

Instructions for completing Job Safety Analysis JSA

Purpose: A job safety analysis (JSA) is a training and evaluation tool used in assessing the risk to personal safety, property, and equipment. Where new equipment is introduced, a JSA may be needed, depending on the risk of operation to employees and/or property. If a serious accident occurs, the JSA should be performed on the task where the accident occurred. In addition, multiple accidents occurring on the same task should be assessed by using a JSA. If a high-risk procedure is about to be undertaken, a JSA should be performed as part of planning for the job. The JSA is a systematic method of evaluating processes or tasks for hazards, and is used as a training tool for employees.

Procedure:

1. Evaluate the process or task and determine specific steps in the task or process. Place these steps in proper sequence under "Description of step in proper sequence" column.
2. Determine and list "potential hazards" (accidental injury, damage, or exposure) for each particular step. Utilizing a "what-if" method of questioning is helpful in this section. (i.e. What if the tool slips- potential finger laceration)
3. List the proper safe job procedure, personal protective equipment or other safety measure to be taken to prevent or eliminate the potential accident or injury hazard in the last column for each step. This section should include listing of proper tools, protective equipment, and safety procedure reminders to follow while performing the step.
4. On the form heading, enter this list of personal protective equipment, respiratory protective equipment, and energy isolation (Lockout/tagout) methods and locations.

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