

[INSERT LOGO HERE]	[Company Name]	Document No.:	
	<b>HAZARD IDENTIFICATION &amp; RISK ASSESSMENT PROGRAM</b>	Origination Date:	
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## **Purpose**

To explain how to conduct a Job Safety Analysis (JSA) and how to use it as an effective tool for employee safety training and in the injury and illness prevention process. Processes are in place to identify potential hazards by the use of JSA's, JHA's, facility wide or area specific analysis/inspections.

## **Administrative Duties**

[RSO Name], RSO is our JSA Program Coordinator, who has overall responsibility for the plan. Copies of this written program may be obtained from the RSO's office.

## **Definition**

A Job Safety Analysis (JSA) is a method that can be used to identify, analyze and record:

- the steps involved in performing a specific job;
- the existing or potential safety and health hazards associated with each step; and
- the recommended action(s)/procedure(s) that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

## **General**

[Company Name] has implemented processes to ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

Involve employees by:

- discussing what you are going to do and why;
- explaining that you are studying the task, not employee performance; and
- involving the employees in the entire process

[Company Name] will review our company's accident/injury/illness/near miss history to determine which jobs pose the highest risk to employees. We identify the safety standards that apply to our jobs and incorporate their requirements into our JHA.

## **Setting Priorities**

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable. Hazards are classified/prioritized and addressed based on the risk associated with the task / (Risk analysis matrix outlining severity and probability).

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[Company Name] gives priority to:

- Jobs with the highest injury or illness rates;
- Jobs where there have been "close calls" - where an incident occurred but no one got hurt;
- Jobs where you have identified violations of safety standards;
- Jobs with the potential to cause serious injuries or illness, even if there is no history of such problems;
- Jobs in which one simple human mistake could lead to severe injury;
- Jobs that are new to your operation or have been changed; and
- Jobs complex enough to require written instructions.

### **Basic Procedure**

Once the job has been selected, the supervisor and/or RSO discusses the JSA procedure and its purpose with the employees who perform the job. Using the JSA form, the supervisor and employees list each job step in order of occurrence. Being sure to provide enough information but do not make the breakdown too detailed. The wording for each job step should begin with an action word such as "remove," "open" or "pour."

Once the job steps have been recorded, identify and list the potential hazards or accidents which might occur for each step. To do this, ask yourself and your employees the following questions:

- 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 objects?
- Can the employee be strained by pushing, pulling, lifting, bending or twisting?
- Does the work environment contain a potential safety and health hazard such as a toxic gas, vapor, mist, fumes, dust, noise, heat or electrical hazard?
- Is there a potential for a slip or trip?
- Can the employee fall from one level to another?

The next step in the JSA process is to develop a safe job procedure or control action to address the hazard(s) in each job step. The safe job procedure should clearly identify exactly what the employee needs to do and/or what the employee needs to know in order to perform the task safely. Avoid general statements such as "be careful" or "use caution." Identify ways to eliminate or reduce the hazards:

- Safer way to do the job
- Describe each step
- Be specific - don't use generalizations like "Be Careful"
- Changes in equipment
- Equipment changes, or engineering controls, are the first choice because they can eliminate the hazard

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- E.g. machine guards, improved lighting, better ventilation
- Changes in work processes
- Administrative controls, or changes in how the task is done, can be used if engineering controls aren't possible
- E.g. rotating jobs, changing the steps, training
- Changes in personal protective equipment
- When engineering and administrative controls aren't possible or don't adequately protect the workers, use personal protective equipment
- E.g. gloves, hearing protection

The JSA form includes a section to list all the required personal protective equipment the employee must wear when performing the job. The safe job procedure for each job step must specify when the employee needs to wear the protection based on the hazards of that job step.

The JSA form includes a section to list all the required tools and equipment needed to perform the job. Remember, injuries frequently occur because the employee selected the improper tool or equipment to perform a job. When the JSA has been completed, the supervisor should sign and date it and send a copy to the RSO for review and for filing in a central JSA file.

Identified hazards are addressed and mitigated by dedicated assignment, appropriate documentation of completion, and implemented controls.

### **JSA Utilization/Training**

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Each supervisor will establish a department JSA file and shall make it accessible to employees for review when needed. Whenever possible, a copy of the JSA should be laminated and secured to the machine/equipment or at the permanent location where the job is being performed. When a job involves the use of highly toxic or extremely dangerous hazardous substances, it's a good idea to attach the MSDS pages for these substances to the JSA

Employees will be trained in the hazard identification process including the use and care of proper PPE. The JSA is used for the orientation and training of new or transferred employees who will perform the job and whenever the need for retraining is determined. All training is to be documented.

### **JSA Process Review**

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A review process is in place to avoid creating new hazards derived from the corrective measures. Within one month of completion of a JSA, the RSO, area supervisor and affected employee(s) will review the JSA to ensure that the corrective measures have not unintentionally recreated new hazards.

