



**KENNESAW STATE  
UNIVERSITY**

**Department of Environmental  
Health & Safety**

## Job Hazard Analysis Form

EOSMS- 105-1

Effective Date: 10/21/2021

FORM\_EHS\_01

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### Instructions

A Job hazard Analysis (JHA) is to be conducted as a proactive measure of identifying and eliminating or minimizing job related hazards before the job is performed. The analysis can also be conducted as part of hazard awareness and employee training and as an accident investigation tool. The completed form should be maintained for record purposes and a copy forwarded to the Environmental Health and Safety (EHS) Department via email at ehs@kennesaw.edu.

Department		Date		<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised
Job/Task Evaluated		Job Performed By		
Work Supervisor		Conducted By		

Ref. No.	Task (Step) Description	Potential Hazards	Recommended Corrective Action or Procedures
	<i>Itemize each step of the job/task to the completion of the task.</i>	<i>In consultation with the employee involved, identify possible hazards associated with each step.</i>	<i>For each step/task, indicate what corrective actions are necessary to control the hazards.</i>
