

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

- DATE:** March 9, 2022
- SUBJECT:** Job Safety Analysis
- PURPOSE:** The purpose of the Job Safety Analysis (JSA) Policy is to help make various jobs healthier and safer by outlining in advance the steps that should be taken in completing the job. This is especially beneficial with jobs that are non-routine.
- SCOPE:** This policy is a means of identifying the hazards or potential hazards associated with each step of a particular job; helping to develop a solution for each identified hazard that will reduce or control the exposure and provide a step-by-step, written procedure for the tasks. JSAs generally can be developed one time. They do not have to be done each time the task is performed.
- RESPONSIBILITY:** Supervisors, with input from employees, of the Office of Facilities Management employees and supervisors will be responsible for preparing the JSAs or ensuring that they are prepared, discussed with employees and followed. Employees are responsible for understanding and following the JSAs and to notify their supervisor if some activity covered in the JSA needs be changed, deleted or additional information added.

Role of the Job Safety Analysis

By developing JSAs for all jobs or activities and using them for training purposes, all employees will have a better idea of what their job includes. Employees will know the specific recommended steps to follow, the hazards to avoid, and how to avoid them. Employees who are new to the job will receive instructions in a logical and organized manner; questions will be anticipated and answered; and old unsafe "short cuts" taken by previous employees will be discussed and hopefully avoided.

The learning curve of new employees will be shortened and supervisors will have very logical and complete training tool to assist them in their training and follow-up. Comparing the JSA to what is actually being done in the field virtually anyone can do a safety observation or task evaluation. JSAs can also be used to review job procedures in the event of an accident to help determine what if any changes need to be made to improve the job.

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

Create the Right Environment

The people who prepare the JSAs need to be supervisors and/or other employees who have good attention to detail and can think logically. JSAs are prepared by watching employees do their job. Choose an employee who has a lot of experience and who does the job well. Explain that the purpose of watching the employee is to identify job hazards and try to eliminate or control them rather than see if they are working correctly or safely.

JSAs can also be prepared by sitting down and talking with employees who do a particular job. However, once the JSA is prepared it should be verified by observing employees do the job. Either way, employees should know that you are attempting to learn more about how they do their job so that if need be improvements can be done to make the job safer.

Identify Job Steps

In order to determine the basic job steps, ask “What step starts the job?” then “What is the next basic step?” and so on through the process. On the JSA form, write the step number and the action in the first two columns of the worksheet. Each step tells what is done, not how it is done. “How it is done” goes in the fourth column.

The wording for each job step should begin with an “action” word: i.e.: “remove, “or “open” or “weld”. The action is completed by naming the item to which the action (verb) applies. See sample JSA document.

Whether you observe the employees actually doing the work or you sit down with the employees to discuss the job, the preparer and the employee must be in agreement with the process.

Identify Hazards or Potential Hazards

Any known or potential hazards should be listed in column three. Ask the person or people doing the job what hazards are present, could be present or what problems have they previously encountered. The purpose of this section is to identify all potential hazards, those produced by the environment (tools, work area, etc.) and those connected with the job procedure. You might want to ask some of these questions:

- Is there danger of striking against, being struck by, or otherwise being injured by contacting some object?
- Can the worker be caught in, on, or between objects?
- Can the worker slip or trip? Could they fall on the same level or to a lower level?
- Can the worker strain themselves by pushing, pulling or lifting?
- Is the environment hazardous (toxic or irritating gases, vapors, mists, fumes, dusts or heat)?
- Can the tools they use cause, a problem, can they cut, fail or malfunction?
- Can things splash or be thrown towards an employee?

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

- Could dangers be created if the job steps are completed out of sequence?
- Are there gauges or other instruments that must be watched and reacted to properly if the job is to be done safely?
- Continue to be looking for other hazards.

Develop Sound Recommended Safe Job Procedures

In the fourth column, Recommended Safe Job Procedures should be listed for each step of the process. They must be specific and concrete if they are to be of any benefit. General precautions like, “Be Alert”, “Use Caution”, or “Be Careful” are useless. Answers should precisely state what to do and how to do it. This recommendation “make certain the wrench does not slip or cause you to lose your balance” is only half good. It does not tell the employee how to prevent the wrench from slipping. In contrast, here is a recommended safe procedure that tells both “what” and “how”:

Set the wrench securely and Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting pressure. This will prevent loss of balance in the event the wrench does slip. Often a repair job has to be repeated frequently because a condition needs to be corrected multiple times. In an effort to reduce such repetition, ask “What can we do to eliminate the cause or the condition that makes the repetition necessary?”

Proper Job Instruction

After the JSA has been completed, it is important that the material be put away until an accident occurs. This information should be readily available for employees to review and for supervisors to use when training new employees. Proper job instruction is a major part of accident prevention.

Conducting Training

Have a plan. Review the JSA. Convey to the employee what skills you expect him/her to have and how soon you expect them to reach that level.

Have everything ready. Make sure you have whatever you need for the training session – materials, supplies, etc. If you expect the new employee to be part of keeping the work place neat and orderly, have it that way when you conduct your training.