

<p>Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed and before they have a chance to become accidents. Use JSA for job classification 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, as an accident investigation tool and for informing employees of specific job hazards and protective measures.</p> <p>Set priorities for completing JSAs. Priority should be given to jobs that have a history of many accidents, which have produced disabling injuries, jobs with high potential for disabling injury or death and new jobs with no accident history.</p>	<p>Select a job to be analyzed and consider the following:</p> <ul style="list-style-type: none"> • The purpose of the job. • When and where is the job performed? • Who has to do it and how often? • The activities involved and how are they done? • What equipment or procedures are needed to perform the job safely? <p>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. Consider using photos and video. Here’s how to perform each of the three parts of a Job Safety Analysis</p>	
<p>SEQUENCE OF BASIC JOB STEPS</p> <p>Examine a specific job by breaking it down into a series of steps or tasks. This will enable you to discover potential hazards employees may encounter.</p> <p>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.</p> <p>Picking up the box from the conveyer and placing it on a hand truck is one step. The next step might be to push the loaded hand truck 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 hand truck to the receiving area.</p> <p>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 hand truck. However, if that step is generally part of the job, it should be listed.</p>	<p>POTENTIAL HAZARDS</p> <p>A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards, both those produced by the environment or conditions and those connected with the job procedure.</p> <p>To identify hazards ask yourself these questions about each step:</p> <ul style="list-style-type: none"> • Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object? • Can the employee be caught in, by or between objects? • Is there potential for slipping, tripping, or falling? • Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting? • Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat or radiation)? <p>Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards, the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.</p>	<p>RECOMMENDED ACTION OR PROCEDURE</p> <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 accident, injury or occupational illness.</p> <p>Begin by trying to:</p> <ul style="list-style-type: none"> • Engineer the hazard out. • Provide guards, safety devices, etc. • Provide personal protective equipment. • Provide job instruction training. • Maintain good housekeeping. • Insure good ergonomics (positioning of the person in relation to the machine or other elements in such a way as to improve safety). <p>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.”</p> <p>List the required or recommended personal protective equipment necessary to perform each step of the job.</p> <p>Give a recommended action or procedure for each hazard.</p> <p>Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p> <p>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.</p>