

**SUBJECT: JOB SAFETY ANALYSIS**

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**Purpose:** To review work methods and uncover hazards that may result in accidents.

**Procedure:**

- I. A Job Safety Analysis should be performed on all tasks that have a history of resulting in personal injury or property damage. Facility Services Department heads will determine when a JSA is required and meet with the affected supervisor(s) to perform a Job Safety Analysis within ten working days of an accident selected for a Job Safety Analysis.
- II. There are three objectives in Job Safety Analysis:
  - A. To systematically evaluate jobs and work methods in order to eliminate known / potential hazards.
  - B. To develop a tool (JSA) to assist in the teaching of safe work procedures.
  - C. To provide a framework for accident analysis.
- III. In selecting the jobs to be analyzed and in establishing the order of analysis, the specific Facility Services department head will consider the number of injuries, the frequency of accidents, potential severity, and (if appropriate) any new jobs initiated.
- IV. The Department Head should conduct the Job Safety Analysis with the assistance of employees who regularly perform the task. The job being analyzed should be broken down into a sequence of steps that describe the process in detail. As a general rule, the JSA should contain less than twelve steps. If more steps are needed, the job should be broken down into separate tasks.
- V. The technique of performing a Job Safety Analysis includes:
  - A. Selecting a qualified person to perform the analysis.
  - B. Briefing the employee demonstrating the task on the purpose of the analysis.

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- C. Observing the performance of the job and breaking it down into the basic steps.
  - D. Identifying the personal safety equipment necessary.
  - E. Recording and describing each step in the breakdown.
  - F. Reviewing the breakdown and description with the person who was observed.
- VI. Hazards associated with each step should be identified with the ultimate goal of developing a safe, efficient, job procedure to prevent accidents.
- VII. The Job Safety Analysis provides a learning opportunity for the supervisor and employee. The supervisor should explain the JSA to the employees and, if necessary, provide additional training.
- VIII. New employees or employees who are asked to perform new tasks must be trained to use the procedures developed in the Job Safety Analysis. Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction will serve as a refresher so that employees may remember and avoid any hazards.
- IX. The Job Safety Analysis can also serve as an accident investigation tool. When accidents occur involving a job for which a JSA has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.
- X. The Department Head and Supervisor should observe employees as they perform at least one job for which a Job Safety Analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the job(s) in accordance with the safety procedures developed.
- XI. Training/Safety Meeting Report forms should be filled out and maintained by the supervisor for each training session concerning JSA., with a copy forwarded to the related department administrative assistant for department safety files.



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- XII. Job Safety Analysis form (PPSP-2) shall be maintained in a binder in the work unit creating the documents and should be readily accessible. An Index identifying the task, the date the J.S.A. was completed, and any revision date(s) shall be maintained in the front of the work unit binder. Copies of all Job Safety Analyses will be maintained by the specific department administrative assistant.