JOB SAFETY ANALYSIS FOR SUPERVISORS

Safety Training Module

TRAINING OBJECTIVES

- Explain the need for JSAs
- Explain the benefits of JSAs
- Provide the information necessary to properly complete JSAs
- Provide the tools necessary to properly complete JSAs

WHAT IS JOB SAFETY ANALYSIS ?

- Method used to break a job task into separate and distinct steps
- Evaluate the hazards associated with each step
- Determine the appropriate controls needed to control each of the identified hazards

BENEFITS OF JOB SAFETY ANALYSIS

- Identifies unsafe work practices before an accident occurs
- Decreases injury rates
- Increases quality
- Increases productivity

USES OF JOB SAFETY ANALYSES

- Evaluate existing jobs
- Set up new jobs
- Training and re-training tool
- Prioritize jobs needing re-design
- Ties in closely with other job analyses (quality & productivity studies)
- Reference in accident investigations

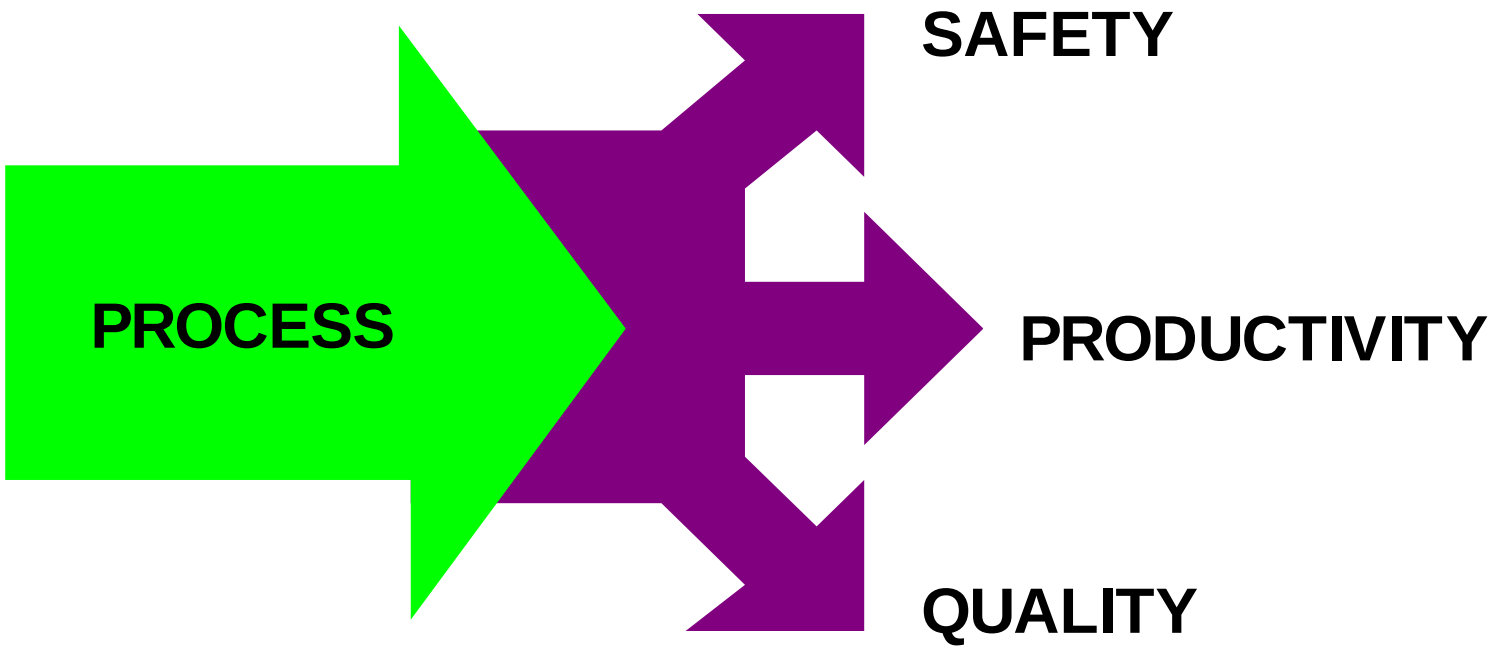
DEFINITION OF KEY WORDS

- Job task
- Job step
- Hazard
- Exposure
- Control
- Accident / Incident

DEFINITION OF KEY WORDS - Example

- Job Task - *change a light bulb*
- Job Step - *climb ladder*
- Hazard - *defects on ladder*
- Exposure - *injury from ladder fall*
- Control - *inspect ladders before use and remove from service if defective*
- Accident / Incident - *fall with or without injury*

