

PROCEDURE

HAZARD ANALYSIS

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10.0 JOB SAFETY ANALYSIS

10.1 PURPOSE

- 10.1.1 One way to prevent workplace injuries is to establish proper job procedures and train all employees in safe and more efficient work methods. All IPS employees are trained in the risk/hazard identification process. A JSA must be completed for each separate job/job group.
- 10.1.2 Establishing proper job procedures is one of the benefits of conducting a job safety analysis (JSA).
 - (a) Carefully studying and recording each step of a job.
 - (b) Identifying existing/potential job hazards (both safety and health).
 - (c) Determine the best way to perform the job to reduce/eliminate these hazards.
- 10.1.3 Prior to conducting a JSA standards issued by the Occupational Safety & Health Administration (OSHA) should be referred to.

10.2 EMPLOYEE / SUB-CONTRACTOR INVOLVEMENT

- 10.2.1 Discuss the procedure with the employee/sub-contractors performing the actual task/job and explain the purpose of the JSA.
 - (a) Emphasis to be placed on studying the job, not the employee's performance.
 - (b) Employee/sub-contractor involvement is required in all phases.
 - (c) Discuss with workers who have performed the same task.

10.3 PREPARATION FOR JSA

- 10.3.1 Look at the area and general condition under which the job is being performed.
 - (a) Are materials on the floor that could trip a worker?
 - (b) Is lighting adequate?
 - (c) Are live electrical hazards present?
 - (d) Are any fire/explosive hazards present/likely to develop?
 - (e) Condition of tools/equipment.
 - (f) Noise hindering communication
 - (g) Emergency equipment/exits.
 - (h) Employees trained to utilize equipment.
 - (i) Employees wearing proper P.P.E.
 - (j) Have employees had any health complaints.
 - (k) Is ventilation adequate?

10.4 COMPLETING THE FORM (*ATTACHMENT 10B*)

- 10.4.1 Establish a sequence of basic job steps, use Attachment 10A as a guide.
 - (a) Are materials on the floor that could trip a worker?
- 10.4.2 Identify the hazard associated with each step, use Attachment 10A as a guide.
 - (a) Examine each step to find/identify hazard actions, conditions and possibilities that could lead to accidents. Risks/hazards are classified and/or ranked based on severity.

10.4 COMPLETING THE FORM (*ATTACHMENT 10B*) – CONTINUED

- 10.4.3 Using the first two evaluations, decide what actions are necessary to eliminate/minimize the hazards. *Use Attachment 10A as a guide.*

10.5 REVISING JSA

- 10.5.1 The JSA must be reviewed and updated as needed during the course of a job if conditions change.
- 10.5.2 If an accident/injury occurs.
- 10.5.3 If a JSA is revised, training of the new job methods/protective measures should be provided to the affected employees.

10.6 ATTACHMENTS

- 10A Instructions for Completing Job Safety Analysis
- 10B Job Safety Analysis

ATTACHMENT 10A

INSTRUCTIONS FOR COMPLETING JOB SAFETY ANALYSIS

SEQUENCE OF BASIC JOB STEPS

- ★ Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task and then determine the next logical set of movements. For example, the job might be to move a box from a truck in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the truck and putting it on a hand truck is one logical set of movements, so it is one job step. Everything related to that one logical set of movements is part of the job step.
- ★ The next logical set of movements might be pushing the loaded handtruck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the handtruck to the receiving area might be the final step in this type of job.
- ★ Be sure to list all the steps in a job. Some steps might not be done each time checking the casters on a handtruck, for example. However, that task is a part of the job as a whole and should be listed and analyzed.
- ★ Number the steps. The number will provide a reference point for the hazards and procedures developed.

SEQUENCE OF BASIC JOB STEPS

- ★ Identify the hazards associated with each step. Examine each step to find and identify hazards-actions, conditions and possibilities that could lead to an accident.
- ★ Number the hazard list to correspond with your steps.
- ★ It is not enough to look at the obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist.
- ★ Be sure to list health hazards as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time.
- ★ It's important to list all hazards. Hazards contribute to accidents, injuries, and occupational illnesses.
- ★ In order to do part three of a JSA effectively, you must identify potential and existing hazards. That is why it is important to distinguish between a hazard, an accident, and an injury. Both of these terms has a specific meaning:
 - ★ **HAZARD** – A potential danger. Oil on the floor is a hazard.
 - ★ **ACCIDENT** – An unintended happening that may result in injury, loss or damage. Slipping on the oil is an accident.
 - ★ **INJURY** – The result of an accident. A sprained wrist from the fall would be an injury.
- ★ Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard. But be sure you focus on the hazard for developing recommended actions and safe work procedures.

PREVENTATIVE MEASURES

- ★ Using the first two sequences as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.
- ★ Number the actions to correspond with the steps and identified hazards.
- ★ Among the actions that can be taken are:
 1. Engineering the hazard out
 2. Providing personal protective equipment
 3. Job instruction training

PREVENTATIVE MEASURES (CONTINUED)

- ★ Among the actions that can be taken are:
 - 4. Good housekeeping
 - 5. Good ergonomics (*positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains*).
- ★ List recommended safe operating procedures on the forms and also list required or recommended personal protective equipment for each step of the job.
- ★ Be specific. Say exactly what needs to be done to correct the hazard, such as, "lift, using your leg muscles." Avoid general statements like, "be careful."
- ★ Give a recommended action or procedure for every hazard.
- ★ If the hazard is a serious one, it should be corrected immediately. The ISA should then be changed to reflect the new conditions.

ATTACHMENT 10B JOB SAFETY ANALYSIS

JOB SAFETY ANALYSIS

Job:	Date:
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Title of person who does job:	Supervisor:	Location:
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Work group:

Required and/or recommended personnel protective equipment:

Sequence of basic job steps:	Potential hazards:	Preventative measures:
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