

TDI

Safety @ Work
Division of Workers' Compensation

**WORK
SAFETY**

Job Hazard Analysis and Task Training



**Workplace
Program**



DISCLAIMER

This Workplace Program is a guide to help employers comply with the Occupational Safety and Health Administration's (OSHA) requirements to conduct and document hazard assessments as outlined in [29 CFR 1910.132](#) and to provide a workplace free from recognized hazards as highlighted in OSHA's [General Duty Clause](#).

This Workplace Program is provided as a public service by the Texas Department of Insurance, Division of Workers' Compensation (DWC)-Workplace Safety and the Texas Occupational Safety and Health Consultation (OSHCON) Program. It is not meant to supersede OSHA requirements. Employers should review OSHA standards for each specific worksite and customize a Job Hazard Analysis and Task Training accordingly.

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Hierarchy of Controls

Most effective



Workplace safety is critical for any organization's success. Two essential tools for creating a safe workplace are a **Job Hazard Analysis (JHA)**, also known as a Job Safety Analysis (JSA), and **Task Training**. These tools work together to identify risks, train employees, and prevent job-related injuries or fatalities. Both terms essentially describe the process of breaking down a job into steps to identify potential hazards and develop control measures to prevent them. In this Workplace Program, we will explore the relationship between these safety tools and the steps to use them effectively.

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What is a Job Hazard Analysis (JHA)?

A JHA is a process used to identify potential hazards associated with specific tasks or jobs. By breaking down a job into individual steps, a JHA helps pinpoint risks and determine ways to eliminate or control them. This method ensures that workers understand the safest way to perform their jobs.

Why is a JHA important?

A JHA is an effective process that:

- Identifies workplace hazards before they cause accidents.
- Helps create safer work environments by implementing hazard controls.
- Reduces injuries, fatalities, and associated costs.
- Ensures compliance with safety regulations.



What is Task Training?

Task Training involves teaching employees how to perform their job tasks safely and effectively. It includes hands-on practice, instruction on equipment use, and understanding of safety protocols.

Why is Task Training important?



Task Training is a valuable tool because it:

- Ensures employees know how to perform tasks correctly and safely.
- Builds confidence in handling equipment or processes.
- Promotes quality work by emphasizing safe practices.
- Reduces the likelihood of errors that could lead to accidents.

Differences and relationships between JHAs and Task Training

Aspect	Job Hazard Analysis (JHA)	Task Training
Purpose	Identifies hazards in tasks and mitigates risks.	Teaches employees to perform tasks safely.
Focus	Focuses on analyzing risks in job steps.	Focuses on skill development and safety practices.
Timing	Conducted before task training or job performance.	Conducted after identifying hazards through a JHA.
Relationship	A JHA provides the foundation for Task Training by identifying hazards that need to be addressed during training.	Task Training reinforces the safe practices identified in the JHA process.

Together, these tools create a comprehensive approach to workplace safety.

Steps to an effective JHA

- 1 Select the job or task.**
Choose a high-risk task or one with a history of incidents.
- 2 Break down the job into steps.**
List all steps required to complete the task in order.
- 3 Identify hazards.**
For each step, identify potential risks, such as falls, equipment malfunctions, etc.
- 4 Determine controls.**
Decide how to eliminate or reduce hazards.
- 5 Implement controls.** (See the *Hierarchy of Controls* pyramid on page 3.)
Apply safety measures such as new procedures or equipment modifications.
- 6 Review regularly.**
Update the JHA as tasks, equipment, or environments change.

Steps to effective Task Training

- 1 Prepare for training.**
Use information from the JHA to develop training materials. Ensure trainers are qualified and knowledgeable about the task.
- 2 Explain the task.**
Provide an overview of the task's purpose and its role in operations.
- 3 Demonstrate safe practices.**
Show how to perform each step safely using real or mock-up equipment.
- 4 Supervise employee practice.**
Allow employees to practice under supervision until they demonstrate proficiency.
- 5 Provide feedback.**
Offer constructive feedback and reinforce safe behaviors.
- 6 Evaluate competency.**
Test knowledge through questions or require a demonstration of skills.
- 7 Document training.**
Keep records of who was trained, on what tasks, and when.



How to integrate JHAs and Task Training into daily workplace routines

Integrating JHAs and Task Training into daily workplace routines is essential for fostering a proactive safety culture, improving hazard awareness, and reducing workplace injuries. Here is how these tools can be incorporated into everyday operations.

Why is integration important?

- 1 Proactive risk management.** Regular use of JHAs identifies hazards before they lead to incidents, while Task Training ensures employees are equipped to handle tasks safely.
- 2 Cultural reinforcement.** Making safety assessments and training routine promotes a culture where safety is a shared responsibility.
- 3 Efficiency and compliance.** Daily integration ensures adherence to safety standards, reduces downtime from accidents, and enhances productivity.

Steps to integrate Task Training into daily routines

- 1 Incorporate training into pre-task meetings.** Begin each shift with a brief training session or refresher on safe practices for high-risk tasks scheduled that day. Use insights from the JHA to tailor training topics to current hazards.
- 2 Provide on-the-job training.** Supervisors or experienced workers should guide less experienced employees during task execution, reinforcing safe practices in real time.

- 3 Encourage peer-to-peer learning.** Pair newer employees with seasoned workers for hands-on learning opportunities throughout the day.
- 4 Evaluate employee understanding regularly.** Conduct quick quizzes or ask employees to demonstrate safe procedures periodically to ensure training is learned.

Best practices for daily integration

Make it a habit.

Incorporate JHA reviews and Task Training into daily schedules, such as pre-shift meetings or toolbox talks.

Use technology.

Digital tools can simplify hazard assessments and Task Training processes.

Encourage feedback.

Create an open environment where employees feel comfortable suggesting improvements to safety practices.

Preventing injuries and fatalities

When used together, JHAs and Task Training are a powerful safety system. JHAs identify hazards that Task Training addresses through education.

Task Training ensures employees understand and apply hazard controls identified in the JHAs.

Both tools promote a culture of safety by emphasizing proactive risk management and skill development.

By following these structured steps for both tools, organizations can reduce workplace accidents while fostering a safer environment for all employees.

For more information on workplace safety, download or stream any of DWC's free health and safety [publications](#) or [videos](#). You can also contact a safety training specialist at 800-252-7031, option 2, or safetytraining@tdi.texas.gov.



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