



## INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

### Sequence of Basic Job Steps

Examining a specific task by breaking it down into a series of steps will enable you to discover potential hazards employees may encounter.

Each task or operation will consist of a set of steps or process. For example, the task might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

For example: Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the hand- truckand placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list all the steps needed to perform the task. Some steps may not be performed each time; an examplecould be checking the casters on the handtruck. However,if that step is generally part of the task, it should be listed.

### Potential Hazards

A hazard is a potential danger. The purpose of the JSAs is to identify ALL hazards — both those produced by the environment or conditions and those connected with the task/procedure. Examine each step carefully to find and identify hazards — the actions, conditions, and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:

#### Chemical Hazards

Inhalation  
Skin contact  
Absorption  
Injection  
Ingestion

#### Biological Hazards

Bloodborne Pathogens  
Brucellosis  
Building-Related Illness  
By (BRI)  
Legionnaires' Disease  
Hazards Mold  
Plant and Insect Poisons  
Exertions Tuberculosis (TB)  
Postures  
Water and Wastewater

#### Physical Hazards

Electrical  
Fire/Explosion  
Noise  
Radiation  
Thermal Stress  
Caught  
In/On/Between; Pinch  
Points  
Slips/Falls  
Striking Against  
Struck

#### Ergonomic

Repetition  
Forceful  
Awkward  
Contact  
Stress  
Vibration  
Work Area Design

### Recommended Action or Procedure

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an injury, illness, or damage. Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) insure good ergonomics (positioning the worker in relation to the machine or other elements).

- List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as "Lift using your leg muscles." Avoid general statements such as "Be careful."
- List the required or recommended personal protective equipment necessary to perform each step of the task.
- Give a recommended action or procedure for each hazard.
- Serious hazards should be corrected immediately. The JSA should then be updated to reflect the new conditions.
- Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the Job Safety Analysis as necessary.