JOB SAFETY ANALYSIS

27.0

The purpose of the Job Safety Analysis (JSA) Policy is to help make various jobs healthier and safer by outlining in advance the steps that should be taken in completing the job. This is especially beneficial with jobs that are non-routine.

This policy is also a means of identifying the hazards or potential hazards associated with each step of a particular job; helping to develop a solution for each identified hazard that will reduce or control the exposure and provide a step-by-step, written procedure for the tasks. Job Safety Analysis' generally can be developed a single time. They do not have to be done each time the task is performed.

Jobs with a high frequency and/or severity of injuries and illnesses, a number of near misses, high employee turnover, jobs with high worker complaints, non-routine jobs and newly established jobs will be given priority consideration for developing JSAs.

27.1 ASSIGNMENT OF RESPONSIBILITIES

A.

The Supervisors shall be responsible for:

1. Identifying all potential safety hazards in a work area
2. Visit the jobsite and perform an onsite hazard assessment
3. Preparing the JSA's
4. Discussing the JSA's with the employees to ensure they are followed correctly

B.

The employees shall be responsible for:

1. Identifying all potential safety hazards in a work area
2. Notifying their Supervisor if a job needs a JSA review
3. Notify their supervisor if some activity covered under an existing JSA needs be changed, deleted or additional information added
4. Understanding and following the JSAs

C.

The Occupational Safety Coordinator shall be responsible for:

1. Providing the JSA forms
2. Reviewing the completed JSA forms to ensure the job site being reviewed is cleared of or all hazards have been mitigated to ensure a safe work area.
3. Maintain all completed JSA's and keep on file in the safety office.

27.2 ROLE OF THE JOB SAFETY ANALYSIS

By developing JSAs for all jobs or activities and using them for training purposes, all employees will have a better idea of what their job includes.

A.

Employees will know the following:

1. Specific recommended steps to follow to perform the work safely
2. The hazards located within the assigned job site
3. How to avoid the stated hazards

B.

Comparing the JSA to what is actually being done in the field virtually anyone can do a safety observation or task evaluation. JSAs can also be used to review job procedures in the event of an accident to help determine what if any changes need to be made to improve the job.

27.3 CREATING THE RIGHT ENVIRONMENT

The people who prepare the JSAs need to be supervisors and/or other employees who have good attention to detail and can think logically. JSAs are prepared by watching employees do their job. Choose an employee who has a lot of experience and who does the job well. Explain that the purpose of watching the employee is to identify job hazards and try to eliminate or control job them rather than just to just to see if they are working correctly or safely.
Employees should know that you are attempting to learn more about how they do their job so that if need be improvements can be one to make the job safer.

27.4 CREATING THE RIGHT JSA

A.

In order to determine the basic job steps needed on the JSA being written, consider the following questions:

1. What steps start the job?
2. What is the next basic step?
3. And so forth thru the entire process

On the JSA form, write the step number and the action in the first two columns of the worksheet. Each step tells what is done, not how it is done.

B.

The wording for each job step should begin with an "action" word: i.e.: "remove, "or "open" or "weld". The action is completed by naming the item to which the action (verb) applies.

27.5 IDENTIFYING HAZARDS OR POTENTIAL HAZARDS

Any known or potential hazards should be listed. Ask the person or people doing the job what hazards are present this section t or could be present or what problems have they previously encountered. The purpose of this section is to identify all potential hazards, those produced by the environment (tools, work area, etc.) and those connected with the job procedure.

A.

When trying to identify the potential hazards, some examples of questions you may want to ask include, but not limited to:

1. Is there danger of striking against, being struck by, or otherwise being injured by contacting some object?
2. Can the worker be caught in, on, or between objects?
3. Can the worker slip or trip? Could they fall on the same level or to a lower level?
4. Can the worker strain themselves by pushing, pulling or lifting?
5. Is the environment hazardous (toxic or irritating gases, vapors, mists, fumes, dusts or heat)?
6. Can the tools they use cause a problem, can they cut, fail or malfunction?
7. Can things splash or be thrown towards an employee?
8. Could dangers be created if the job steps are completed out of sequence?
9. Are there gauges or other instruments that must be watched and reacted to properly if the job is to be done safely?

10.

27.6 RECOMMENDED SAFE JOB PROCEDURES

Recommended Safe Job Procedures should be listed for each step of the process. They must be specific and concrete if they are to be of any benefit.

General precautions like, “Be Alert”, “Use Caution”, or “Be Careful” are useless. Answers should precisely state what to do and how to do it.

27.7 JSA AVAILABILITY

All JSA’s created will be recorded in the safety office and will be readily available for employees to review and for supervisors to use when need be.

(REFER TO APPENDIX M-JSA FORM)