Talking points to introduce the JSA process to your workforce

In our continuing journey to make ourselves and our workplace safer, we are going to conduct what’s called a Job Safety Analysis (JSA) for some of the tasks we are doing that might present a hazard to any of our workers. This process will help us determine what the potential hazards are, and what we can do to control or eliminate them.

This JSA process is definitely not a reflection on how safely we are doing our work, or how much attention we pay to safety. This process will help us document the steps to each task, the potential hazard to each step, and the safety solutions that will help everyone – including new employees and people who don’t do the task every day – understand how we can make our workplace safer now and in the future.

The first phase we’ll start with is identifying the tasks that have potential hazards and scheduling them for a JSA. Not every task will need this process, at least not at first. But if you have ideas on how your own tasks or someone else’s could be safer, let me know and I will schedule it. If you know of a task that presents an immediate hazard, we will not wait for the JSA process – we will address that now.

Once I have the list of tasks that need JSAs, I will be working with you individually or in groups to define:

- Chronological steps to complete each task
- Potential hazards for each step
- Solutions to control or eliminate each hazard

We’ll be using a worksheet for each task that will help guide us through the process.

This is a great time to think about not only HOW we do each task, but whether this is the most efficient and safest way. We can also use this Job Safety Analysis project to change our work processes, creating “blueprints” for safer work processes.

Once the JSAs are done and saved in [binder, file etc.], we will keep them up to date by updating them whenever our processes or equipment changes. We will also review them a few times a year to make sure they are still accurate and reflect our current task processes. We all know that we make little tweaks in our processes all the time, so these periodic reviews will help us make sure that we have taken safety and health into account when we make changes.

Remember, your involvement matters. You are the front line worker, the one in contact with potential hazards, and the one who will ultimately implement safety and health practices. The more effort you put into your safety and health program, the more effective it will be, not just for you, but for all employees involved. This is an important way that we will all help to keep each other safe.