



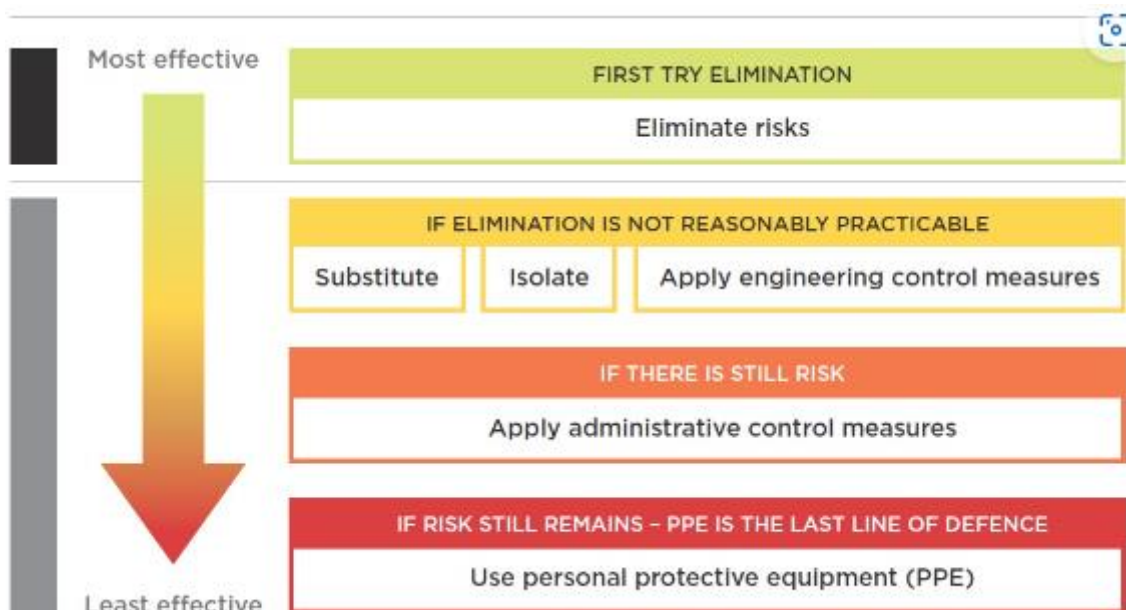
The Job Hazard Analysis (JHA) is used to aid in identifying and assessing the hazards of each element of a task and defining appropriate controls and recovery measures to manage them. A JHA is best developed using the OMV hazards and Effects register and / or project specific HAZID registers along with PTW checklists. The JHA is compiled by the Permit Applicant (PA). A review of the JHA content, led by the PICWS, shall be completed by the entire work group prior to work commencing (Toolbox).

A good JHA should tell a succinct story about the job. It should be split into the major tasks and should only cover the key hazards where a genuine control is required in the field. A good JHA should be sequential, it should make sense and it should be easy to read and review. The JHA should not include items that are general site rules i.e. “wear PPE when in process area” and it should not include “motherhood statements and waffle such as “take due care”. These types of entries do not add any value to a JHA.

Download and save the JHA spreadsheet (located [here](#)) to your computer. Open the saved copy and “enable contents” to activate the Hazards and Top Event drop down options.

