



## Job Hazard Analysis

Job/Task/Activity	
Name of Participants	
Approved by	
Date	

Assessing the risk is a brainstorming exercise, which is most effectively carried out in a team environment with the people required to complete the activity or process. Most activities or processes are broken down into a variety of separate tasks. For each task, consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur.

Whenever assessing the health and safety risks associated with a task, always consider the following primary risk factors.

- The **physical activities** required to complete the task e.g. repetitive movement, high force, physical exertion, awkward posture
- The **work environment** e.g. lighting, work layout, traffic, thermal comfort, working in isolation
- The **nature of the hazard itself** e.g. working with chemicals, microorganisms, radiation, machinery, potentially violent clients
- The **individual workers involved**, e.g. level of training, skills, experience, health, age, physical capacity



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A work group may have a considerable number of hazards or hazardous jobs to be managed. Therefore, highest priority should be assigned to those that have the greatest potential for loss or injury.

There are two aspects to be considered when prioritising the risks:

- likelihood of exposure, ie how many people are exposed, how often etc, and
- potential consequences of exposure to the hazard, ie whether serious injury may result.

The following matrix can be used to assign a “risk rating” to a hazard. Where exposure is more likely and the potential consequences more severe, highest priority is given for prompt resolution.

Any tasks that are found to present an imminent risk of serious injury or other adverse event should be halted until suitable controls are put in place to reduce the risk to an acceptable level.

		Potential Consequences					
		Minor injuries or discomfort. No medical treatment or measureable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality	
		Not Significant	Minor	Moderate	Major	Severe	
Likelihood	Expected to occur regularly under normal circumstances	Almost Certain	Medium	High	Very High	Very High	Very High
	Expected to occur at some time	Likely	Medium	High	High	Very High	Very High
	May occur at some time	Possible	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium	High
	Could happen, but probably never will	Rare	Low	Low	Low	Low	Medium



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