

# The Importance of Hazard and Job Safety Analysis

The key to planning any job is to be completely prepared for it. This includes having the right equipment, parts and personnel to do the job. There's one more key thing that you need: a hazard and job safety analysis.

When you do this type of analysis you look at each step of the job in detail and ask yourself: What exactly needs to be done? How much will it cost? What are the safety risks associated with each step of the job? For example, do you need to prepare for hot work or work in a confined space? Is there any special equipment or training that this job requires?

By thoroughly planning ahead, you're reducing the possibility of risks and surprise costs. Use the following list of questions as a starting point for your own hazard and job safety analysis to help you plan for a safe and profitable job. You can add some of your own questions at the bottom.

- **What will the job entail?**
- **What are the possible hazards that may be encountered?**
- **Is there a planned escape route in case of emergency?**
- **What support will I need from others to perform this job safely?**
- **Do I have all the proper personal protective equipment (PPE) required for the job?**
- **Do I know where the nearest first aid kit, eye wash station and fire extinguisher are located?**
- **Will this job involve repetitive motion? If so, have I prepared myself for this?**
- **Do I know my personal limitations?**
- **Am I physically and mentally prepared to perform this job safely?**
- **What are my means of communication?**
- **Am I taking medications that may hinder my abilities to perform this work safely?**
- **Are there any dangers I need to make myself aware of around my job site?**
- **What parts of my body will be at most risk during the job?**
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## JOB TOPICS TO CONSIDER

When you analyze a job, break it down into areas, and ask yourself the important questions for each topic. The following are some areas of a job to analyze and some questions to consider:

- **working with chemicals:** Is it toxic? PPE required? Where's the eye wash station?
- **confined spaces:** permit posted? respiratory protection needed? adequate lighting?
- **clearances:** barricade? anyone working nearby? grounding required?
- **work in elevated areas:** safety harness required? ladder secured? staging required?
- **grinding/chipping:** all combustibles, flammables removed? barricades? PPE?
- **hot work:** permit required? fire extinguisher available? flash shields needed?
- **housekeeping:** spills? tripping hazards? swept and washed down?
- **respiratory protection:** test for proper fit? correct cartridge? air line required?
- **staging:** cross-bracing needed? toe boards? ladder secured? area barricaded?
- **material/equipment handling:** lifting required? stretching? need forklift? need help?
- **hazardous waste:** Are containers labeled? read MSDS? emergency contact for spills?
- **tools/equipment:** clean and free of defects? right tool for the job? safeguards in place?
- **working below grade level:** barricade tape? information tags? PPE? shoring?
- **rigging:** proper sling? shackles secured? personnel clear of area?