JHA PROGRAM CHECKLIST

IMPLEMENTATION GUIDE

A step-by-step roadmap for building and sustaining an effective Job Hazard Analysis program

HOW TO USE THIS GUIDE

This implementation checklist walks you through every phase of building a JHA program — from securing leadership commitment to ongoing continuous improvement. Use it as a project plan, audit tool, or compliance verification document. Check off each item as completed, assign responsible parties, and track your progress toward a safer workplace.

PHASE 1: PROGRAM FOUNDATION *Weeks 1–2*

1.1 Leadership Commitment & Policy

☐	Obtain written commitment from senior management	☐	Assign a JHA Program Coordinator / Champion
☐	Define JHA program goals and objectives	☐	Allocate budget for training, tools, and resources
☐	Establish a written JHA policy statement	☐	Communicate program launch to all departments

1.2 Regulatory & Standards Review

☐	Review OSHA 29 CFR 1910 / 1926 requirements	☐	Benchmark against ANSI/ASSP Z590.3 (JHA standard)
☐	Identify industry-specific regulations (DOT, EPA, etc.)	☐	Document applicable regulatory requirements
☐	Review state-plan OSHA requirements (L&I; in WA)	☐	Review workers' compensation loss history for trends

★ PRO TIP

Start with your workers' compensation Experience Modification Rate (EMR) and loss runs. These tell you exactly where injuries are happening and help you prioritize which jobs to analyze first.

1.3 Program Documentation

☐	Create a JHA Program Manual / SOP	☐	Set up a central filing system (digital and/or physical)
☐	Develop standardized JHA form templates	☐	Create a JHA tracking log / master index
☐	Establish a document control and version system	☐	Define review and revision schedule

Phase 1 Notes / Action Items:

PHASE 2: HAZARD INVENTORY & PRIORITIZATION *Weeks 3–4*

2.1 Job Inventory

☐	List all jobs, tasks, and operations company-wide	☐	Document seasonal or periodic tasks
☐	Identify non-routine and emergency tasks	☐	Map jobs to departments and work locations
☐	Include contractor and subcontractor activities	☐	Note equipment and materials used per job

2.2 Risk-Based Prioritization

☐	Rank jobs by injury/illness frequency (loss history)	☐	Flag jobs with high employee turnover
☐	Identify jobs with fatality or serious injury potential	☐	Consider near-miss and first-aid incident data
☐	Prioritize new or recently modified jobs/processes	☐	Document the prioritized JHA schedule

2.3 Baseline Data Collection

☐	Gather OSHA 300 logs and incident reports	☐	Obtain equipment manufacturer safety guidelines
☐	Review workers' comp claims and loss runs	☐	Document current PPE requirements by job
☐	Collect existing SOPs, work instructions, and manuals	☐	Photograph / video critical job tasks for reference

★ PRO TIP

Involve frontline workers in building your job inventory. They know the real-world tasks, shortcuts, and pain points that management may not see. Their buy-in at this stage drives program success.

Phase 2 Notes / Action Items:

PHASE 3: CONDUCTING JOB HAZARD ANALYSES *Weeks 5–8*

3.1 JHA Team Formation

☐	Select cross-functional JHA teams per department	☐	Include safety committee members where applicable
☐	Include experienced workers who perform the job	☐	Define roles: recorder, observer, facilitator
☐	Assign a trained facilitator for each JHA session	☐	Schedule JHA sessions during normal operations

3.2 Job Observation & Step Breakdown

☐	Observe the job being performed under normal conditions	☐	Note tools, equipment, and materials per step
☐	Break the job into sequential steps (typically 8–15)	☐	Identify decision points and critical sequences
☐	Record each step in action-verb format	☐	Verify step sequence with the worker(s) performing it

3.3 Hazard Identification & Risk Assessment

☐	Identify all potential hazards for each job step	☐	Apply risk matrix rating (High / Medium / Low)
☐	Classify hazard types (physical, chemical, ergonomic, etc.)	☐	Consider environmental and human factors
☐	Assess severity and probability for each hazard	☐	Document contributing factors and root causes

3.4 Control Development

☐	Apply Hierarchy of Controls (eliminate → PPE)	☐	Set implementation timelines for each control
☐	Prioritize engineering controls over administrative	☐	Estimate costs and resources needed
☐	Assign responsibility for each control measure	☐	Document interim controls for immediate risks

★ PRO TIP

Always apply the Hierarchy of Controls in order: Elimination, Substitution, Engineering Controls, Administrative Controls, and PPE as a last resort. Insurers and OSHA look for this systematic approach.

