

**UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE**

**JOB HAZARD ASSESSMENT**

JOB DESCRIPTION:	JHA NUMBER:
JOB LOCATION:	DEPARTMENT NAME:
PREPARED BY ( <i>originator</i> ):	DATE:

SUPERVISOR SIGNATURE

<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>CONTROL/MITIGATION</b>
<p>Break the job down into basic steps that tell what is done first, what is done next, and so on.</p> <p>Record the job steps in their normal job order of occurrence.</p> <p>Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each job step.</p> <p>Make the job steps neither too fine nor too broad. They should sound natural. Sometimes the job step may be a major safety precaution, e.g., "Check for gas before entry".</p>	<p>Ask yourself for each step, what accidents could occur to the people during the job step.</p> <p>Ask: Can they be struck by or contacted by anything? Can they be caught in, on, or between anything? Can they fall? Can they strain or overexert themselves? Can they be exposed to gas, fumes, radiation, etc.?</p>	<p>For each potential accident, ask yourself what exactly should that person do or not do to control or lessen the severity of an accident.</p> <p>Describe specific precautions in concrete detail. Give each recommended precaution the same number as was given each job step to which it applies.</p> <p>Avoid generalities like "Be alert", "Be careful", "Take caution", or "Use proper PPE".</p> <p>Use simple do and don't statements. If necessary, explain how, as well as what to do.</p>

