



Job Safety Analysis: Easy Steps to Enhance Risk Identification

BHHC Loss Control

March 2024

losscontrol@bhhc.com

AGENDA

Goal

Understanding Job Safety
Analyses (JSAs)/ Job
Hazard Analyses (JHAs)

1. What is a JSA/JHA?
2. Why should it be part of my safety efforts?
3. When is it necessary, “required”, and useful?
4. How do we develop it?
5. Examples

Pre Quiz!

What do you know about JSA?



Pre-Quiz

Answer these Questions (NOTE THIS WILL BE MOVED TO A POLLING SLIDE TO INCREASE INTERACTION IN THE WEBINAR)

1. What is the purpose of the JSA? (Select all that apply)
 - A. Identify workplace hazards
 - B. Identify workers with high absenteeism
 - C. Increase company social media footprint
 - D. Develop measures to eliminate or control hazards
 - E. Identify unsafe acts
2. A job step is a segment of the operation necessary to advance the work being done
 - A. True
 - B. False
3. What is a resource for identifying potential hazards for a job step?
 - A. Visual observation
 - B. The worker who performs the job
 - C. Incident investigation reports
 - D. Workers comp claim forms
 - E. All of the above.
4. Hazard elimination is widely considered to be the most effective, long-term solution to improve job safety.
 - A. False
 - B. True.

Basic JSA Template

Key Elements

☐ Name of Person Completing

- ☐ Choose the “right” person with knowledge, experience and skill

☐ Department Involved

- ☐ Be specific

☐ Specific Name of Task

- ☐ Machines involved

☐ Date Completed

☐ Process

☐ Steps

- ☐ Primary Steps involved in Task

☐ Hazards

- ☐ Hazards involved in each Step

☐ Work Observation

☐ Controls

- ☐ List specific controls

Job Hazard Analysis

analysis _____ People who participated: _____

Tasks/jobs where injuries occur, or can occur

How people get hurt	What causes them to get hurt?	What safe practices or PPE are needed

What is a Job Safety Analysis?





A Job Safety Analysis is Task-Specific

- Definitions of Job and Task:
 - For our purpose in this session, a job is a sequence of steps or activities that accomplish a work goal. For example:
 - Housekeeping – sweeping the floor in maintenance tool room during lunch break
 - Maintenance – changing a tire on a company vehicle
 - Kitchen staff – prepping 6 dozen apples for thanksgiving apple pie desserts.
 - Employees may tell you their job title such as maintenance technician, registered nurse or truck driver.
 - A JSA is for a specific work task or operation within the employee's daily responsibilities.

Definitions

A JSA is a systemic study of work procedures



Safety

- Being protected from injury or illness in the job
- We identify all the potential sources for injury at each step of the job.



Hazard

- A hazard is any condition or situation that has the potential to cause harm to people, property, or the environment.
- Example: Chemical exposure, falling objects, or electrical hazards.



Analysis

- We examine the ways to protect the employee from injury or illness at each step of the job.

Why do we need a JSA?

We value our safety

We value the safety of our employees

We have a zero-incident goal for the quarter

We want to eliminate or reduce the risk of injury before we start a job.

We want to train employees and document the best way to safely complete the work task.

We want to engage and include the employee in their safety.

