PPM #24
Policy Name: *Job Safety Analysis (JSA)*
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PHILOSOPHY

A. To safeguard employees from the risks of occupational injury by analyzing work methods used in the operation of equipment, machinery, supplies, vehicles and any other items which may be used now or in the future in the performance of job duties.

B. To assure that all jobs are analyzed following any accidents to determine the cause and future preventive measures that must be taken.

ASSIGNMENT OF RESPONSIBILITY

First-line supervisors, with assistance from employees who actually perform the tasks, are expected to perform job safety analyses (JSA) in accordance with procedures set forth in the Office of Risk Management (ORM) Loss Prevention Manual. The attached Job Safety Analysis Worksheet form (JSA-1-00) is to be used as an aid in the final development of the JSA.

WHEN TO PERFORM A JSA

Jobs which should be analyzed, in order of importance, include:

A. Jobs that have caused an employee fatality.

B. Jobs that repeatedly produce accidents. Subsequent injuries indicate that preventative action taken prior to their occurrence was not successful.

C. Jobs which are related to new equipment or operational changes.

ANALYZING THE JOB USING JSA WORKSHEET (JSA-1-00 Form)

The supervisor responsible for the job being analyzed should perform the JSA. The job should be broken down into a sequence of steps that describe the process in detail. Generally, the analysis should contain less than 12 steps.

Analyze the job by:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee who will be demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job, and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

The wording for each step should begin with an action word such as move, open, or lift.

COMPLETING THE JSA FORM

A. **Identifying Hazards:** Identify hazards associated with each step. Answer the following questions about each step of the operation:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by, or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can an employee strain himself or herself by pushing, pulling, lifting, bending, or twisting?
5. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Refer to the notes taken on the JSA worksheet when determining hazards and recommendations. Document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list will be developed through observation and discussion.

B. **Developing Solutions:** The final step in job safety analysis is to develop a safe, efficient job procedure to prevent accidents or injury. Solutions are recorded on the JSA Form under a Recommended Safe Job Procedure. The principal solutions for minimizing the hazards that are identified in the analysis are as follows:

1. **Find a new way to do the job**. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.

2. **Change the physical conditions that create the hazard**. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.

In an office setting, ensure that the environment is clean, free from obstacles which could cause trips, slips, or falls. For example, the job tasks of a Clerk may not pose immediate danger; however, if file boxes are stacked by a desk in a precarious way or height, the employee could be injured by a falling box or injured by bumping into a box in close quarters.

Inspect the office equipment and furniture for ergonomic correctness to avoid repetitive motion injuries which can occur from constant use of computers, typewriters, or calculators, or back injuries which can occur from improper back support while sitting or lifting.

3. **Change the work procedure to eliminate the hazard**. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard, such as in jobs that require lifting.

4. **Reduce the frequency of its performance**. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that result in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition. Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both. In developing solutions, general precautions such as be alert, use caution, or be careful are useless. Solutions should precisely state what to do and how to do it. For example, make certain the wrench does not slip or cause loss of balance, does not tell how to prevent the wrench from slipping. A good recommendation explains both what and how. For example, set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure. This recommendation reduces the possibility of a loss of balance if the wrench slips.

   If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the JSA and involve personnel in the effort to reduce job hazards.

FOLLOW UP ANALYSIS

Each job for which a JSA has been developed must be observed by the supervisor to determine whether or not employees are doing the jobs in accordance with the safety procedures developed.

USING THE JSA

The JSA provides a learning opportunity for the supervisor and employee. Copies of the JSA should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the JSA. The new employee should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the JSA will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

Finally, the JSA is an accident investigation tool. When accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

JSA RECORD KEEPING

JSA reporting forms should be maintained in a notebook by the department creating the documents and should be readily accessible to employees. An index naming the task, date the JSA was completed, and date the analysis was revised should be maintained in the front of each department's notebook.

Summary of Changes: Revised policy number (December 1, 2011).