DEPARTMENT OF CONSERVATION AND ENERGY (C&E)
JOB SAFETY ANALYSIS (JSA)

Job Safety Analysis (JSA) is a systematic method of identifying hazards and control measures to safely perform a specific task. There are three (3) objectives in JSA:

1. Hazard Prevention: To systematically evaluate jobs and work methods to eliminate hazards and potential hazards;
2. Incident/Accident Analysis: To provide a framework for incident/accident analysis;
3. Safety Training: To assist in the teaching of safe work procedures.

The procedure for completing a JSA is as follows:

1. Select the job (task) – In selecting jobs to analyze, the following factors should be considered:
    a. Occurrence of injuries – jobs that have produced an incident or accident trend, or death, during the past five (5) years;
    b. Frequency of accidents – jobs that repeatedly produce accidents (trends);
    c. Potential severity – jobs that have the potential for severe injury or property damage;
    d. Changes in a job – changes in hazardous equipment or processes related thereto that could result in a potential accident;
    e. Death – any accident that caused the death of an employee shall have a JSA completed as part of the investigation.

2. Perform the analysis – The supervisor responsible for the task shall perform the JSA using the Job Safety Analysis Worksheet (JSA-100). The supervisor shall conduct the JSA with the help of employees who regularly perform the task. The job being analyzed shall be broken down into a sequence of steps that describe the process in detail. Generally, a JSA should contain less than 12 steps, each beginning with an action word, such as “remove,” “open,” or “lift.” If more steps are needed, the job should be broken down into separate tasks.

3. Identify hazards – The supervisor, and employees helping with the JSA, should use the JSA-100 to document hazards associated with each step of the job. A reliable list may be developed through observation and discussion of the job steps.

4. Develop solutions – Develop solutions that minimize identified hazards, such as: finding a new way to perform the job; changing the physical conditions that create the hazard; changing the work procedure to eliminate the hazard; and/or reducing the frequency of the job’s performance (if possible).

5. Conduct a follow-up analysis – The supervisor should regularly observe employees as they perform the job for which the JSA has been developed. The purpose of the observation is to determine whether or not employees are performing the job in accordance with the safety procedures developed. The supervisor should reinforce the proper procedures that are to be followed.

6. Use of the JSA – Copies of the JSA should be distributed and utilized by all employees who perform the job in question. If an incident/accident occurs involving a job for which a JSA has been completed, the analysis should be reviewed by the supervisor to determine if proper procedures were followed and/or if the procedures should be revised.

7. Recordkeeping – JSA forms must be maintained in the Office/Division that created the document and should be readily accessible to all employees performing the identified job.