Job Safety Analysis

WHAT IS JOB SAFETY ANALYSIS?

Job Safety Analysis (JSA) is a cost effective tool to review job methods and uncover hazards. Once the hazards are known and recorded, solutions can be developed. JSA is a method for studying a job in order to define basic activities that must be followed to complete a particular task. Hazards can then be identified or potential accidents associated with each step. The final step is to develop approaches that will eliminate, minimize or prevent the hazards or accident potentials.

Job Safety Analysis is also known as Job Hazard Analysis (JHA).

HOW TO CONDUCT A JSA

There are four basic steps in conducting a job safety analysis.

1. Select the Job

Consider the following factors when deciding which jobs are good candidates for a JSA.

- Jobs that have caused serious injuries in the past
- Jobs with a high potential to cause serious injuries
- Jobs with a high accident frequency
- New jobs

2. Break the Job Down

Prior to determining the hazards of a given job, it should be broken down into a sequence of steps; each describing what is being done. Be careful not to make the steps unnecessarily detailed or too general. The next steps involve:

- Select the right person to observe
- Brief the employee on the purpose and goal
- Observe the person performing the job and break it down into steps
- Record each of the steps
- Check the steps with the employee performing the job for verification

3. Identify Hazards and Potential Accidents

The purpose of this step is to identify the potential hazards including those produced by the environment and those associated with the job steps. Hazards may include the following:

- Can the employee be caught in, by or between objects?
- Can muscle strains result from pushing, pulling, lifting, bending or twisting?
- Is there potential for a slip, trip or fall?
- Is the environment hazardous due to toxic gases, vapors, mists, fumes or dust?
- Is there a danger of striking against or being struck by objects?

For each step identified above, list the potential hazards, without regard to any controls in place.

4. Develop Solutions

The final step in a JSA is to develop recommended safe job procedures for each task identified to prevent occurrence of accidents. The solutions can vary, but should be considered in the following order:

- Find a new way to do the job
- Change the physical conditions that create the hazards
- To eliminate hazards still present, change the work procedure
- Try to reduce the necessity of doing a job or the frequency
- Use of PPE

HOW TO USE JSA EFFECTIVELY

The major benefits of a JSA obviously come after its completion. They can be very useful when training new employees. This can teach them the hazards associated with each job step and what must be done to make it safer. Many jobs are done infrequently or on an irregular basis. The employees who do these jobs will benefit from a JSA that reminds them of the steps and proper precautions. Whenever an accident occurs on a job covered by a JSA, it should be reviewed to determine whether or not it needs to be revised. If it is revised, all employees performing that function should be retrained.