

JHA Form Instructions

The following are instructions for completing a Job Hazard Analysis form:

1. Legibly print the job scope, date, business unit and location of work.
2. List the steps of the job task in the first column labeled "Tasks of Job." Each job task should be listed separately and in the order the work will be done.
 - Job Hazard Analysis will be conducted in the following circumstances:
 - Non-routine tasks which may include, but are not limited to:
 1. Tasks performed infrequently
 2. Outside of normal duties
 3. Does not have a documented procedure or SOP
 4. Performed in a different way from the documented procedure or SOP

Note: If deviating from an established procedure or SOP, follow the deviation process located in the [Document Control and Records Management Protocol](#) found on Strata.
 - 5. Has never been performed before
 - 6. Routine tasks that carry high level of risk.
 - 7. Tasks that involve high risks or have Serious Incident and Fatality (SIF) exposure (i.e., H₂S, Confined Space Entry, trapped pressure)
 - Tasks identified by line supervision as requiring a JHA to be completed.
3. Analyze the job tasks listed in first column and determine what possible hazard(s) are present.
4. Identify all hazards and list in the designated "Hazards" column.
5. Use the Risk Management Protocol to determine the risk rank and document in the "Risk Rank" column.
6. Determine what control method (engineering, administrative or PPE) and how that control method will be implemented and list in the "Control Method" column.
7. Document any additional information in the "Comments" column.
8. Legibly print your name and title and the date you conducted the assessment.
9. Provide the assessment to the line supervisor/Field EHS for review.
10. Review the JHA during the pre-task tailgate meetings to communicate identified hazards and mitigation plans to all workers on-site.
11. After the JHA has been reviewed, and after the job has been completed, file the JHA according to your field office file directory.
12. Refer back to the completed JHA form for guidance on jobs with the same tasks.