## JOB SAFETY ANALYSIS

### Lamp Replacement

#### Title of Job Performer:
- Technician

#### Supervisor:
- John Latte

#### Company/Organization:
- Factory Parts, Inc

#### Plant/Location:
- West Assembly

#### Department:
- Maintenance

#### Reviewed By:
- JoAnne Nibbe

#### Required and/or Recommended Personal Protective Equipment:
- Hard hat, full face shield, safety glasses, hearing protection, protective footwear, gloves, and harness

#### Analysis By:
- Joe Cool

#### Approved By:
- Aimee Rider

### Sequence of Basic Task Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
<th>Existing and Potential Hazards</th>
<th>Recommended Action or Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Secure powered work platform.</td>
<td>2. Improper clearance.</td>
<td>2. Conduct visual walk around and operational check of controls.</td>
</tr>
<tr>
<td>3.</td>
<td>Travel to work area.</td>
<td>3. Strike against racking/pallets; strike pedestrian or another vehicle; fall from platform.</td>
<td>3. Observe speed restrictions, pedestrians, and vehicle traffic. Use safety harness and walking guide.</td>
</tr>
<tr>
<td>4.</td>
<td>Position powered work platform.</td>
<td>4. Struck by other motorized equipment.</td>
<td>4. Place safety cones properly around work area.</td>
</tr>
<tr>
<td>5.</td>
<td>Set outriggers.</td>
<td>5. Tipping of equipment.</td>
<td>5. Follow OSHA and manufacturer's guidelines for proper setup.</td>
</tr>
<tr>
<td>7.</td>
<td>Raise powered work platform.</td>
<td>7. Fall from platform; contact with overhead object; struck by other vehicle.</td>
<td>7. Secure safety lanyard onto platform. Raise platform relative to fixture. Use “creep” control if necessary.</td>
</tr>
<tr>
<td>8.</td>
<td>Remove lamp.</td>
<td>8. Struck by falling lamp; exposure to material in fixture; fall from platform.</td>
<td>8. Full face shield in place. Wear gloves. Remove lamp using both hands and counter-clockwise motion. Place lamp securely onto platform.</td>
</tr>
<tr>
<td>9.</td>
<td>Replace lamp.</td>
<td>9. Struck by falling lamp; exposure to material in fixture; fall from platform.</td>
<td>9. Full face shield in place. Wear gloves. Replace lamp using both hands and clockwise motion.</td>
</tr>
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</table>
INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important analyzing tool that works by finding hazards and eliminating or minimizing them before the task is performed, and before a hazard has a chance to become an injury or property damage. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on tasks that run infrequently, and for informing employees of specific task hazards and protective measures. It can also be used as part of incident investigation.

Set priorities for doing JSAs: tasks that have a history of causing injury or damage, tasks that have produced disabling injuries, tasks with high potential for disabling injury or death, and new tasks.

Select a task to be analyzed. Before filling out this form, consider the following: The purpose of the task — What has to be done? Who has to do it? The activities involved — How is it done? When is it done? Where is it done?

In summary, to complete this form you should consider the purpose of the task, the activities it involves, and the hazards it presents. If you are not familiar with a particular task or operation, interview an employee who is. In addition, observing an employee performing the task, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to video the task and analyze it.

Here’s how to do each of the three parts of a Job Safety Analysis:

