

INSTRUCTIONS FOR COMPLETING JOB SAFETY ANALYSIS (JSA)

PURPOSE:

A job safety analysis (JSA) is a training and analysis tool used in assessing the risk to personal safety, property, and equipment. Where new equipment is introduced, a JSA may be needed, depending on the risk of operation to employees and/or property. If a serious accident occurs, the JSA should be performed on the task where the accident occurred. In addition, multiple accidents occurring on the same task should be assessed by using a JSA. If a high risk procedure is about to be undertaken, a JSA should be performed as part of the planning for the job. The JSA is a systematic method of evaluating processes or tasks for hazards, and is used as a training tool for employees.

PROCEDURE:

1. Evaluate the process or task and determine specific steps in the task or process. Place these steps in proper sequence under “Activity” column.
2. Determine and list “Potential Hazards” (accidental injury, damage or exposure) for each particular step. Utilizing a “what-if” method of questioning is helpful in this section (i.e. what if the tool slips – potential for finger laceration).
3. List the proper safe job procedure, personal protective equipment, or other safety measures to be taken to prevent or eliminate the potential accident or injury hazard. This section should include a listing of the proper tools, protective equipment, and energy isolation (Lockout/Tagout) methods and locations.
4. Indicate the supervisor or manager who is responsible to implement the control measures indicated in the “Risk Control Measures” column.