JHA Guidance

1. A JHA should always be laid out so that the Task Description, Hazard, Top Event, Consequence, Controls and Recoveries all relate to each other and flow in a logical manner i.e. when “Loud Noises” is the selected hazard, the Top Event would be “Occupational Harm”, the Consequence could be “long-term hearing loss due to regular exposure to loud noise” and the controls could be “Shutdown noisy equipment” or “Wear ear plugs in addition to ear muffs”. A control like “Check your air hoses are in good condition and certified” is a good thing to include in your JHA, however, it’s not logical or relevant to include this under Loud Noises.
2. The **Task description** should include specific steps such as “Set up equipment” and “Water blast exchanger tubes” and should be listed in the order that they are intended to be done. They should be specific enough to aid in focusing in on the associated tools and hazards but not so specific that you duplicate most of your controls for each task step. Steps can be combined when the hazards and controls are the same i.e. Access/Egress the work platform with equipment can be covered in a single step.
3. The **Hazard** and the **Top Event** are selected from a list so it’s not always easy to find exactly what’s needed. Free-text can also be used in these fields when you cannot find a suitable option or if you want to expand with some detail
4. Populate the **Consequence** field fully to ensure your meaning is clearly understood by all reviewers and users of the JHA. The **Consequence** should describe How AND Who or What might be harmed i.e. “Fan starts and impacts lance with potential for injury to water blasting personnel and damage to Fin Fan blades “. People/Plant is never an appropriate entry on its own.
5. **Controls** should follow the Hierarchy of control measures as in table below:





6. **Controls** should only be included if they are genuinely required to be implemented in the field i.e. *“Electrically isolate each fin fan prior to starting work”* or *“Barrier off the drop zone”*. Statements such as *“Use due care”*, *“standard PPE”* or *“competent people”* should be avoided. These statements do not add any value to the JHA, but they do make the JHA difficult to review and difficult to implement.
7. **Controls** should be specific i.e. *“Position Water Blaster unit on made-up roadway, in safe area”* not *“Take wind direction into account when positioning truck”* or *“Use Hytorque equipment to tension stud bolts”* not *“Use correct tools”*. *“Wear respiratory protection 3M 6096 (A1E1HgP3) when breaking into process”* not *“Wear appropriate RPE as required”*
8. Checklist numbers and titles can be put into the **Controls** field. If there are additional controls over and above the checklist requirements these should be added to the JHA
9. The **Recovery** should describe what the workgroup needs to do if the Controls in place do not work and the Top Event occurs i.e. *“Shutdown the water blaster unit and notify operations immediately if the fan starts or if unsure of isolation status”*. *“Site emergency procedures”* is never an acceptable entry be specific and clear on who is responsible for what.
10. Where it's appropriate to assign the recovery to a specific individual or role, do so in the **“Person Responsible”** field. Where the recovery is more general, such as *“Stop work, activate MCP and make way to muster”* then *“Work group”* or *“All”* may still be appropriate.
11. Take some time to lay it all out sensibly and clearly. Merge cells where appropriate and separate controls out to make it easy to read and use.

#### Hazards of the Day guidance

The Hazards of the Day section of the JHA is intended to promote critical thinking by the entire work team. This review is to be completed by the work team during the toolbox talk at the worksite and is to be revisited as a team after each break period. It's the teams' opportunity to consciously step back, look above, below and around their work area to identify additional hazards that may not have been identified yet or that only exist due to the conditions on that day.

To complete this review, critically think about the tasks planned for the next work period whilst asking the following questions;

1. What or Who could impact on our work team? (Hazard)
2. What could go wrong? (Consequence)
3. What can we do to ensure it doesn't go wrong? (Controls)
4. What can be done to minimise the effects if it does go wrong? (Recovery)

Some examples of what may be picked up in this review are as follows;

- Another workgroup is working in the immediate vicinity and may affect your work area in some way.
- You note a pressurised Gauge or other instrument close to where the days tasks are occurring.
- You note that the work area is noisier than expected.
- A new inexperienced worker has joined the team and needs closer supervision.
- You recognise that the drop zone may not be set up wide enough as today's tasks are higher than previous days.
- It's stinking hot or extremely windy or some other weather condition exists that needs to be considered and accounted for.
- You note that the plant has been put online overnight.

There will be times where nothing has changed since the previous review or where nothing new is identified during the review. In these cases, simply comment “nothing new identified” and date and initial the form to verify the review was completed

**Remember...** the intent is to encourage teams to take the time to consciously step back and think about what could go wrong and what could harm them. If done regularly, this way of thinking becomes a habit and that leads to fewer missed hazards, fewer incidents and less people hurt whilst at work.