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## Job Safety/Hazard Analysis

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February 2022 Safety Presentation by Your Risk Management Team

# What is a Job Safety Analysis (JSA/JHA)?

Method of identifying hazards

Means of breaking the process down

System for employees to easily understand and correct hazards

# A Job Safety Analysis:

Identifies

existing hazards

Identifies

potential hazards

Prioritizes

corrective actions

Reduces

or eliminates hazards

# Benefits of Job Hazard Analysis

Reduces injuries

Reduces absenteeism

Increases productivity

Increases morale

Protects employees

Assists in standard-specific compliance  
(e.g., personal protective equipment)



It also creates a safer work  
environment for your  
employees

# Who Should be Involved in a JSA Write Up?



Safety personnel, HR, Admin, Accounting



Supervisors



Equipment Operators



Engineers



Installation and Repair Personnel



Construction Crews



Frankly, anyone willing to help the cause.

# The are Four Basic Stages in Conducting a JSA:



Select the job to be analyzed



Break the job down into steps



Identify the potential hazards  
per each step



Determine the mitigating or  
corrective action needed to  
overcome each hazard

# Selection of Job or Task





# Factors to be Considered in Setting a Priority for Analysis (Selection) of Jobs Include:

Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries.

Potential for severe injuries or illnesses: 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: new hazards may be associated with changes in job procedures.

Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs, and a JSA provides a means of reviewing hazards.

Breaking Down  
the Job/Task  
into Steps and  
Identifying  
Potential  
Hazards



# Breaking Down the Job



01

List each job  
step in order  
of occurrence

02

Describe each  
action

03

Examine each  
step for  
hazards

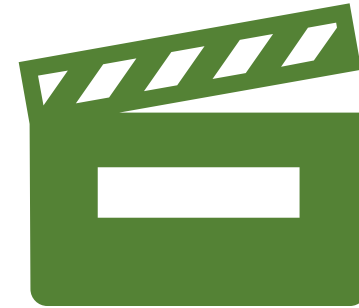
04

Conduct a  
“what if”  
scenario for  
each step

# Listing and Describing



List the most basic steps needed to complete the task from start to finish.



You do not have to write a screen play, but you do need to be precise. When you list the action needed, remember, your next step will be to determine potential hazards per each of them.

When  
Attempting to  
Determine  
Potential  
Hazards,  
Consider the  
following  
Questions:

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 moving 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?

# Also Consider:

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Sharp edges

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Employee jewelry

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Potential for being caught in between

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Worker posture/balance

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Hazardous movements

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“Struck by” hazards

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Suspended loads

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Environmental hazards

# Hazard Evaluations

What PPE is available?

Has worker been trained?

Is the worker positioned properly?

Is lockout/tagout used?

What is the flow of work?

What are the sources of chemicals, noise, etc.

Are slips, trips, and falls a possibility?



