

Hazard Assessment Checklist

A workplace hazard assessment checklist using a JHA/JSA step-by-step approach.

Select and define the job

- ☐ Choose the job or task to analyze.
- ☐ Prioritize high-risk, frequent or new tasks first.
Use incident history to choose jobs to assess.
- ☐ Define where and under what conditions the job is done.
- ☐ Identify the equipment, tools and materials used.
- ☐ Involve the workers who perform the job.
- ☐ Confirm who will lead and approve the assessment.

Break the job into steps

- ☐ List the main steps of the job in order.
- ☐ Keep steps at a useful level of detail, not too broad.
- ☐ Describe what is done in each step, not how to fix it.
- ☐ Include setup, the task itself and cleanup.
- ☐ Note any non-routine or emergency steps.
- ☐ Confirm the step sequence with the workers.

Identify hazards in each step

- ☐ Ask what could go wrong at each step.
- ☐ Identify struck-by, caught-in and pinch-point hazards.
- ☐ Identify slip, trip, fall and lifting hazards.
- ☐ Identify electrical, energy release and burn hazards.
- ☐ Identify chemical, dust, noise and exposure hazards.
- ☐ Note environmental and ergonomic hazards per step.

Determine controls

- ☐ Apply the hierarchy of controls to each hazard.
- ☐ Eliminate or substitute the hazard where possible.
- ☐ Use engineering controls such as guards and ventilation.
- ☐ Add administrative controls such as safe procedures and training.
- ☐ Specify personal protective equipment for each step.
- ☐ Define safe practices and emergency response for the job.

Document and communicate

- ☐ Record each job step, its hazards and the controls.
- ☐ Specify the personal protective equipment required.
- ☐ Have the assessment reviewed and signed off.
- ☐ Share the JHA with everyone who does the job.
- ☐ Use it in toolbox talks and worker training.
- ☐ Post or keep it accessible at the work location.

Review and improve

- ☐ Review the JHA after any incident or near miss.
- ☐ Update it when the job, tools or materials change.
- ☐ Re-check that controls are being used and are effective.
- ☐ Gather worker feedback on hazards and controls.
- ☐ Set a date for periodic review.
- ☐ Keep completed assessments on file as a record.