

## LEARN HOW TO COMPLETE A JOB SAFETY ANALYSIS

### The most important document you may review all day!

A tool that many companies use is a Job Safety Analysis (JSA) is a very effective way to reduce injuries and illness in the workplace, and it's a method many companies use.



### Select the job

The first step is to select the job that will be analyzed. Ideally, all jobs should be subjected to a JSA, but priority should be given to ones that: cause a high frequency of injuries, have a potential for severe injury, are done infrequently, are newly established or have been modified recently.

### Break it down into steps

The next stage is to break the job down into basic steps. A rule of thumb is that most jobs can be separated into 10 steps. State each step with an action verb. For example, if the job is changing a flat tire, the steps would be: park the car, remove spare and tool kit, pry off hub cap and loosen lug bolts, etc.

Don't make the steps too general. Missing specific steps and their associated hazards won't help.

### Identify the hazards

The next step is to identify the potential hazards that correspond to each step. Basically, list all the things that could cause injury. A good way to create a JSA is to observe someone doing the job, and then pay attention and ask questions like:

- Can any body part get caught in objects?
- Is there danger from falling objects?

### Eliminate or control the hazards?

The final step is to figure out how to eliminate or control the hazards that correspond to each step. The measures take, in order of preference, include:

- Eliminate the hazard
- Contain the hazard
- Revise work procedures, and
- Reduce the exposure.

Elimination is the most effective measure, and it can be done by modifying the job.

Don't forget two other important steps that should be included in a Job Safety Analysis (JSA). Include what training is required to finish the job, as well as what PPE is needed.



Job Safety Analysis Worksheet			
Title of Operation:		SOPS/VP No:	
Position Title: (Person who does job)		Building:	
Department:		Section:	
BASIC STEPS	POTENTIAL HAZARDS	PROCEDURE TO BE FOLLOWED (PPE)	SAFETY PRECAUTIONS (If procedure does not fully meet rule) (PPE's)
Prepared by:		Date:	
Approved by:		Date:	
H&S Rep/Committee Reviewed:		Date:	
Next Review Date < 5 yrs:			



# TOOLBOX TALKS

## **Encourage teamwork**

Involve as many workers and supervisors as you can when writing a JSA. The JSA should then be reviewed, approved and signed by a supervisor before the job is started – and then used as a training tool.

The key reasons for doing a JSA are encouraging teamwork among employees, involving everyone doing the job in the process and elevating safety awareness.

## **Two helpful methods**

One of the methods for doing a JSA is to observe a worker doing the job. The advantage of this method is that people won't have to rely on memory. Another method is to have a group of people complete it through discussion. With more people involved, you have a wider base of experience.

