



# 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 job is performed, and *before* they have a chance to become injuries or 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 jobs that run infrequently, and for informing employees of specific job hazards and protective measures. It can also be used as an incident investigation tool.

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

Select a job to be analyzed. Before filling out this form, consider the following: The purpose of the job – 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 job, the activities it involves, and the hazards it presents. If you are not familiar with a particular job or operation, interview an employee who is. In addition, observing an employee performing the job, or “walking through” the operation step by step may give additional insight into potential hazards. You may also wish to videotape the job and analyze it.

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

## Sequence of Basic Job Steps

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job 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.

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 truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list *all* the steps needed to perform the job. 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 job it should be listed.

## Potential Hazards

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 job 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:

### Chemical Hazards

- Inhalation
- Skin contact
- Absorption
- Injection
- Ingestion

### Biological Hazards

- Bloodborne Pathogens
- Brucellosis
- Building-Related Illness (BRI)
- Legionnaires' Disease
- Mold
- Plant and Insect Poisons
- Tuberculosis (TB)
- Water and Wastewater

### Physical Hazards

- Electrical
- Fire/Explosion
- Noise
- Radiation
- Thermal Stress
- Caught In/On/Between; Pinch Points
- Slips/Falls
- Striking Against
- Struck By

### Ergonomic Hazards

- Repetition
- Forceful Exertions
- Awkward Postures
- Contact Stress
- Vibration
- Work Area Design

## Recommended Action or Procedure

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 person in relation to the machine or other elements in such a way as to improve safety).

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.”

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.