



PURPOSE: Review each job task performed by employees to determine where job task hazards exist providing recommendations for hazard elimination/protection, identifying appropriate personal protective equipment (PPE), and training to inform employees of appropriate safety standards and precautions.

Department: _____

Job Title: _____

Job Task: _____

Building/Room/Location: _____

Prepared By: _____

Date of Creation: _____



REQUIRED PERSONAL PROTECTIVE EQUIPMENT *(choose all that apply for this task. If other, please specify)*



Body Protection



Eye Protection



Fall Protection



Foot Protection



Hand Protection



Head Protection



Hearing Protection



Respiratory Protection

REQUIRED TRAINING COURSES *(choose all that apply for this task. If other, please specify)*

Task/Step	Hazard(s)	Controls/Recommendations	Additional Information
<i>Break the job into a sequence of steps. Each of the steps should accompany some major task.</i>	<i>Identify the hazard(s) associated with each step. Every possible source of energy must be identified. Look at the entire environment to determine every conceivable hazard.</i>	<i>Decide what actions are necessary to eliminate, control, or minimize hazards that could lead to accidents, injuries, damage to the environment, or illness.</i>	<i>Put any additional information here that should be known by the employee performing the task.</i>

I have read and understand the contents of the JHA and the controls required to mitigate the risks from the identified hazards.

Employee Name: _____

Supervisor: _____

Date: _____

Date: _____