## Ok, You've:



Identified the job/task to evaluate,



You've listed the steps needed to complete the job/task, and



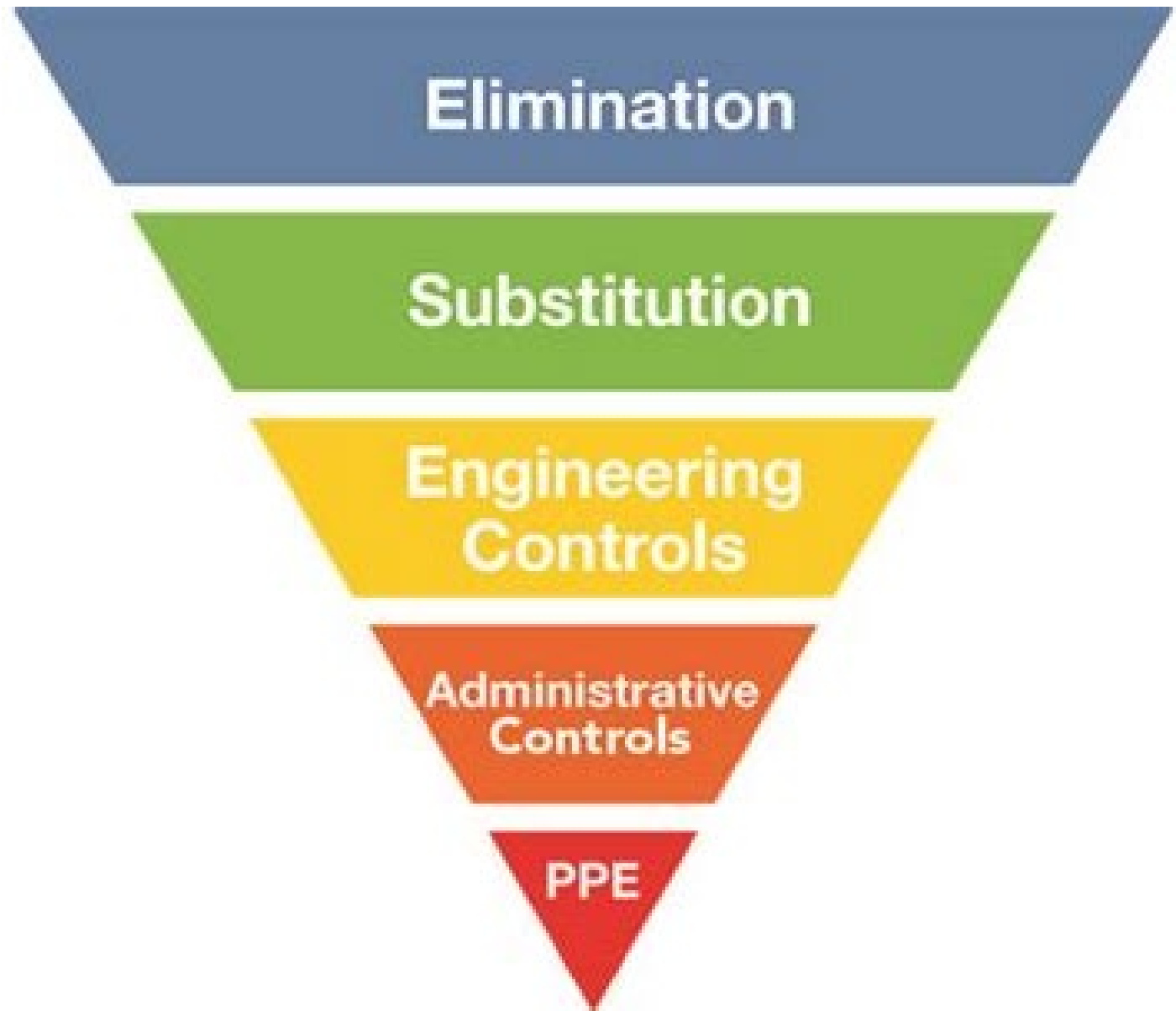
You've listed the potential hazards/dangers per each step.



Now that you are aware of known hazards your employees are facing, you must mitigate them.



This is  
Where the  
Hierarchy  
of Controls  
Comes into  
Play



# The H.O.C. and How it Functions

## 1. ELIMINATION

The best way to control hazards is to start from the  
TOP.

Eliminate: We can all agreed that it is always best to just get rid of the hazard. Remove the hazard. Simple. No, not always. If this doesn't work, move to the next control, Substitution.

## 2. SUBSTITUTION

It may be possible to try the next step of substitution if you cannot eliminate or get rid of the hazard altogether. Try to use something different. A different chemical, a different tool, or a different doohicky that doesn't pose the same risk or hazard.

## 3. ENGINEERING CONTROLS

Engineering Controls often take place during the design and manufacturing process, but not always. An example would be placing nonslip tape on steps and/or stair ways on equipment. It could also be placing a hand-rail, a mid-rail and a toe-board across an elevated work-space where people are working below, as examples.

## 4. ADMINISTRATIVE CONTROLS/WORK PRACTICES

Administrative Controls usually take the form of policies or procedures given out by management at some level. It can look like specific training initiatives, new equipment, job rotation, or even corporate wide orders to “not do, or do” something specific.

Work Practice can take the form of new procedures and operational practices learned in the training or purchase of new equipment from the administration. It might manifest itself in the elimination of steps in the procedure that are unnecessary therefore allowing for better production.



## 5. PPE

Finally, your last line of defense. The final option in your arsenal, to solve a known hazard, is the assessment and issuance of Personal Protective Equipment to your personnel. You will notice this is the last control you should try. Often, it is the first. However, wouldn't it be better if the hazard could be eliminated, therefore, you wouldn't have to worry about the PPE failing, or your employees forgetting to wear it?

# Consider Revising the JSA When

- When an accident or injury occurs
- When the job changes
- After a close call
- When a dangerous situation is identified
- Following an employee complaint
- If equipment suffers damage
- Per a scheduled review (e.g., biannually)
- Daily!!



# TELCOM

A graphic element consisting of three overlapping, curved lines in blue, black, and white, resembling a stylized globe or a dynamic swirl, positioned over the 'O' in the word 'TELCOM'.

— INSURANCE GROUP —

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