



# SAFETY ALERT

## Job Safety Analysis

“Job Safety Analysis” or JSA, commonly referred to as a Job Hazard analysis or JHA, is a very effective tool for helping to reduce unwanted outcomes as a result of performing work.

### **A job safety analysis is based on three concepts:**

- A specific job can be separated into simple steps.
- Potential hazards within those steps can be identified.
- Solutions can be developed to control those hazards.

### **Job safety analysis is a somewhat simple process that involves the following steps:**

- Select the job to be analyzed. In performing a JSA, the term "job" is used to describe a single task or operation that workers perform as part of their occupation; it is a definite sequence of steps or activities that lead to the completion of a work goal.
- Separate the job into its basic steps.
- Identify the hazards associated with each step.
- Control each hazard.

In going through this process, you can determine the safest, most efficient manner of performing a given job. A JSA systematically carries out the basic strategy of accident prevention: the recognition, evaluation, and control of hazards.

### **Who Completes a JSA?**

JSAs are best completed by a “team” of individuals. Typically, a JSA team consists of one supervisor and three experienced employees who are well versed with the steps that a job entails.

One employee performs the task while the other JSA team members observe and note what they are seeing, using words describing actions such as "lift the load" or "rinse the bucket."

Once the steps are listed, all potential hazards associated with those steps must be identified. Recommendations for eliminating or minimizing those hazards must be made and tested by workers to ensure they are effective.

Jobs evolve over time. New processes, materials and tools are being introduced all the time. What worked before may no longer be the safest, best way to do it now.

Once a JSA is developed, it should be put in a format that lists the basic job steps and the corresponding hazards and safe procedures for each step.

### **Using the JSA:**

Completed JSAs should be living documents that are utilized in your day to day activities. Examples are:

- Use as a training guide for new employees or employees assigned new or infrequent tasks; it provides a logical introduction to the work, its associated hazards, and the proper and safe procedures to be followed.
- Review periodically by employees to maintain safety awareness on the job and to keep abreast of current safety procedures.
- Review during incident investigations to determine if proper procedures were followed and if changes should or could be made to the job.

JSAs must be reviewed and updated on a yearly basis.

*Any way you look at it, developing and becoming involved in a Job Safety Analysis makes sense.*