operation listed in Block 9.

Block 11: Identify actions that will mitigate or eliminate the hazards identified in Block 10. For example:

- a. Engineering Controls (the most desirable method of abatement). Engineering controls include guarding, enclosure, substitution, process modification, equipment modification, ventilation, and lighting.
- b. Administrative Controls. Administrative controls reduce an employee's exposure to hazards in two ways; by scheduling shorter work times in hazardous areas and/or by changing work processes and methods.
- c. Personal Protective Equipment (PPE). PPE should be used when engineering and administrative controls have failed to adequately control the hazard. PPE is specific to hazards and tasks and refers to protection of an employee's eyes, head, hands and feet. Common types of PPE include; safety glasses, hard hats, protective gloves, steel-toed shoes, etc.
- d. Training. Training is critical to controlling hazards. Employees must clearly understand all potential hazards and the methods used to mitigate or eliminate hazards. Training shall be provided on a continuing basis.

Block 12: Each Line Officer or Official in Charge will review and approve. This is to ensure leaders are aware of potential job reviews and potential purchases of PPE.

Block 13: Self-explanatory.

Block 14: Each JHA shall be reviewed and approved by the BIA Regional Safety Manager for BIA and OJS programs or the BIE Safety for BIE programs to ensure adequate measures are being taken to mitigate or eliminate hazards. Include printed name and signature.

Block 15: Self-explanatory.