

JOB SAFETY ANALYSIS – Guideline Form

JSA#	Job Title	Page
Date	Title of Person Doing Job	
New Revised	Company	
Location	Department	Supervisor
Analysis By	Reviewed By	Approved By

Required / Recommended Personal Protective Equipment:

JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION
<p>Break down the specific job into steps or tasks. This identifies potential hazards that employees may face.</p> <p>A change in activity, direction, or movement will determine where a step starts or finishes. List all steps needed to perform the job.</p>	<p>Identify all hazards - those caused by conditions, the environment, or associated with the job procedure. Hazards are potential dangers.</p> <p>Ask yourself these questions to identify hazards regarding each step.</p> <p>Is the environment hazardous to safety and/or health? For example, is there exposure to radiation, heat, dust, gases, vapors, or fumes.</p> <p>Are there tripping, slipping, or</p>	<p>Determine what actions or procedures are needed to eliminate or reduce hazards that can lead to an accident, injury, or work related illness.</p> <p>First, try to (1) engineer the hazard out, (2) provide safety devices or guards, (3) provide personal protective equipment (PPE), (4) provide training, (5) sustain decent housekeeping practices, (6) exercise effective ergonomic principles.</p> <p>Provide a recommended action</p>

	<p>falling hazards?</p> <p>Is there potential for strains from pushing, pulling, bending, twisting, or lifting?</p> <p>Can body parts be caught by, in, or between objects?</p> <p>Can the employee strike against, be struck by, or have contact with objects that may cause injury?</p>	<p>or procedure for each hazard.</p> <p>Serious hazards should be eliminated and a new JSA completed to represent the changed situation.</p> <p>Describe the safe operating procedures to eliminate the hazards by starting statements with action words, i.e. "Wear safety glasses while grinding, or Lift using leg muscles."</p> <p>List all required PPE for each step.</p>
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JOB SAFETY ANALYSIS – ** Partial Sample Only

JSA# 25-09	Job Title Filling Propane Bottles	Page 1 of 3**
Date 8-20-09	Title of Person Doing Job Laborer	
New X Revised	Company ABC Industries, Inc.	
Location Main Plant	Department Warehouse	Supervisor George D.
Analysis By Jim A.	Reviewed By Joe B.	Approved By Jack C.
<p>Required / Recommended Personal Protective Equipment: Rubber or leather gloves, rubber boots, back support belt, rubber apron, hard hat, safety glasses, face shield, (SCBA available for emergencies).</p>		
JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION
<ol style="list-style-type: none"> 1. Instruct employee in proper job procedures. 2. Gather and arrange all 	<ol style="list-style-type: none"> 1. Working with unknown hazards. 2. Improper or incomplete tool or material selection resulting in muscle strain. 	<ol style="list-style-type: none"> 1. Read entire JSA prior to starting work. 2. a) Review job procedure prior to performing job tasks to confirm which tools or materials are

<p>tools and materials necessary to perform the job.</p> <ol style="list-style-type: none"> 3. Obtain and wear designated PPE. 4. Check each empty propane bottle for proper operation of pressure relief valve and primary shut-off valve. 5. Load empty bottles into vehicle and transport to filling station. 	<ol style="list-style-type: none"> 3. Incorrect selection of PPE resulting in unnecessary exposure to hazardous chemicals. 4. Relief Valve or main shut-off valve stuck. 5. Damage to bottles or valves. Muscle strain potential during loading. 	<p>appropriate.</p> <ol style="list-style-type: none"> 3. a) Review list of required PPE. <ul style="list-style-type: none"> b) Ask supervisor if you have any questions regarding this procedure. 4. a) Red tag and send for repair any bottle with valves that cannot be operated by hand. 5. a) Carefully load bottles individually using proper lifting techniques. <ul style="list-style-type: none"> b) Secure all bottles to prevent movement during transport and install valve caps.
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