

Risk Control Bulletin

Job Safety Analysis (JSA)

RISK CONTROL



Is Safety Analysis Necessary?

Business runs at a very fast pace today, and it seems that each day brings more work than time in which to do it. So why spend valuable time conducting a Job Safety Analysis (JSA)?

There are several important reasons. Your involvement with JSA identifies unsafe work practices before injuries occur, reducing your company's incident rates and costs. JSA can help increase quality and productivity by identifying the optimum procedures from a productivity, quality and safety standpoint. Fewer workplace injuries mean less paperwork, less production downtime, fewer rejected parts, and fewer defective products entering the marketplace. JSA will also save time in employee training because it automatically gives you a step-by-step training guide for any job your employees handle.

Job Safety Analysis

+	SAFETY
	PRODUCTIVITY
	QUALITY
= PROFITS	

Where to start

Identify every job performed by each employee you supervise.

- List basic information such as position, title, work area, etc.
- List each job or task performed by employees with each position title.

Setting Priorities

Set priorities among all the various jobs your employees perform.

- First priority – Jobs associated with high incident frequency or severity.
- Second priority – Jobs with the potential for causing severe injury or high loss.
- Third priority – New Jobs.

Employee complaints, turnover and absenteeism should also be considered when setting priorities.

The JSA Procedure

Beginning with first-priority jobs, conduct an on-site JSA. Use the JSA worksheet to:

- Identify each major step of the job task, listing the steps in sequential order on the worksheet.
- Identify potential accidents or hazards.
- Find solutions-Recommend safe job procedures that will prevent potential injuries.

Some important tips to help you through the process:

- Evaluate all aspects of the job task, even if performed infrequently.
- Observe a worker actually doing the job, not just describing it.
- Observe more than one employee doing the specific job task.
- Invite the employee's input on the process.

Some helpful hints on hazards and solutions

A hazard is a situation, condition or practice which poses significant potential for injury or property damage.





Direct observation of a job is necessary to successfully identify hazards which indicate the need for a JSA. During this observation, ask yourself such questions as:

- Can the worker be struck or contacted by a potentially dangerous object or machine?
- Can the worker be caught in, under or between anything?
- Can the worker be subjected to a slip, trip or fall in any way?
- Can the worker be exposed to any injurious substance or condition such as vapor, heat or noise?
- Can the worker strain himself or become overexerted?

When looking for solutions, look for ideas that will not only make the step safer, eliminating identified hazards, but will also make the job easier, and result in improved product quality. In general, three kinds of solutions result from a JSA:

- Process Change
- Procedural Modification
- Physical Modification

Of course, this is just a sampling of questions to ask when identifying hazards and considerations for developing solutions. Use of your imagination, common sense and careful observation will enable you to effectively develop the information you need.

Implementation of the JSA

- Run a pilot program. Implement the JSA and observe the process carefully.
 - Have you identified all of the hazards?
 - Do the solutions effectively control the hazards?
 - Do the employees involved have any other input to offer?
- Upon completion of each JSA, train all existing employees on the safe procedures to follow when performing their job tasks.

- Train new employees to do each job safely, using the step-by-step procedure and information gained from the JSA.
- Review JSA's periodically during employee safety meetings. This will help maintain a working knowledge of safe working procedures, along with a desired level of safety awareness.
- Periodically review and revise the JSA as needed.

ISO 9001

The introduction of ISO 9001 as a product quality tool offers an additional opportunity for employers. If ISO 9001 has already been implemented in your shop, many of the steps associated with the JSA should already be in place. It is a simple process to expand the ISO 9001 document to incorporate the elements of a JSA. Of course, if ISO 9001 has not yet been implemented, developing JSA's for critical job functions can bring you one step closer to satisfying international product quality standards.

So you can see, the time invested in JSA will be rewarded not only by improved safety, but by increased smoothness of operation, improved product quality, and a host of other benefits.