Other Benefits of JSA



Opportunity for behavior-based observations



Provides information on procedures when investigating an incident



Additional information to supervisors about the jobs they oversee

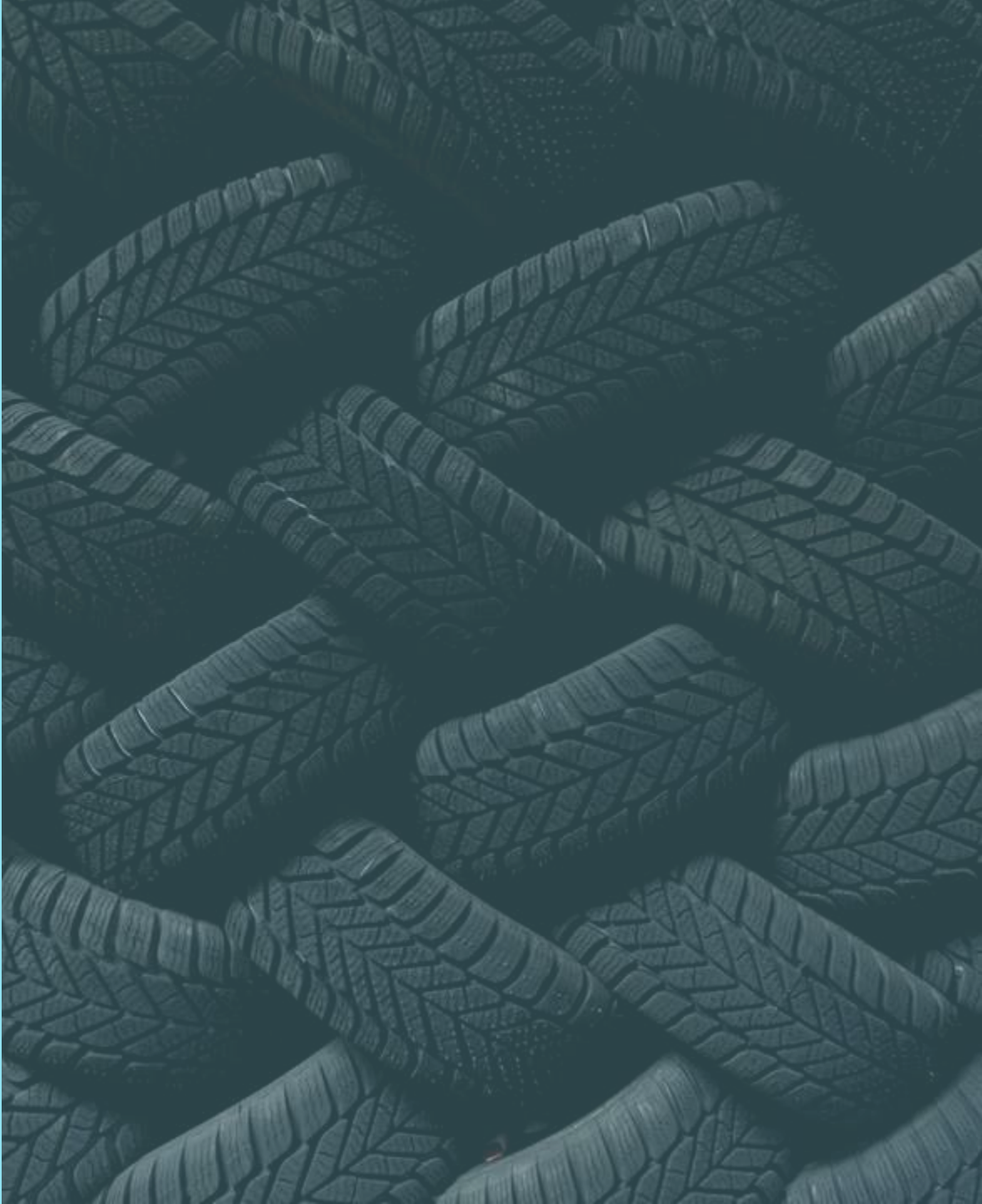


Discovery of possible improvements in job procedures and training



When do we need a JSA?

- Prioritize the jobs based on the following:
 - Serious injury, illness or fatality
 - Frequent injuries or illnesses – from your injury trends or OSHA log
 - High number of near misses reported
 - High employee turnover in the position
 - High absenteeism in the position
 - Employee complaints
 - New job or change in job procedures
 - Non-routine job.
 - Regulatory Purposes?



How do we create a JSA/JHA?

- Identify the job – Changing a car tire
- Break down the job into key steps
 - Too much detail becomes cumbersome
 - Not enough detail becomes useless

Breakdown the steps of the job

Too Many Steps

- 1 Pull off road
- 2 Put car in park
- 3 Set Brake.
- 4 Turn on 4-way flasher
- 5 Get out of car, walk to the trunk
- 6 Open trunk, remove the jack and spare
- 7 Loosen lug nuts of the flat tire
- 8 Set jack in place, remove nuts and flat tire
- 9 Install spare, insert nuts, lower the jack, tighten the nuts

Not Enough Steps

- 1 Park the car
- 2 Take off flat tire
- 3 Put on the spare tire
- 4 Drive away





Key Steps of the Task

Changing a Tire

- 1 Park car, set brake
- 2 Remove jack and tire from trunk
- 3 Loosen lug nuts
- 4 Jack up car
- 5 Remove tire
- 6 Set new tire
- 7 Jack down car
- 8 Tighten lug nuts
- 9 Store flat tire and jack.

Hazards

Identify and anticipate injuries that can occur at each step

Parking car

- Struck by traffic

Removing tire & jack

- Back strain
- Strike head on trunk

Loosen lug nuts

- Back/arm strain
- Slip & fall

Jacking up car

- Car could fall off jack

Setting new tire

- Fingers pinched
- Back strain

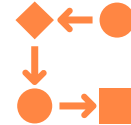
Tighten nuts

- Back strain
- Slip & fall

Suggestions for Effective Work Observations



Select experienced worker(s) who will cooperate and participate in the JSA process.



Completely describe each step.



Explain purpose of JSA.



