

WHAT IS A JOB SAFETY ANALYSIS?

A Job Safety Analysis or JSA is a written document that outlines the steps to safely perform a job task.

Each employee should clearly know and understand how to perform a task safely. It is your responsibility as a Supervisor to guide, inform and monitor work tasks to reduce risk of on-the-job injuries. Employees should also understand that their safety responsibilities are considered to be equally important to the completion of a work task. One way to get this message to new employees is by using a job safety analysis or JSA to establish a standard way of when performing a job. Sometimes JSAs are referred to as an agency's Standard Operating Procedure or SOP.

HOW DO I CREATE A JSA?

Follow these steps when developing a JSA:

STEP 1: SELECT THE JOB

- A JSA should be developed for all jobs that have resulted in an injury or near miss in your department, office or shop.

STEP 2: PERFORM THE ANALYSIS

- Enlist the help of an employee who regularly performs the task. Brief the employee about a JSA, and then ask the employee to perform the task.
- Observe the employee performing the task and break the job down into a sequence of steps that describe the process.
- Record and describe each step in the breakdown, using the UNCG JSA template. The wording for each step should begin with an action word such as "remove", "open", or "lift". Try to keep the JSA to 10 steps.
- Review the breakdown and description of the task with the employee who performed the task to make sure you have included each step.

STEP 3: IDENTIFY HAZARDS

Review the JSA and ask yourself in each step:

- Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
- Can the employee be caught in, by or between the equipment or machine?
- Is there a potential for a slip, trip or fall while performing this task?
- Can the employee strain a muscle by pushing, pulling, lifting, bending or twisting while performing this step of the task?
- Write the hazards you identified in the “Potential Hazards of Each Process” column of the JSA.

STEP 4: DEVELOP SOLUTIONS

Your final challenge is to find a way to develop a safe and efficient way to perform the task safely, which will prevent accidents. You can do this by:

- Change the physical environment that is creating the hazard. Ask yourself if a change in tools, materials, equipment, room- layout can lessen or take away the hazard.
- Change the work procedure. Determine if a new way of performing the task would enable the employee to work more safely. Be sure to get input from the employee(s) who perform the task regularly. They are the best source of innovative ideas.
- Reduce the frequency of performing the task.
- Consider personal protective equipment (PPE) options

JSA TEMPLATE

The JSA template, which can be downloaded from this webpage is designed to assist you in this process. After finishing each JSA ask for feedback from the Office of Safety. It will be returned to you, where you can use it as a training tool for orientation with new employees and for review with existing employees.