Phase 3 Notes / Action Items:

PHASE 4: TRAINING & COMMUNICATION *Weeks 9–10*

4.1 Employee Training Program

☐	Train all employees on JHA purpose and process	☐	Include JHA orientation for new hires and transfers
☐	Provide job-specific JHA training for each role	☐	Conduct hands-on practice sessions with JHA forms
☐	Train supervisors on conducting and reviewing JHAs	☐	Address language and literacy accommodations

4.2 Training Documentation

☐	Create training materials and presentations	☐	Track training completion dates by employee
☐	Develop competency assessments / quizzes	☐	Schedule annual refresher training calendar
☐	Maintain signed training acknowledgment records	☐	Document trainer qualifications and certifications

4.3 Communication & Accessibility

☐	Post completed JHAs at point-of-use work areas	☐	Translate JHAs for multilingual workforce
☐	Integrate JHAs into pre-task / toolbox talk meetings	☐	Establish a feedback mechanism for JHA improvements
☐	Make JHAs available digitally (intranet, mobile app)	☐	Communicate program wins and success stories

★ PRO TIP

Make JHAs part of your daily routine — not a binder on a shelf. Integrate them into pre-shift meetings, toolbox talks, and task assignments so workers engage with them every day.

Phase 4 Notes / Action Items:

PHASE 5: INTEGRATION & COMPLIANCE *Weeks 11–12*

5.1 Safety Management Integration

☐	Link JHAs to incident investigation procedures	☐	Incorporate JHAs into contractor management
☐	Integrate JHAs into permit-to-work systems	☐	Align JHAs with emergency response procedures
☐	Connect JHAs to your PPE assessment program	☐	Use JHA findings to update safety policies/SOPs

5.2 Insurance & Workers' Comp Integration

☐	Share JHA program with your insurance broker	☐	Document JHAs for return-to-work / light duty programs
☐	Include JHAs in workers' comp claim management	☐	Provide JHA evidence for insurance renewal submissions
☐	Use JHA data to support Experience Mod reduction	☐	Track JHA impact on loss ratios and claim frequency

5.3 Regulatory Compliance

☐	Verify JHAs meet OSHA documentation requirements	☐	Prepare JHA program for potential OSHA inspections
☐	Ensure JHAs address all cited or high-priority hazards	☐	Cross-reference JHAs with OSHA injury log (Form 300)
☐	Maintain JHA records for required retention periods	☐	Document corrective actions and abatement timelines

Phase 5 Notes / Action Items:

PHASE 6: REVIEW & CONTINUOUS IMPROVEMENT *Ongoing*

6.1 Periodic Review Triggers

☐	After any workplace injury, illness, or near-miss	☐	After regulatory changes affecting your operations
☐	When a job, process, or equipment changes	☐	At minimum annually for all high-risk JHAs
☐	When new hazards are identified or reported	☐	When employee feedback suggests improvements

6.2 Program Auditing & Metrics

☐	Conduct quarterly JHA program audits	☐	Measure training completion and competency rates
☐	Track percentage of jobs with completed JHAs	☐	Compare injury rates pre- and post-JHA implementation
☐	Monitor control implementation completion rates	☐	Report JHA program metrics to leadership quarterly

IMPLEMENTATION TIMELINE & TRACKING

Phase	Description	Timeline	Owner	
1	Program Foundation	Weeks 1–2		
2	Hazard Inventory & Prioritization	Weeks 3–4		
3	Conducting Job Hazard Analyses	Weeks 5–8		
4	Training & Communication	Weeks 9–10		
5	Integration & Compliance	Weeks 11–12		
6	Review & Continuous Improvement	Ongoing		

PROGRAM APPROVAL & KEY CONTACTS

Program Coordinator: _____ **Date:** _____

Safety Manager: _____ **Date:** _____

Executive Sponsor: _____ **Date:** _____

Insurance Broker: _____ **Phone:** _____

This guide is provided by First Underwriters Insurance Brokers as a risk management resource. Not a substitute for professional safety consultation or legal advice. Questions? Call (425) 242-5357 or visit www.firstunderwriters.com