<table>
<thead>
<tr>
<th>Sequence of Basic Job Steps</th>
<th>Potential Hazards</th>
<th>Recommended Action or Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examing a specific task by breaking it down into a series of steps will enable you to discover potential hazards employees may encounter.</td>
<td>A hazard is a potential danger. The purpose of the JSA is to identify ALL hazards — both those produced by the environment or conditions and those connected with the task/procedure. Examine each step carefully to find and identify hazards — the actions, conditions, and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:</td>
<td>Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an injury, illness, or damage. Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) insure good ergonomics (positioning the worker in relation to the machine or other elements).</td>
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| Each task or operation will consist of a set of steps or process. For example, the task might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement. | **Chemical Hazards**  
- Inhalation  
- Skin contact  
- Absorption  
- Injection  
- Ingestion  
**Biological Hazards**  
- Bloodborne Pathogens  
- Brucellosis  
- Building-Related Illness (BRI)  
- Legionnaires’ Disease  
- Mold  
- Plant and Insect Poisons  
- Tuberculosis (TB)  
- Water and Wastewater | • List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as “Lift using your leg muscles.” Avoid general statements such as “Be careful.” |
| For example: Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the hand-truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area. | **Physical Hazards**  
- Electrical  
- Fire/Explosion  
- Noise  
- Radiation  
- Thermal Stress  
- Caught In/On/Between; Pinch Points  
- Slips/Falls  
- Striking Against  
- Struck By  
**Ergonomic Hazards**  
- Repetition  
- Forceful Exertions  
- Awkward Postures  
- Contact Stress  
- Vibration  
- Work Area Design | • List the required or recommended personal protective equipment necessary to perform each step of the task. |
| Be sure to list all the steps needed to perform the task. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the task, it should be listed. | **Ergonomic Hazards**  
- Repetition  
- Forceful Exertions  
- Awkward Postures  
- Contact Stress  
- Vibration  
- Work Area Design | • Give a recommended action or procedure for each hazard. |
| In summary, to complete this form you should consider the purpose of the task, the activities it involves, and the hazards it presents. If you are not familiar with a particular task or operation, interview an employee who is. In addition, observing an employee performing the task, or “walking through” the operation step by step may give additional insight into potential hazards. You may also wish to video the task and analyze it. | In summary, to complete this form you should consider the purpose of the task, the activities it involves, and the hazards it presents. If you are not familiar with a particular task or operation, interview an employee who is. In addition, observing an employee performing the task, or “walking through” the operation step by step may give additional insight into potential hazards. You may also wish to video the task and analyze it. | • Serious hazards should be corrected immediately. The JSA should then be updated to reflect the new conditions. |
| Here's how to do each of the three parts of a Job Safety Analysis: | Here’s how to do each of the three parts of a Job Safety Analysis: | • Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the Job Safety Analysis as necessary. |
**Job Title:** Lamp Replacement  
**Title of Job Performer:** Technician  
**Company/Organization:** Factory Parts, Inc  
**Plant/Location:** West Assembly  
**Department:** Maintenance  

**Sequence of Basic Task Steps** | **Existing and Potential Hazards** | **Recommended Action or Procedure**
--- | --- | ---
10. Lower powered work platform. | 10. Fall from platform; strike objects and pedestrians below the platform. | 10. Ensure lanyard is secured to platform. Observe area around powered platform.
11. Energize electric power. | 11. No apparent hazard. | 11. Remove lockout/tagout hardware and restore power.
12. Return powered work platform. | 12. Strike against racking/pallets; fall from platform, strike pedestrian or other vehicle. | 12. Collect safety cones. Ensure clear field of vision at all times. Observe speed restrictions, pedestrians, and vehicle traffic. Wear harness and use walking guide.

**Required and/or Recommended Personal Protective Equipment:**  
Hard hat, full face shield, safety glasses, hearing protection, protective footwear, gloves, and harness

**Analysis By:** John Latte  
**New**

**Date:** 12-01-20XX

**Approved By:** Aimee Rider

**Reviewed By:** JoAnne Nibbe
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Be sure to list all the steps needed to perform the task. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the task, it should be listed.

Potential Hazards

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- Forceful Exertions
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Recommended Action or Procedure

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- List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as “Lift using your leg muscles.” Avoid general statements such as “Be careful.”
- List the required or recommended personal protective equipment necessary to perform each step of the task.
- Give a recommended action or procedure for each hazard.
- Serious hazards should be corrected immediately. The JSA should then be updated to reflect the new conditions.
- Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the Job Safety Analysis as necessary.