

Job Safety Analysis (JSA) Plan

This is the _____ (company name) Job Safety Analysis (JSA) Plan. It applies to all our work operations. _____ (person's name) will be responsible for overall direction of the Job Safety Analysis (JSA) Plan.

Introduction

We are dedicated to the protection of its employees from hazards that arise in the performance of their job duties. Job-related equipment, environment or actions can cause hazards. To help control identified hazards, we analyze the steps employees take to perform their job duties. We identify means to minimize or eliminate identified hazards.

We may also use the information gathered from this JSA:

- In employee training
- To help in writing job descriptions and procedures
- To help with return-to-work programs
- In safety audits

JSAs communicate to employees the safe and efficient procedures to follow during their job tasks. Under this plan, our employees will be informed of:

- The plan's purpose
- Administrative duties
- Job selection
- The separation of jobs into steps
- Hazard identification and control
- The development of JSAs

Administrative Duties

_____ (person's name) has overall responsibility for this plan. This responsibility includes:

- Selecting who will conduct job safety analyses
- Selecting jobs for analysis
- Documenting the steps of each selected job
- Identifying hazards
- Minimizing or eliminating hazards
- Generating job safety analyses
- Managing the JSA information
- Recordkeeping

Our company performs regular JSAs. They are an effective way to identify the hazards involved in each job, and protect employees from those identified hazards. Hazards can change with every job process change. Therefore, we perform a JSA of a job every time when job processes change, and before an employee initially performs the job.

Selecting Participants

JSAs are done with the involvement of employees who have valuable input. Others may be involved as well, depending upon the job being analyzed, but these employees will be involved with each JSA:

_____	_____
_____	_____
_____	_____

(names)

Selecting Jobs

We apply JSAs first to high-risk jobs, such as those that have a history of accidents or those that expose employees to excessive amounts of energy or hazardous material. We may use past accident records to indicate jobs that qualify for a JSA. We may also use new jobs for which we haven't yet identified the hazards. We may also use jobs that have changed.

Once we select the jobs, _____ (person's name) will identify those employees who will be involved in the individual JSAs.

Separating Jobs into Basic Steps

During the development of a JSA, we will break a job into steps. Each step tells generally what must be done. The job steps are natural parts of the operation. The work is clearly advanced upon completion of each step.

JSAs usually involve observing a worker while he or she is performing a task, asking the worker questions about the task, and recording the steps, including movements, taken to complete the task.

Here are some of the questions that may be included. Please note this is not a complete list.

- Can any body part get caught in or between objects?
- Do tools, machines or equipment present any hazards?
- Can the worker make harmful contact with objects?
- Can the worker slip, trip or fall?
- Can the worker suffer strain from lifting, pushing or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic or caustic substances?
- Are there dusts, fumes, mists or vapors in the air?

After the task is done, the team will review the information and revise if necessary. The JSA will list the steps necessary for the job. Usually, most jobs will separate into 8-13 basic steps. Each JSA should have enough steps to accurately describe the work.

Identifying Hazards

The team carefully examines each step to identify hazards or potential hazards. The team then ranks the hazards according to severity. The most severe hazards are given priority.

Hazard Control

The team reviews the hazards and develops solutions to minimize or eliminate them. For every known hazard associated with a job step, there should be a solution that offsets that hazard. The team will develop solutions for the most serious hazards first. Here are the factors we consider in assigning a priority:

- **Accident frequency and severity:** This includes jobs in which accidents occur frequently. It also includes jobs with infrequent accidents, but ones that result in disabling injuries.
- **Potential for severe injuries or illnesses:** This includes jobs in which the consequences of an accident, hazardous condition or exposure to harmful substance are potentially severe.
- **Newly established jobs:** Due to lack of experience in these jobs, hazards may not be evident or anticipated.
- **Modified jobs:** When job procedures change, there may be new associated hazards.
- **Infrequently performed jobs:** Employees may be at greater risk when undertaking non-routine jobs.

We give priority to the solution that provides the highest level of protection. We record every solution and maintain the record. We also base our choice on effectiveness and employee acceptance.

The team conducts a follow-up evaluation to ensure the implemented solution successfully controlled the hazard and did not create new hazards.

JSA Forms

With all the information that goes into the performance of a JSA, there are a number of forms we may use. These forms may include job hazards checklists and JSA forms. There are blank copies of the forms attached to this JSA Plan.

Conclusion

Effective JSAs serve many purposes. The person responsible for updating JSA procedures, methods and forms to help improve the system is _____ (*person's name*). Conducting job safety analyses helps provide work and a workplace that is free from recognized hazards. The safety of our employees is important.

Appendices

Attached please find:

- Appendix A — Sample Form for Job Safety Analysis
- Appendix B — Sample Form for Task and Job Inventory
- Appendix C — Sample Form for Job Inventory of Hazardous Chemicals

Appendix A: Sample Form for Job Safety Analysis

Job Safety Analysis		
Job:		
Analysis By:	Reviewed By:	Approved By:
Date:	Date:	Date:
Sequence of Steps	Potential Accidents or Hazards	Preventive Measures

Appendix B: Sample Form for Tasks and Job Inventory

Tasks with Potential Exposure to Hazardous Materials		
Analysis By:	Reviewed By:	Approved By:
Date:	Date:	Date:
Tasks	Name of Material or Physical Agent	Location

Appendix C: Sample Form for Job Inventory of Hazardous Chemicals

Job Inventory of Hazardous Chemicals		
Analysis By:	Reviewed By:	Approved By:
Date:	Date:	Date:
Name of Chemical	Route of Entry and Physical State	Controls