**ACCIDENT PREVENTION PLAN APPENDIX A**

# JOB HAZARD ANALYSIS (JHA)

**WAC 296-800-16005**

As required in your Accident Prevention Plan (APP) under WAC 296-800-16005, a Job Hazard Analysis (JHA) is required for all employees (certified and classified) in the “General Safety and Health Standards” section.

A JHA is *a technique which focuses on job tasks as a way to identify hazards before they occur – it focuses on the relationship between the worker, the task, the tools, and the work environment.*

Job duties and hazards vary; therefore, these JHA’s are written to specific jobs and not intended for staff to review all of them – only those relating to their assigned job(s).

JHA’s cover:

* Tasks
* Potential hazards
* Examples of hazards
* Controls - to mitigate hazards
* Personal protective equipment (PPE) necessary to complete tasks
* Training - required and recommended

Review the specific JHA’s with staff:

* Upon initial employment
* Change of job position or duty
* Post injury, accident, or near-miss
* Periodically (i.e. annually)

At the end of each JHA is a location for both the employee and supervisor to sign/date and maintain in the

employee’s personnel file.

*Please refer to Appendix D in your APP for a list of JHA’s available to your staff.*

NOTE: These JHA’s may not be “all-inclusive” and may need to be revised at the district level to meet your specific needs and/or tasks.

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JHA01 TEACHER, PARAEDUCATOR, LIBRARIAN, SCHOOL SECRETARY, SCHOOL ADMINISTRATOR JHA02 SPED TEACHER, PARAEDUCATOR, HEALTH OCCUPATIONS (OT, PT, NURSE, ATHLETIC TRAINER) JHA03 MUSIC/CHOIR/BAND TEACHER, PARAEDUCATOR

JHA04 INFORMATION TECHNOLOGY (IT) TEACHER, PARAEDUCATOR, TECHNICIAN JHA05 PHYSICAL EDUCATION TEACHER, PARAEDUCATOR, COACH

JHA06 SECONDARY SCIENCE TEACHER, PARAEDUCATOR JHA07 ART TEACHER, PARAEDUCATOR

JHA08 CAREER AND TECHNICAL EDUCATION (CTE) INDUSTRIAL ARTS TEACHER, PARAEDUCATOR JHA09 PERFORMING ARTS TEACHER, PARAEDUCATOR, PAC TECHNICIAN

JHA10 SECURITY EMPLOYEE (UNARMED) JHA11 CUSTODIAN

JHA12 NUTRITION/FOOD SERVICE WORKER (LEAD, COOK, BAKER, SERVER, ASSISTANT) JHA13 MAINTENANCE EMPLOYEE (MECHANIC, ELECTRICIAN, PLUMBER, PAINTER)

JHA14 GROUNDS EMPLOYEE

JHA15 WAREHOUSE WORKER/DELIVERY DRIVER JHA16 BUS DRIVER, PARAEDUCATOR

JHA17 DISTRICT OFFICE EMPLOYEE: CLERICAL, SUPPORT, ADMINISTRATOR

**Note:** This is not an all-inclusive list. Please evaluate your District’s positions and add a JHA as necessary.