



**JOB SAFETY ANALYSIS (JSA) FORM**

<b>Location or Rig:</b>		<b>Date:</b>		<b>New</b> <input type="checkbox"/>	<b>Revision</b> <input type="checkbox"/>	<b>JSA NO:</b>			
<b>Task</b>				<b>Supervisor:</b>					
				<b>Analysis By:</b>					
<b>Team Members</b>				<b>Reviewed By:</b>					
				<b>Approved By:</b>					
<b>Specific rules and procedures to be followed:</b>									
<b>Sequence of Basic Job Steps</b>		<b>Potential Injury or Hazards</b>		<b>Recommendations to Eliminate or Reduce Potential Hazards.</b>					
<b>CHECK ITEMS REQUIRED TO DO THIS JOB:</b>									
Safety Glasses	<input type="checkbox"/>	Leather Gloves	<input type="checkbox"/>	Face Shield	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	Atmospheric Testing	<input type="checkbox"/>
Hard Hats	<input type="checkbox"/>	Tool Lanyard	<input type="checkbox"/>	Goggles (type?)	<input type="checkbox"/>	Lockout/Tagout	<input type="checkbox"/>	Traffic Control	<input type="checkbox"/>
Safety Shoes	<input type="checkbox"/>	Fall Harness	<input type="checkbox"/>	Flame Resistant Clothing	<input type="checkbox"/>	Warning signs	<input type="checkbox"/>	Other	<input type="checkbox"/>



## JOB SAFETY ANALYSIS (JSA) FORM

### INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them *before* the job is performed, and *before* they have a chance to become accidents. Use JSA for job clarification and retraining of employees, as a refresher on jobs that run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JSAs: jobs that have a history of many incidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death and new jobs with no accident history.

Select an employee to help you with the JSA: someone who is experienced in the job, willing to help and a good communicator. The employee plays an important role in helping you identify job steps and hazards.

In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. In addition, observing an employee performing the job, or “walking through” the operation step by step may give additional insight into potential hazards.

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

#### ***sequence of basic job steps***

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job 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.

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 truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list *all* the steps needed to perform the job. 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 job it should be listed.

#### ***potential hazards***

A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure. To identify hazards, ask yourself these questions about each step:

Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?

Can the employee be caught in, by or between objects?

Is there a potential for slipping, tripping, or falling?

Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?

Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

#### ***recommended action or procedure***

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 accident, injury or occupational illness.

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) ensure good ergonomics (positioning the person in relation to the machine or other elements).

List the required or recommended personal protective equipment necessary to perform each step of the job.

Give a recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness with affected employees. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.



## JOB SAFETY ANALYSIS (JSA) FORM

Simple Drawing of Location set up: