

# JOB SAFETY ANALYSIS INSTRUCTIONS

An up-to-date and thorough Job Safety Analysis can be an invaluable tool in your quest to eliminate workplace injury. The Job Safety Analysis, or JSA, is the breakdown of a specific job or job task into steps. (So each job or job task has its own JSA.) Each step will have hazards and each hazard will have mitigations.

By going through this process as a team, you ensure that everyone understands and agrees that:

1. These are the steps this task requires.
2. These are the hazards that employees will be exposed to.
3. These are the mitigations to put in place to make the job safe.

For each job or job task, the JSA is typically done in three columns: the steps taken in doing the job, the hazards or potential hazards involved, and the actions or procedures to take to eliminate or mitigate the hazard. Column length will vary as often there are more hazards than there are job steps and more mitigations than there are hazards.

| <b>Sequence of Basic Job Steps</b> | <b>Hazard or Potential Hazard</b> | <b>Recommended Action or Procedure</b> |
|------------------------------------|-----------------------------------|--|
|                                    |                                   |  |

Once the JSA is complete it can be used for training: both new-hire and refresher. The JSA should be reviewed every year or two (and whenever there's a major change to related equipment or production process) and updated as needed to ensure that it always represents the best, safest, way to perform the task.

Include multiple levels of your team – management, line-level employees and safety professionals – in writing your JSAs. Review the task, not the performance of the task. Creating a JSA should be a positive experience, allowing you to take advantage of the knowledge your team has collectively gained.

Make a list of the most hazardous tasks or jobs that your organization does. Then prioritize: *Your first JSA should be the task in which employees are most at risk.* Then work down the list. It's also recommended that JSAs are written for tasks that are seldom performed but where the order of the steps matters.

Job Safety Analysis improves communication, teaches new employees, reinforces what experienced employees already know, and makes your workplace safer.

# JOB SAFETY ANALYSIS



**Task Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**JSA Number:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Safety Committee Approval:** \_\_\_\_\_

**PPE Required:** \_\_\_\_\_

| Sequence of Basic Job Steps | Hazard or Potential Hazard | Recommended Action or Procedure |
|-----------------------------|----------------------------|---------------------------------|
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