Introduction

After some serious accidents, the Agricultural Research Service (ARS) leadership realized that adequate hazard assessment was not being performed for various research activities.

To help prevent accidents and injuries a work group was tasked with creating a job hazard analysis (JHA) template to evaluate hazards in various jobs, including office work, lab work and fieldwork.

What is a JHA?

A JHA is a tool for assessing the hazards associated with each step of a task and then determining what controls are needed to mitigate the hazards for each step.

Other terms for a JHA: work hazard assessment (WHA), job safety analysis (JSA) & task safety analysis (TSA)

How to Create a Versatile JHA Template

1. Assemble a multi-disciplinary work group
2. Look at many different versions of JHAs (or similar)
3. Work group testing
4. Pilot testing at different locations with varying job tasks

Final Products

JHA Template
- Task description
- Hazardous materials
- Special requirements
- Space for pictures
- Expandable format
- Contact information & signatures

JHA Template Instructions
Breaks down each section of the template and provides examples of hazards and mitigation controls

Introductory Webinars
Two webinars were hosted to introduce people to the JHA template & answer questions

FAQ Sheet
Answers frequently asked questions

Policy Guidance
ARS Policy & Procedure 160.1 Job Hazard Analysis
Provides policy and responsibilities and establishes criteria for conducting a Job Hazard Analysis for hazardous operations

Example JHAs

Results & Next Steps

Results: Five ARS locations across the country have tested the JHA template and the template has been well-received. A final package was submitted to ARS leadership for review on 8/20/2018.

Next Steps: Final agency-wide implementation of the JHA template is expected to be February 2019. More nation-wide training will be performed before agency-wide implementation.