Note deviations - (*Very Important!*)



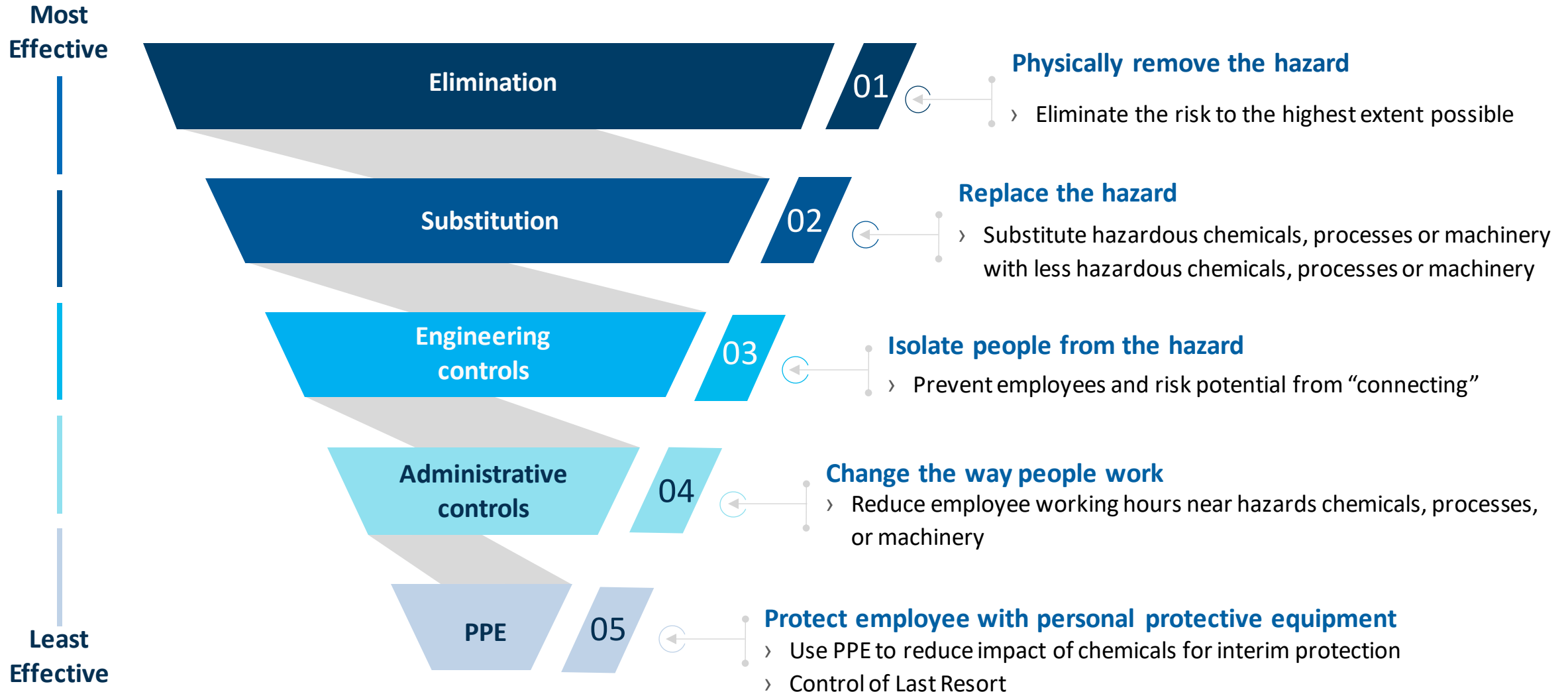
Observe the employee performing the job and write down basic steps.



Hazards

- Search for Hazards
 - Produced by work
 - Produced by environment
- Repeat job observation as many times as necessary to identify all hazards.
- Identify Hazards and Potential Accidents
- Ask yourself whether the employee can be:
 - Struck by,
 - Struck against,
 - Get caught in,
 - Fall, trip, or slip,
 - Strain or over-exert,
 - Be exposed to health hazards.

Controls - Develop the solutions to prevent the injury/incident





Controls - Develop the solutions to prevent the injury/incident

1. Find a new way to do the job

Review the work goal of the job. Determine if there are other ways to accomplish the work. For example – using a third-party service to change flat tire, instead of the employee doing it.

Steps	Hazards	Controls
Park car	Struck by passing traffic	New directives: Call the roadside service. Or drive to the nearest Jiffy Lube.

*Most effective solution – eliminate the hazard.



Controls - Develop the solutions to prevent the injury/incident

2. Change the physical conditions that create hazards

Steps	Hazards	Controls
Park car	Struck by traffic	Pull off the road at a safe spot, away from passing traffic, such as a gas station, an open lot, a public place of business with a large parking lot.

The risk of injury is reduced, but the hazard is still present.

Controls - Develop the solutions to prevent the injury/incident

3. Change the work procedure

- Rewrite or revise the work instructions to include the new control steps.
- Train staff on the new procedures
- Have supervisors monitor and check for use of the new procedure.

4. Change equipment/tools

- Upgrade or change the work tools
- Replace manual tools with powered tools

5. Reduce frequency/time/duration

- Upgrade or change the work tools

Steps	Hazards	Controls
Remove tire & jack	Back strain	Take a moment and do some light stretches before you attend to the tire and jack.
Loosen lug nuts	Back strain	Use a powered lug tool

Summary

JSAs and JHAs, when done correctly, are an efficient way to identify hazards associated with a specific task and provide guidance on

- Corrective Actions
- Training Opportunities
- Documentation of Expectations

Please Contact your Loss Control Consultant for additional support

Thank You!