

Sample of Job Hazard Analysis

COMPANY/PROJECT NAME or ID/LOCATION (City, State)		DATE	NEW/REVISED
University of Houston			<input type="checkbox"/> NEW <input type="checkbox"/> REVISED
WORK ACTIVITY (Description):			
DEVELOPMENT TEAM	POSITION/TITLE	REVIEWED BY	POSITION/TITLE
MINIMUM REQUIRED PERSONAL PROTECTIVE EQUIPMENT (SEE CRITICAL ACTIONS FOR ADDITIONAL STEP-SPECIFIC REQUIREMENTS)			
<input type="checkbox"/> Reflective Vest <input type="checkbox"/> Hard Hat <input type="checkbox"/> Lifeline/Harness <input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Safety Shoes—Type: _____	<input type="checkbox"/> Air purifying respirator <input type="checkbox"/> Supplied respirator <input type="checkbox"/> PPE Clothing—Type: _____	<input type="checkbox"/> Gloves—Type: _____ <input type="checkbox"/> Other—Specify: _____
REMINDER: Complete an SPSA at start of, and continuously throughout, job/task to identify additional and/or changing hazards to act on.			
¹ JOB STEPS	² POTENTIAL HAZARDS	³ CRITICAL ACTIONS TO MITIGATE HAZARDS	
1.	1a. 1b.	1a. 1b.	
2.	2a. 2b.	2a. 2b.	
3.	3a. 3b.	3a. 3b.	
4.	4a. 4b.	4a. 4b.	
5.	5a. 5b.	5a. 5b.	
6.	6a. 6b. 6c.	6a. 6b. 6c.	
7.	7a. 7b.	7a. 7b.	
8.	8a. 8b.	8a. 8b.	
9.	9a. 9b.	9a. 9b.	
10.	10a. 10b. 10c.	10a. 10b. 10c.	
11.	11	11	
12	12	12	
13	13	13	

¹ Each Job or Operation consists of a set of steps. Be sure to list all the steps in the sequence that they are performed. In Column 2, specify the equipment or other details to set the basis for the associated hazards.

² A hazard is a potential danger. What can go wrong? How can someone get hurt? Consider, but do not limit, the analysis to: Contact—victim is struck by or strikes an object; Caught—victim is caught on, caught in or caught between objects; Fall—victim falls to ground or lower level (Includes slips and trips); Exertion—excessive strain or stress/ergonomics/lifting techniques; Exposure—inhalation/skin hazards. Specify the hazards and do not limit the description to a single word such as "Caught."

³ Aligning with the first two columns, describe what actions or procedures are necessary to eliminate or minimize the hazards. Be clear, concise and specific. Use objective, observable and quantified terms. Avoid subjective general statements such as "Be careful" or "Use as appropriate."