



## INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important analyzing tool that works by finding hazards and eliminating or minimizing them before the task is performed, and before a hazard has a chance to become an injury or property damage. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on tasks that run infrequently, and for informing employees of specific task hazards and protective measures. It can also be used as part of incident investigation.

Set priorities for doing JSAs: tasks that have a history of causing injury or damage, tasks that have produced disabling injuries, tasks with high potential for disabling injury or death, and new tasks.

Select a task to be analyzed. Before filling out this form, consider the following: The purpose of the task – What has to be done? Who has to do it? The activities involved – How is it done? When is it done? Where is it done?

In summary, to complete this form you should consider the purpose of the task, the activities it involves, and the hazards it presents. If you are not familiar with a particular task or operation, interview an employee who is. In addition, observing an employee performing the task, or “walking through” the operation step by step may give additional insight into potential hazards. You may also wish to video the task and analyze it.

Here’s how to do each of the three parts of a Job Safety Analysis:

| Sequence of Basic Job Steps  | Potential Hazards   | Recommended Action or Procedure  |
|--|---|--|
| <p>Examining a specific task by breaking it down into a series of steps will enable you to discover potential hazards employees may encounter.</p> <p>Each task or operation will consist of a set of steps or process. For example, the task might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.</p> <p>For example: Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the hand-truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.</p> <p>Be sure to list all the steps needed to perform the task. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the task, it should be listed.</p> | <p>A hazard is a potential danger. The purpose of the JSA is to identify ALL hazards – both those produced by the environment or conditions and those connected with the task/procedure. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Chemical Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inhalation</li> <li><input type="checkbox"/> Skin contact</li> <li><input type="checkbox"/> Absorption</li> <li><input type="checkbox"/> Injection</li> <li><input type="checkbox"/> Ingestion</li> </ul> <p><b>Biological Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bloodborne Pathogens</li> <li><input type="checkbox"/> Brucellosis</li> <li><input type="checkbox"/> Building-Related Illness (BRI)</li> <li><input type="checkbox"/> Legionnaires’ Disease</li> <li><input type="checkbox"/> Mold</li> <li><input type="checkbox"/> Plant and Insect Poisons</li> <li><input type="checkbox"/> Tuberculosis (TB)</li> <li><input type="checkbox"/> Water and Wastewater</li> </ul> </div> <div style="width: 45%;"> <p><b>Physical Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical</li> <li><input type="checkbox"/> Fire/Explosion</li> <li><input type="checkbox"/> Noise</li> <li><input type="checkbox"/> Radiation</li> <li><input type="checkbox"/> Thermal Stress</li> <li><input type="checkbox"/> Caught In/On/Between; Pinch Points</li> <li><input type="checkbox"/> Slips/Falls</li> <li><input type="checkbox"/> Striking Against</li> <li><input type="checkbox"/> Struck By</li> </ul> <p><b>Ergonomic Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repetition</li> <li><input type="checkbox"/> Forceful Exertions</li> <li><input type="checkbox"/> Awkward Postures</li> <li><input type="checkbox"/> Contact Stress</li> <li><input type="checkbox"/> Vibration</li> <li><input type="checkbox"/> Work Area Design</li> </ul> </div> </div> | <p>Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an injury, illness, or damage. Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) insure good ergonomics (positioning the worker in relation to the machine or other elements).</p> <ul style="list-style-type: none"> <li>• List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as “Lift using your leg muscles.” Avoid general statements such as “Be careful.”</li> <li>• List the required or recommended personal protective equipment necessary to perform each step of the task.</li> <li>• Give a recommended action or procedure for each hazard.</li> <li>• Serious hazards should be corrected immediately. The JSA should then be updated to reflect the new conditions.</li> <li>• Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the Job Safety Analysis as necessary.</li> </ul> |