

Job Hazard Analysis

Company Name: _____

Date: _____

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| Job Name: Tarp Roller | Facility: | Conducted By: Trainer |
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| Job Steps | Hazards | Corrective Actions |
|----------------------|--|--|
| Pull tarp off module | Module Truck, Module Feeder, Module Feeder Bed | Stand Clear of module truck while unloading on pad or module bed. |
| Rolling Tarp | Employee feeding tarp in tarp roller with electric motor | Do not were gloves, use knee switch to activate tarp roller, not hand switch |
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The job descriptions, Job Hazard Analysis, and Tailgate Safety Topics are examples only. They are intended to be used as a guide in the development of your gin's unique jobs' responsibilities, duties, and safety practices. Additionally, these examples should not be construed as giving legal advice or legal opinions on any specific fact or circumstance. Moreover, they do not fully address every job that may be found at your gin. Users are urged to consult competent legal counsel concerning particular situations and legal questions. Furthermore, neither the National Cotton Ginners' Association nor its member associations are responsible for any legal matter that may arise from the use of these materials.

Job Hazard Analysis

1. **Involve your employees.** It is very important to involve your employees in the hazard analysis process. They have a unique understanding of the job, and this knowledge is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality analysis, and get workers to “buy in” to the solutions because they will share ownership in their safety and health program.

2. **Review your accident history.** Review with your employees your worksite’s history of accidents and occupational illnesses that needed treatment, losses that required repair or replacement, and any “near misses” —events in which an accident or loss did not occur, but could have. These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.

3. **Conduct a preliminary job review.** Discuss with your employees the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards. **If any hazards exist that pose an immediate danger to an employee’s life or health, take immediate action to protect the worker.** Any problems that can be corrected easily should be corrected as soon as possible. Do not wait to complete your job hazard analysis. This will demonstrate your commitment to safety and health and enable you to focus on the hazards and jobs that need more study because of their complexity. For those hazards determined to present unacceptable risks, evaluate types of hazard controls.

4. **List, rank, and set priorities for hazardous jobs.** List jobs with hazards that present unacceptable risks, based on those most likely to occur and with the most severe consequences. These jobs should be your first priority for analysis.

5. **Outline the steps or tasks.** Nearly every job can be broken down into job tasks or steps. When beginning a job hazard analysis, watch the employee perform the job and list each step as the worker takes it. Be sure to record enough information to describe each job action without getting overly detailed. Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps. You may find it valuable to get input from other workers who have performed the same job. Later, review the job steps with the employee to make sure you have not omitted something. Point out that you are evaluating the job itself, not the employee’s job performance. Include the employee in all phases of the analysis—from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions. Sometimes, in conducting a job hazard analysis, it may be helpful to photograph or videotape the worker performing the job. These visual records can be handy references when doing a more detailed analysis of the work.

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