

SAMPLE

Job Hazard Analysis

JHA in Action

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About This Activity

Introduction

Job Hazard Analysis (JHA) is the process of breaking a task into steps, identifying what could go wrong at each step, and deciding what controls are needed to make the work safe.

In this activity, you will practice applying JHA principles by preparing a full JHA for common workplace tasks. Unlike worked examples, you will need to:

Break the job down into clear steps.

For each step, think about what could go wrong.

Record the controls that should be in place to prevent harm.

Your task is to:

1. Read the job scenario provided.
2. Write down the main steps of the job in the JHA table.
3. For each step, identify what could go wrong.
4. Suggest suitable controls to reduce the risks and make the work safe.
5. Compare your completed JHA with the Answer Key at the end of this document.

This will help you strengthen your ability to:

1. Break jobs down into clear, logical steps.
2. Anticipate multiple risks that may arise at each step.
3. Match appropriate controls to reduce those risks effectively.

Why This Matters

Job Hazard Analysis helps prevent incidents by examining work tasks in detail before they are carried out. By practicing the full JHA process — from splitting the job into steps through to assigning controls — you will build confidence in planning tasks safely and making sure risks are controlled before work begins.

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Completing the activity

How to Complete This Activity

1. *Review the job scenario provided.*

Think about how the work is carried out step by step.

2. *Fill in the JHA table.*

In the Job Step column, write each main step of the task in order.

In the What Could Go Wrong column, list the possible issues for each step.

In the Controls column, write the measures that would prevent or reduce those issues.

3. *Work through all steps until the job is complete.*

Make sure every step has at least one possible problem and one control.

4. *When finished, compare your answers with the Answer Key at the end of this document.*

Use the key to check if you identified the main risks and matched them with effective controls.

Activity 1: Cleaning a Spill in a Kitchen Area

Scenario:

A worker is assigned to clean a large liquid spill in a kitchen walkway during operations.

Task for Learners:

Fill in the JHA table by breaking down the task into steps, identifying what could go wrong, and suggesting controls.

Task Step	What Could Go Wrong	Controls

Answer key: Cleaning a Spill in a Kitchen Area

Task Step	What Could Go Wrong	Controls
Identify the spill and prepare cleaning	Worker slips before area is secured; others walk through and slip	Place "Wet Floor" signs/barriers; restrict access to area
Apply cleaning chemical	Skin/eye irritation; inhalation of vapors	Wear gloves and goggles; ventilate area; follow SDS
Mop/clean the floor	Slips during cleaning; musculoskeletal strain from awkward movements	Use slip-resistant shoes; mop with correct technique; take breaks if task is repetitive
Dispose of waste/dirty water	Spill during disposal; chemical splash	Use sealed container/bucket; empty into designated drain; wear PPE
Return area to service	Floor left wet/slippy leading to further slips	Dry floor thoroughly; remove barriers only when surface is safe

About the Author



Khalid Ahmed is a Chartered Member of IOSH (CMIOSH) and a Member of the Chartered Institution of Water and Environmental Management (MCIWEM), with over 10 years of professional experience in Health, Safety, and Environment (HSE) practice and 7+ years in HSE training. Holding multiple industry-recognized qualifications—including M.Sc. in Safety, B.Sc. (Hons.) in Chemical Engineering, NEBOSH Environmental Diploma, NEBOSH International General Certificate, Level 3 Award in Education and Training, and ICDL—

Khalid has delivered safety training to diverse industries in the Middle East. His mission is to make safety knowledge clear, practical, and accessible for all workers and supervisors.