

Job safety analysis

By Cari Gray

Before you begin

A job safety analysis (JSA) helps workers identify and prevent hazards before they happen. Review your company's operations to determine if you use JSAs. This can include your company's safe work procedures, operating procedures or even quality analysis.



Introduction

JSAs, which are also known as job hazards analyses, are a useful tool for any workplace. You can use JSAs to investigate accidents, for job training and to evaluate new equipment. JSAs are also great for identifying and minimizing hazards. They can also help bring employees back to work after an injury as part of a transitional work program.

Discussion

So who develops a JSA? A variety of employees can help develop your company's JSAs. You should consider including managers, supervisors, team leaders and anyone with knowledge about a specific job. Be sure to include a job expert – someone who performs the job on a routine basis.

If you have not created JSAs, you should prioritize jobs as listed below.

- **First priority** – Jobs with a high frequency of accidents
- **Second priority** – Jobs with severe injuries or high loss
- **Third priority** – Jobs with the potential to cause severe injuries or high loss
- **Fourth priority** – New jobs without an accident history (e.g., new equipment/procedures, changes resulting from modifications on new/old equipment)

How to develop a JSA

To develop a JSA, you must first determine and document each step in a job. Use operational documents to start.

Next, identify the hazards in each step of the job. Be sure to consider striking objects, falls, burns, exertion, electricity, chemical hazards and vehicles.

Finally, recommend a safe procedure for completing the task. The safe procedure can include engineering or administrative controls as well as personal protective equipment.

Training

Practice makes perfect when it comes to creating JSAs. You can use an actual job to get started; or have a group write a mock JSA on a simple task (e.g., making a peanut butter sandwich). Examples of the job steps include:

- Gathering the supplies;
- Opening the container;
- Spreading the peanut butter;
- Cutting the sandwich and eating it.

The hazards associated may include: dropping the container causing a cut; strain from opening the jar; being cut by the knife; and choking. Some solutions include: wearing steel-toe safety shoes; using proper opening tools; wearing cut-resistant gloves; and providing training in first aid for choking.

Once you have developed JSAs, have safety personnel and/or upper management review the documents. Ensure each job step has a corresponding potential hazard and a safe procedure. Ensure the documents are accessible to all employees. Some companies post these documents in the work area or on a machine; some companies include them in operating manuals.

Group activity

Choose a job to focus on, and then have the group discuss:

- The steps of the job;
- The hazards associated with the job;
- The steps workers should take to avoid the hazards.

Use a work sheet, flip chart or white board for this exercise. Create three columns like the ones in the illustration found below. Have the group work together to fill in the chart.

References

Job Hazard Analysis (OSHA): <http://www.osha.gov/Publications/osha3071.pdf>

Job Safety Analysis PowerPoint (BWC): <http://www.ohiobwc.com/downloads/blankpdf/JSAOneHour.ppt>

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Job steps	Hazards	Safe procedure