



SafetyAlert

We're Serious About Safety

Job Safety Analysis

Prevention is better than the cure

What is a job safety analysis?

A job safety analysis (JSA) is a process which helps to integrate accepted safety and health processes into a particular task or job operation. In a JSA, each basic step of the job is evaluated to identify potential hazards and to recommend the safest way to do the job.

A (JSA) is a written safety tool used to 1) identify specific job steps or functions; 2) identify the potential hazards associated with those functions; and 3) identify the recommended safe job procedures, or what will be done to eliminate or minimize an employees' exposure to those hazards. This tool can be applied to any type of operation that a company performs, from tool & die making to something as simple as soldering copper tubing.

A crucial step to creating a JSA is keeping employees informed during the development period and also encouraging their input in creating the end solution. They also may have the benefit of years of experience or expertise in their related field and would thus be an asset in the creation process. You should remember to keep the JSA simple. Limit it between 3 and 15 steps and use clear language. A JSA with too many actions either has too much information or is identifying more than one job. For identifying the sequence of job steps, remember to record what is being done, not how it is being done.

Training and review is key. Make sure that you share the findings of your assessments and review the JSA's at company safety meetings on a regular basis. Also, be certain that employees have access to tools and personal protective equipment (PPE) that are required to complete the job.



When do I modify the JSA?

You should modify the JSA anytime there is a change in the process or sequence. The addition of newer equipment, advent of better PPE or safeguarding employees from hazards would be cause for a change or revision. Make sure that employees are notified and retrained on the revised JSA.

Writing a Job Safety Analysis

1. Identify the sequence of steps. Remember, tell only what is done, not how.
2. List the hazards or exposures, and state what PPE or engineering/administrative controls are used to protect employees.

JSA Preparation Checklist

- Inform employees what is taking place and get their feedback.
- Identify only one specific job task (i.e. grinding metal castings, changing dyes, threading pipe, etc.).
- Watch employee perform the task from beginning to end.
- Look for the exposures or physical hazards that the employee might face.
- Remember to keep an eye out for the flow of work or potential ergonomic issues.
- Ensure that the PPE provided is adequately protecting the employee.
- Take notes and review with the affected employees.



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