ONE PROCESS, THREE GOALS



= PROFITS

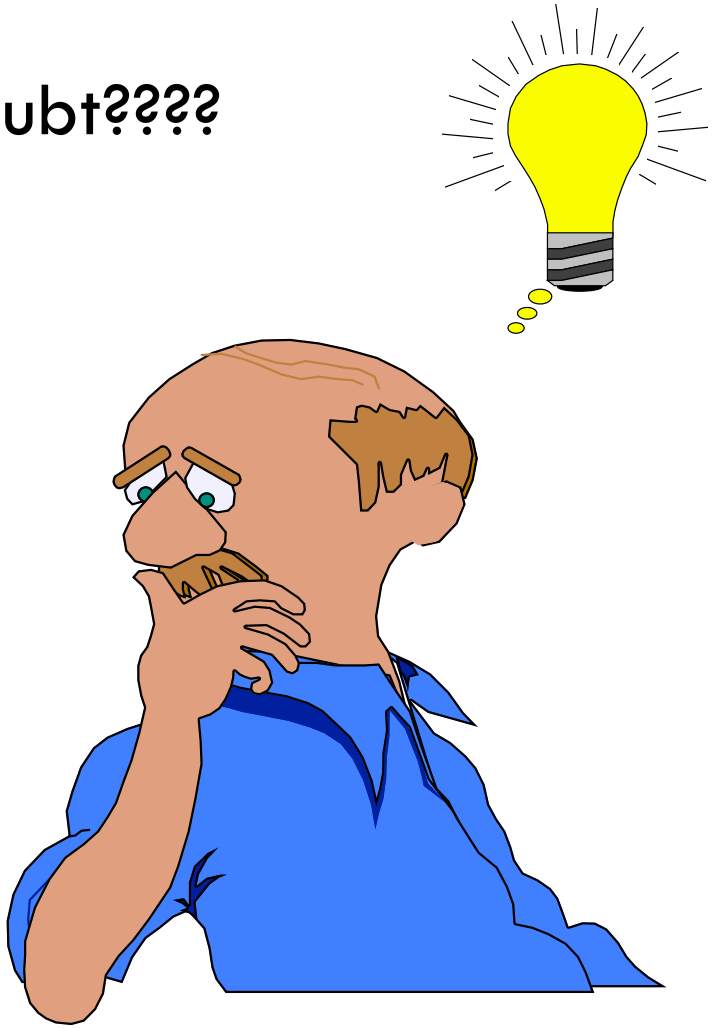
WHERE TO START?

- Accident history
- Employee complaints
- Employee turnover
- Absenteeism
- Other supervisors & managers
- Safety manager
- Jobs showing potential for loss

WHEN IN DOUBT, USE COMMON SENSE !

When in doubt????

ASK…..



THREE STEP JSA PROCEDURE

- Identify each major step of the job task
- List the hazard(s) to each major step
- Determine the control(s) that would prevent an accident for each hazard identified

IMPORTANT TIPS

- Evaluate all aspects of the job task, even if performed infrequently
- Observe more than one employee doing a specific job task
- Observe more than one shift
- Take enough time observing the job
- Observe a worker actually doing the job, not just describing job

STEP 1:
LIST BASIC JOB STEPS

- Define the job task to be studied
- Observe task and break into major steps
- Record results
- Ensure that information is complete and accurate

STEP 1: GATHERING INFORMATION

- Direct observation
- Videotape
- Employee participation
- Other supervisors

STEP 1:
LIST BASIC JOB STEPS

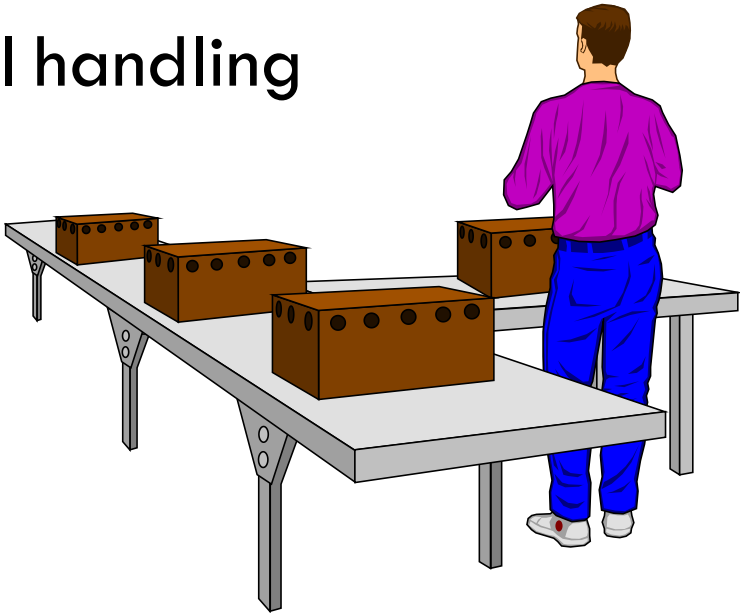
CASE STUDY

STEP 2: IDENTIFYING HAZARDS

- Ergonomic considerations
- Environmental considerations
- Physical hazard considerations

STEP 2: ERGONOMIC DANGER SIGNS

- Non-adjustable workstations
- Workstations improperly adjusted
- Repetitive motions
- Excessive manual material handling



STEP 2: ERGONOMIC DANGER SIGNS (Continued)

- Handling materials below knuckle height
- Handling materials above shoulder height
- Work positioned away from the body
- Hand-wringing motions
- Twisting of the torso

STEP 2: ENVIRONMENTAL CONSIDERATIONS

- Chemical agents
- Biological agents
- Temperature extremes
- Radiation exposure

STEP 2: PHYSICAL HAZARD CONSIDERATIONS

- Machinery point of operation
- Machinery power transmission
- Pinch points, nip points
- Clearance to fixed objects
- Work area layout

STEP 2:
IDENTIFY AND LIST HAZARDS

CASE STUDY

STEP 3:
THE CONTROL HIT LIST

1. Elimination of the hazard
2. Substitution of a lesser hazard
3. Engineering controls
4. Administrative controls
5. Personal Protective Equipment
6. Training of employees

STEP 3: DETERMINE CONTROLS

CASE STUDY

USING RESULTS

GROUP DISCUSSION

DID WE ACCOMPLISH OUR TRAINING OBJECTIVES?

- Explain the need for JSAs
- Explain the benefits of JSAs
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