

# JOB SAFETY ASSESSMENT WORKSHEET



Job/Task: \_\_\_\_\_

*Required annually or whenever scope of work changes*

Job Location: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Completed By: \_\_\_\_\_

Supervisor / Foreman: \_\_\_\_\_

Cintas Representative: \_\_\_\_\_

Personal Protective Equipment required: \_\_\_\_\_

	Sequence of Basic Job Steps	Potential Hazards of Each Job Step	Plan of Action to Control or Eliminate any Hazard(s)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

## Signatures of Employees Verifying the Review of Potential Hazards

Print Name	Signature	Print Name	Signature

**IDENTIFY HAZARDS: Potential Examples:** ● striking against, being struck by, or making harmful contact with an object; ● being caught in, by or between objects; ● slipping, tripping or falling; ● developing a strain from pushing, pulling, lifting, bending or twisting; ● coming in contact with electricity or other power source; ● receiving a thermal or chemical burn; ● being exposed to a hazardous environment

## INSTRUCTIONS FOR COMPLETING JOB SAFETY ASSESSMENT WORKSHEET

Sequence of Basic Job Steps	Potential Hazards of Each Job Step	Plan of Action to Control or Eliminate the Hazard(s)
<p>Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements. For example, the job might be to move a box from a truck in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the truck and putting it on a hand truck is one logical set of movements, so it is one job step. Everything related to that one logical set of movements is part of that job step.</p> <p>The next logical set of movements might be pushing the loaded hand truck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the hand truck to the receiving area might be the final step in this type of job.</p> <p>Be sure to list all the steps in a job. Some steps might not be done each time - checking the casters on a hand truck, for example. However, that task is a part of the job as a whole, and should be listed and analyzed.</p> <p>Number the steps. The number will provide a reference point for the hazards and procedures developed.</p>	<p>Identify the hazards associated with each step. Examine each step to find and identify hazards - actions, conditions and possibilities that could lead to an accident. Number hazard list to correspond with your steps.</p> <p>It is not enough to look at the obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist.</p> <p>Be sure to list health hazards as well, even though the harmful effect may not be immediate. Ex: the harmful effect of inhaling a solvent or chemical dust over a long period of time.</p> <p>It's important to list all hazards. Hazards contribute to accidents, injuries and occupational illnesses.</p> <p>In order to do Part 3 of a JSA effectively, you must identify potential and existing hazards. That's why it's important to distinguish between a hazard, an accident and an injury. Each of these terms has a specific meaning:</p> <p><b>HAZARD:</b> A potential danger. Oil on the floor is a hazard.</p> <p><b>ACCIDENT:</b> An unintended happening that may result in injury, loss or damage. Slipping on the oil is an accident.</p> <p><b>INJURY:</b> The result of an accident. A sprained wrist from the fall would be an injury.</p> <p>Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.</p>	<p>Using the first two columns as a guide, decide what actions are necessary to eliminate, minimize or monitor the hazards that could lead to an accident, injury or occupational illness.</p> <p>Number the actions to correspond with the steps and identified hazards.</p> <p>Among the actions that can be taken are:</p> <ol style="list-style-type: none"> <li>(1) engineering the hazard out</li> <li>(2) providing personal protective equipment</li> <li>(3) job instruction training</li> <li>(4) good housekeeping</li> <li>(5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains)</li> </ol> <p>List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job.</p> <p>Be specific. Say exactly what needs to be done to correct the hazard, such as "lift, using your leg muscles". Avoid general statements like, "be careful".</p> <p>Give a recommended action or procedure for every hazard.</p> <p>If the hazard is a serious one, it should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p>