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**JOB SAFETY ANALYSIS**

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## **JOB SAFETY ANALYSIS**

### **What is a hazard?**

A hazard is the potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. Identifying hazards and eliminating or controlling the hazard as early as possible will aid in preventing injuries and illnesses.

### **What is a job safety analysis?**

A job safety analysis (JSA) is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after uncontrolled hazards are identified, steps can be taken to eliminate or reduce them to an acceptable risk level.

### **Why is job safety analysis important?**

Many workers are injured and killed at the workplace every day in the United States. Safety and health can add value to a business, job, and a life. Employees can help prevent workplace injuries and illnesses by looking at the workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly. One of the best ways to determine and establish proper work procedures is to conduct a job safety analysis. A job safety analysis is one component of the larger commitment of a safety and health management system.

### **What is the value of a job safety analysis?**

Supervisors can use the findings of a job safety analysis to eliminate and prevent hazards in the workplace. This is likely to result in fewer worker injuries and illnesses. Safer, more effective work methods reduce workers' compensation costs and increase worker productivity. The analysis also can be a valuable tool for training new employees in the steps required to perform their jobs safely. For a job safety analysis to be effective, management must buy into safety. Management has made a commitment to safety through their support of the VOLTS and Central Safety programs. These programs, along with the JSA, are a way to find and eliminate potential hazards.

### **What jobs are appropriate for a job safety analysis?**

A job hazard analysis can be conducted on many jobs in the workplace. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates.
- Jobs with the potential to cause severe or disabling injuries or

illness, even if there is no history of previous accidents.

- Jobs in which one simple human error could lead to a severe accident or injury.
- Jobs that are new to an operation or have undergone changes in processes and procedures.
- Jobs complex enough to require written instructions.
- Jobs that are infrequently done.

### **Who determines the use of a job safety analysis?**

A job safety analysis form can be initiated by a supervisor before a job is scheduled to start or by any employee who wants to know how to improve the safety of a task he/she has been assigned.

### **Where can I find a job safety analysis form?**

A job safety analysis form is located in the Word macros. Click on the pink Everyone tab, select number 11, and print out the JSA form. Fill in the information and give it to a supervisor. The supervisor will record the JSA information into Maximo. This gives an employee an opportunity to discuss with his/her supervisor any questions or concerns he/she may have concerning the task assigned.

### **Take the time to perform a job safety analysis.**

A job safety analysis will benefit not only an employee's safety, but it will be beneficial for the safety of all those who will be required to perform that job in the future.

Performing a job safety analysis can also be counted on the Quarterly Safety Incentive forms. In order for an employee to receive credit, he/she will need to complete six job safety analyses during the quarter.

A job safety analysis form is another tool that can be put in the tool box to ensure that any job employees are asked to perform will be done as safely as possible.

