TAKE TIME FOR SAFETY

"Job Safety Analysis"

Trainer Outline

1. **This safety session will teach employees to:**
   - Identify and understand the hazards associated with specific jobs.
   - Developing policy and work practices to reduce identified risks and exposures.

   Job Safety Analysis (JSA) is one way to prevent workplace injuries by establishing proper work practices and procedures that will reduce or eliminate injuries to employees. Each job is analyzed detailing and recording each step and function to determine if any hazards or unsafe work practices are present that could result in an employee injury or death. Valuable information that is gained from the JSA is studied and safety policies and safe work practices and procedures can then be implemented.

2. **JSA can be used to review job methods to identify hazards that:**
   - May have been initially overlooked.
   - May result from changes in the work procedures or personnel.
   - May have developed after the job has started.
   - Any changes in equipment or maintenance.

   When preparing a JSA the basis steps of the job are listed in the order in which they occur. For each step list all the hazards that can occur during the job step. Also include the safe procedures that should be followed to guard against the hazards and ways to prevent potential accidents.

3. **Select a job for a JSA:**
   - Jobs that have repeatedly caused accidents should be analyzed first. The greater the number of accidents the more potential there is for injuries.
   - Every job that has a severe injury should be given a JSA.
   - Some jobs may not have a history of accidents but may have potential for a severe injury should be given a JSA.
   - JSA's should be given to all new jobs and when new equipment or job procedures are implemented.
   - JSA should be given when near misses are reported or observed.
   - Before each new job is started or when changes are implemented and as soon after accidents/near-misses are reported, a JSA should be conducted to reduce any identified hazards.

4. **Breakdown the job:**
   - Select an experienced, capable and cooperative employee who is willing to share ideas. Explain the purpose and the benefits of the JSA to the employee.
   - Observe the employee perform the job and write down the basic steps. Videotaping or photographs can also be used for the evaluation.
   - Completely describe each step. Any deviation from the regular procedures should be recorded.
   - Number the steps consecutively and tell what is done, not how it is done. The wording of each step should begin with an action verb like insert, open, or weld. Name the item to which the action applies, for example "insert board," or "weld joint."

5. **Identify Hazards and Potential Accidents:**
Identify all hazards involved with each step, both those produced by the environment and those connected with the job procedures. Ask yourself the following questions about each step:
    - Is there a danger of being struck by or otherwise harmful contact with an object?
    - Can the employee be caught in, by, or between objects?
    - Can pushing, pulling, lifting, bending, or twisting cause a strain?
    - Is there a potential for a slip or trip?
    - Is there a fall hazard where the worker can fall to a lower level?
    - Can the worker come in contact with electrical power and become part of the circuit?
    - Is the environment or atmosphere hazardous to safety and health?
    - Is there a danger of fire or explosion?

    The job observation should be repeated until the worker and observers are confident that all hazards and potential accidents are identified.

6. **Develop solutions**
    - Find a new way to do the job.
    - Change the physical conditions that create the hazards.
    - Change the work procedure.
    - Reduce the frequency of the job or task.

    When changing the work procedure is the best solution, find out what the employee can do during the job to eliminate hazards or prevent potential accidents. The employee should be able to suggest ways to improve the safety on their worksite.

7. **Discussion Points:**
Ask employees what type of jobs should be analyzed to identify hazards and take corrective action to reduce or eliminate the risk.

8. **Conclusion:**
Job Safety Analysis will help identify unsafe work practices, procedures and conditions that could result in employees being injured on the job. The information can be reviewed and corrective action taken to reduce or eliminate the identified hazards. Corrective action may involve changes in work procedures and procedures, training, equipment, PPE or policy.

9. **Test Your Knowledge**
Have your employees take the Job Safety Analysis quiz. By testing their knowledge, you can judge their ability to understand how to reduce losses by identifying and corrective action and whether they need to review this important topic again.

JOB SAFETY ANALYSIS QUIZ

1. The main reason to conduct a JSA is to:

a) Identify hazards.
b) Develop corrective action.
c) Reduce accidents and injuries.
d) All the above.

2. Training is part of the JSA.

a) True b) False

3. If a job has had only near misses the JSA is not necessary.

a) True b) False

4. Information from the JSA can help determine changes in:

a) Personal Protective Equipment.
b) Work practices and procedures.
c) Policy.
d) All the above.

5. Experienced employees are a good source of information?

a) True b) False

6. What question should be asked during a JSA?

a) What did the employee have for lunch?
b) Was the employee late for work?
c) Are guards in place?
d) How fast can the job be done?

7. Only managers and supervisors should conduct the JSA?

a) True b) False

8. Solutions may be:

a) Finding a new way to do the job
b) Changing the physical conditions that create the hazard
c) Change the work procedure
d) All the above

9. Every job that has a disabling injury should have a JSA?

a) True b) False

10. Jobs that have repeated accidents are good candidates for JSA?

a) True b) False

TAKE TIME FOR SAFETY

"Job Safety Analysis"

Quiz Answers

ANSWERS TO JOB SAFETY ANALYSIS QUIZ

1. d. All the above

2. a. True

3. b. False

4. d. All the above.

5. a. True

6. c. Are guards in place.

7. b. False

8. d. All the above

9. a. True

10. a. True

Job Safety Analysis

JSA can be used to review job methods to identify hazards that:

- May have been initially overlooked.
- May result from changes in the work procedures or personnel.
- May have developed after the job has started.
- Any changes in equipment or maintenance.

Select a job for a JSA:

- Jobs that have repeatedly caused accidents should be analyzed first. The greater the number of accidents the more potential there is for injuries.
- Every job that has a severe injury should be given a JSA.
- Some jobs may not have a history of accidents but may have potential for a severe injury should be given a JSA.
- JSA's should be given to all new jobs and when new equipment or job procedures are implemented.
- JSA should be given when near misses are reported or observed.

Breakdown the job:

- Select an experienced, capable and cooperative employee who is willing to share ideas. Explain the purpose and the benefits of the JSA to the employee.
- Observe the employee perform the job and write down the basic steps. Videotaping or photographs can also be used for the evaluation.
- Completely describe each step. Any deviation from the regular procedures should be recorded.
- Number the steps consecutively and tell what is done, not how it is done. The wording of each step should begin with an action verb like insert, open, or weld. Name the item to which the action applies, for example "insert board," or "weld joint."

Identify Hazards and Potential Accidents:

Identify all hazards involved with each step, both those produced by the environment and those connected with the job procedures.

Develop Solutions

- Find a new way to do the job.
- Change the physical conditions that create the hazards.
- Change the work procedure.
- Reduce the frequency of the job or task.