Job Safety Analysis (JSA)

Sample Program

Prepared for:
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I. INTRODUCTION

In effort to identify workplace hazards, the Organization will conduct a Job Safety Analysis (JSA) on all jobs. The JSA is intended to analyze the individual steps or activities that create a job, and to detect any actual or potential hazards that may be present. Because of its in-depth and detailed nature, the JSA can identify less obvious potential hazards that may go undetected during routine management observations or audits.

II. OBJECTIVE

The main objective of a JSA is to prevent employee injuries through identification of workplace hazards. The Organization considers the JSA an integral part of its safety program with many benefits. In addition to identifying actual and potential hazards, the JSA will help determine how these hazards should be managed. Some additional benefits of a JSA include:

A. Teaches supervisors and employees how to perform operations correctly
B. Determines the cause(s) of an accident after one has occurred
C. Improves efficiency by identifying incorrect procedures
D. Increases employee involvement in the safety process
E. Enhances communication between management and employees regarding safety concerns
F. Contributes to the productivity of a job by eliminating or reducing its injury potential

III. SCOPE

The Organization plans to conduct a JSA on all jobs. Department supervisors, with assistance from employees who perform the tasks, are expected to complete the JSA. The attached Job Safety Analysis Form (Appendix A) will be used by the department supervisors when completing the JSA.

IV. WHEN TO PERFORM A JSA

The Organization has developed the following factors for department supervisors to consider when assigning a priority for analysis of jobs:

A. Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries
B. Potential for severe injuries or illness: the consequences of an accident, hazardous condition, or exposure to harmful substance are potentially severe
C. Newly established jobs: due to lack of experience in these jobs, hazards may not be evident or anticipated
D. Modified jobs: new hazards may be associated with changes in job procedures
E. Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs and a JSA provides a means of reviewing hazards

V. BASIC STEPS TO COMPLETE JSA

After a job task has been selected to be analyzed, the department supervisors will follow these five basic steps when completing the JSA:

1. Identify the major sequence of steps for each job (Specific Job Steps)
    - Once a job task has been chosen, it must be broken down into logical steps
    - The number of steps in a JSA should be limited to a manageable number
    - Most jobs can be described in ten or less steps
    - The job steps must be kept in their proper sequence to ensure a proper analysis

- The opportunity to make recommendations will come later in the analysis

2. Identify the potential hazards for each step (Hazard Identification)
    - Once the job steps have been chosen, the potential hazards for each step can be identified
    - What are the potential hazards in each task step?
        i. Is the worker exposed to hazardous chemicals?
        ii. Is the worker subject to poor workstation design?
        iii. There may only be one, or there may be a large number for each job step.
3. Determine preventive measures to protect against the hazards (Recommended Corrective Action)
    - The most important aspect of the JSA is to determine preventive measures to control or eliminate the identified hazards
    - What actions must be taken to control or eliminate the hazard?
4. Correct the unsafe conditions and processes
    - Train all employees who do the job on the changes
    - Department supervisors must make sure that all employees understand the changes
5. Review each JSA at least annually
    - The JSA should be reviewed when the task or process has changed or when injuries or near misses occur when doing that task
    - The JSA can be used for employee training on safe work procedures and during accident investigation

VI. BREAKING DOWN JOB INTO BASIC STEPS

After a job has been chosen for analysis, the next step is to break down the job into basic steps. A job step is defined as a segment of the operation necessary to advance the work. When completing the JSA, the department supervisors must not make the steps too general, thereby missing specific steps and their associated hazards. On the other hand, if the steps are too detailed, there will be too many steps.

A general rule of thumb is that most jobs can be described in less than 10 steps. If more steps are required, the department supervisor might want to divide the job into two segments, each with its separate JSA, or combine steps where appropriate. Each step will be recorded in sequence. Any step which is out of order may miss potential hazards or introduce hazards which do not actually exist.

The worker to be observed should be experienced and capable in all parts of the job. To strengthen full cooperation and participation, the reason for the exercise must be clearly explained. The job, not the individual, is being studied in effort to make it safer by identifying hazards and making modifications to eliminate or reduce them.

The job should be observed during normal times and situations. For example, if a job is routinely done only at night, the JSA review should also be done at night. Similarly, only regular tools and equipment should be used.

VII. IDENTIFYING POTENTIAL HAZARDS

Once the basic steps have been recorded in the JSA, potential hazards must be identified at each step. Based on observations of the job, knowledge of accident and injury causes, and personal experience, the department supervisor must list the things that could go wrong at each step. To assist with identifying potential hazards, the department supervisor should consider the following questions (this is not a complete list):

A. Can a body part get caught in or between objects?
B. Do tools, machines, or equipment present any hazards?
C. Can the worker make harmful contact with objects?

D. Can the worker slip, trip or fall?
E. Can the worker suffer strain from lifting, pushing or pulling?
F. Is the worker exposed to extreme heat or cold?
G. Is excessive noise or vibration a problem?
H. Is there a danger from falling objects?
I. Is lighting a problem?
J. Can weather conditions affect safety?
K. Is harmful radiation a possibility?
L. Can contact be made with hot, toxic or caustic substances?
M. Are there dusts, fumes, mists or vapors in the air?

VIII. DETERMINE CORRECTIVE ACTION

The final stage in a JSA is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are:

1. **Eliminate the hazard** – choose a different process, modify an existing process, substitute with less hazardous substance, improve environment, modify or change equipment or tools, etc.
2. **Contain the hazard** – if the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, etc.
3. **Revise work procedures** – consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps
4. **Reduce the exposure** – these measures are the least effective and should only be used if no other solutions are possible. One way of minimizing the exposure is to reduce the number of times the hazard is encountered

The Organization believes that the JSA is a useful technique for identifying hazards so that measures can be taken to eliminate or control them. Once the analysis is completed, the results must be communicated to all workers who are, or will be, performing that job.

APPENDIX A: JOB SAFETY ANALYSIS FORM – SAMPLE

Job/Task:		**Date:**
Job Title:	**Analysis Conducted by:**	
Department:	**Reviewed by:**	
Required PPE:		
Specific Job Steps	**Hazard Identification** (Potential risks that could cause injury)	**Recommended Corrective Actions** (Practices/procedures/PPE needed to prevent injuries)
1.	a. b. c.	a. b. c.
2.	a. b. c.	a. b. c.
3.	a. b. c.	a. b. c.
4.	a. b. c.	a. b. c.
5.	a. b. c.	a. b. c.
6.	a. b. c.	a. b. c.
7.	a. b. c.	a. b. c.
***NOTE**: Every Job Safety Analysis (JSA) should be machine/task/site specific and is not all encompassing of the recommended action items that will prevent an injury from occurring. All workers should be trained and verify that they understand all the requirements of this Job Safety analysis.*		

I have reviewed the above JSA and am familiar with the required job tasks.

Print Name	Signature	Date	Supervisor