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.