



Job Hazard Analysis Form

Job Hazard Analysis (JHA)				
Job Scope:				Date:
Business Unit:			Location:	
Tasks of Job	Hazards	Risk Rank	Control Method	Comments
Name/Title of person(s) that prepared the JHA:			Date:	

JHA Form Instructions

The following are instructions for completing a Job Hazard Analysis form:

1. Legibly print the job scope, date, business unit and location of work.
2. List the steps of the job task in the first column labeled “Tasks of Job.” Each job task should be listed separately and in the order the work will be done.
 - Job Hazard Analysis will be conducted in the following circumstances:
 - Non-routine tasks which may include, but are not limited:
 1. Tasks performed infrequently
 2. Outside of normal duties
 3. Does not have a documented procedure or SOP
 4. Performed in a different way from the documented procedure or SOP

Note: If deviating from an established procedure or SOP, follow the deviation process located in the Document Control and Records Management Protocol found on Strata.
 - 5. Has never been performed before
 - 6. Routine tasks that carry high level of risk
 - 7. Tasks that involve high risks or have Serious Incident and Fatality (SIF) exposure (i.e., H₂S, Confined Space Entry, trapped pressure)
 - Tasks identified by line supervision as requiring a JHA to be completed.
 - A pre-task tailgate will be conducted after the JHA is completed and prior to work beginning.
 - Complete a JHA for critical tasks identified by the business unit or operational group that do not have an established Standard Operating Procedure (SOP).
3. Analyze the job tasks listed in the first column and determine what possible hazard(s) are present.
4. Identify all hazards and list them in the designated “Hazards” column.
5. Use the Risk Management Protocol to determine the risk rank and document in the “Risk Rank” column.
6. Determine what the control method is (engineering, administrative or PPE) and how that control method will be implemented and list in the “Control Method” column.
7. Document any additional information in the “Comments” column.
8. Legibly print your name and title and the date you conducted the assessment.
9. Provide the assessment to the line supervisor/Field EHS for review.
10. Review the JHA during the pre-task tailgate meetings to communicate identified hazards and mitigation plans to all workers on-site.
11. After the JHA has been reviewed and after the job has been completed, file the JHA according to your field office file directory.
12. Refer back to the completed JHA form for guidance on jobs with the same tasks.