Practical Tips

CONDUCTING A JOB SAFETY ANALYSIS TO ELIMINATE HAZARDS

What is Job Safety Analysis?

A job safety analysis (JSA) is a method for making your job safer. In a JSA, you do three things:

1. Observe step-by-step how a worker does an on-the-job task.
2. Look for possible hazards in each step of the task.
3. Suggest ways to eliminate or reduce each hazard so each step of the task is safer.

A supervisor and typically two to three employees who know many steps involved in a job usually make up a JSA team. This number can vary depending on the complexity of the equipment or process. One employee can actually do the steps of the task. The others watch and write down on a JSA worksheet what they see.

Performing the Job Safety Analysis

Listing the Steps in the Task

While one employee performs the task, the others watch and write down each step of the task. Keep the following tips in mind as you make the list in the first column of the JSA form:

- List from 8 to 10 task steps that you can see.
- Number each step.
- List the steps in the order in which they are performed.
- Use actions words such as "turn on," "load," "steer," or "unload."
- Ask yourself, "What step starts this task?" List the first step, such as "put on PPE."
- Then ask yourself, "What is the next basic step?"
- List the next steps, such as "check that power is OFF" or "get into the operator's seat."
- Tell completely but briefly what is done in each step, such as "lift the load and back out." Do not tell how the step is done, "lift the load with the fork slightly raised and back out slowly."
- Continue in this way until you have listed every basic step in the task.

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Identifying the Hazards of the Job

Identify all possible hazards and potential incidents for each step in the task. Be sure to include hazards from the task itself, as well as hazards from the work area.

Checklist of some possible hazards:

- Chemical hazards, such as breathing in dust or coming in contact with other chemicals.
- Physical hazards, such as electrical shock or pinch points.
- Biological hazards, such as bloodborne pathogens or bee stings.
- Ergonomic hazards, such as lifting a load that is too heavy.
- Job or workstation hazards, such as blind corners or low overhead clearances.

Questions to ask for identifying hazards:

- Is there danger of striking or being struck by an object?
- Is there danger of being caught in, by, or between objects?
- Is there danger of slipping, tripping, or falling?
- Can pushing, pulling, lifting, bending, or twisting cause strain?
- Is there danger of harm to eyes, hands, feet, or other parts of a worker's body?

Making Safety Recommendations

For each hazard that you've identified, make a recommendation that will eliminate the hazard and reduce the chance of an incident.

Testing and Reviewing JSAs

Before a JSA is approved, review the task and test your recommendations.

Tips for Testing a JSA:

- Check with the workers you observed to be sure all the task steps are listed and in the correct order.
- Ask the workers you observed if they can think of any more hazards.
- Have workers test the safety recommendations. You can then be sure that your recommendations work.