

Find Job Suspects

To start a job hazard analysis...

- 1) gather workers to help,
- 2) work together to find jobs that are the most "suspicious" (have potential hazards), and
- 3) include your workers in this process and ask for their input. They know their jobs the best.

Review "case files" you might already have, such as:

- Safety and health reports
- Injury logs
- Inspection reports
- Safety and health meeting notes
- Industry alerts

Your suspects might also be jobs with...

- A history of incidents, both near misses and those
- that have caused accidents or injuries
- The potential for severe worst-case scenarios
- Older operating procedures
- Newer or less-experienced workers assigned
- New or changed operations, tasks, or equipment
- Tasks that workers have concerns about



Gather Evidence

Gather evidence to find hazards by creating an accurate and representative list of the steps of a job. Workers are the experts at their jobs. Be sure to involve them and ensure workers know their work is not being evaluated.

The purpose is to record all the ways a job is done to find potential hazards.

Example approaches to find the steps of a job:

- Watch several different workers complete the same job.
- Have workers watch each other complete the same job.
- Have workers teach each other a job and then do a "job swap", where the worker who was just taught
- now completes the job. This is helpful for identifying where new or inexperienced workers may find hazards.
- Have workers work together in groups to list the steps of a job.



The Hunt for Hazards



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RISK MANAGEMENT AND SAFETY

It's a Stakeout! Watch and Observe.

Work together to look closely at each step for potential safety and health hazards. A workplace hazard is any condition, activity, or source that could lead to an injury or illness if left uncontrolled.

Think about previous injuries or illnesses, what could happen if things go wrong, and possible worst-case scenarios. Ask workers to spend time reviewing job steps and how these could cause injury or illness. Over time, hazards can feel less impactful as workers become used to their job and its potential hazards. Remind them to think of worst-case scenarios or what hazards a worker new to the job might encounter even with any controls that are already in place.



Common types of hazards to look for include:

- Slips, trips, and falls
- Impacts (struck-by)
- Mechanical (caught on, in, crushed, severe laceration, or amputation)
- Possible migration of material(s) to areas outside of the immediate work area
- Vibration and noise
- Chemicals (inhaled, splashed in eyes, skin contact)
- Heat or extreme temperature
- Flammability or explosive
- Pressurized vessels (tanks, piping)
- Electrical contact
- Ergonomic (lifting, pulling, twisting)
- Combustible dust (sugar, grain, aluminum)

Cracked the Case! Find and Prioritize Controls.

Gather and evaluate information about controls for your identified hazards. Your workplace may already have controls in place to address some risks. Where are controls missing or falling short? Ask workers where controls may need adjustment or replacement.

Use the Hierarchy of Controls

Methods at the top of the hierarchy are more effective than those at the bottom. Controlling a hazard well often requires more than one control from different hierarchy levels. As you identify control options and possible improvements, get workers' insights about the pros and cons. Ask them what has worked well and what hasn't. Find out if a proposed control would make their job harder. Use their expertise to find and prioritize potential controls.

Review: current and potential controls, then identify if the hazard is a priority (low, medium, or high priority) and if the potential control requires a lot of effort (low, medium, or high effort). You may be able to immediately implement controls that are high or medium in priority and low in effort. For controls that are more complex, add interim controls to keep your workers safe and healthy.

