SONOMA STATE UNIVERSITY

Job Safety Analysis (JSA)

Job Name		WO #:		JSA Date:	
Department		Shop(s)			
Job Supervisor		Presence	☐ On site ☐ Intermittent ☐ Radio/phone		

Pre-Job Hazard Assessment

Confined Space Entry ☐ Yes, permit required ☐ Yes, permit not required ☐ No	**Hot Work** ☐ Yes, permit required ☐ Yes, designated HW zone ☐ No	**Lockout/Tagout LOTO** ☐ Yes ☐ No	**Excavation/Trenching** ☐ Yes, under 5' ☐ Yes, over 5' ☐ No
Fall Protection/Roof Access ☐ Roof permit required ☐ Roof permit issued ☐ Fall protection equipment ☐ Aerial lift use ☐ Ladder(s) in use	**Chemicals/Hazardous Materials** ☐ Asbestos ☐ Lead ☐ Silica ☐ Other ☐ SDS reviewed ☐ Waste plan	**Working Conditions** ☐ Lighting ☐ Inclimate weather forecast ☐ Solo work ☐ Communication ☐ Night/weekend	**Environmental Protection** ☐ Storm drains ☐ Recycled water use ☐ Hazardous waste ☐ Creek/waterways ☐ Air quality
Chemical Hazards ☐ Inhalation ☐ Skin contact ☐ Absorption ☐ Injection ☐ Ingestion	**Physical Hazards** ☐ Electrical ☐ Fire/explosion/thermal ☐ Noise ☐ Cutting/sharp edges ☐ Radiation ☐ Caught in/on/between/pinch point ☐ Slips/falls/heights (incl roof) ☐ Striking risk	**Ergonomic Hazards** ☐ Repetition ☐ Forceful Exertion/Lifting ☐ Awkward Posture ☐ Reaching ☐ Vibration ☐ Squatting ☐ Pulling/pushing ☐ Bending	**Biological Hazards** ☐ Biological Pathogens ☐ Mildew/mold ☐ Plant and Insect Reaction ☐ Tuberculosis ☐ Water and wastewater ☐ Hazardous Materials ☐ Legionnaires' Disease

Job Information

Job description and scope					
Frequency	☐ One-time/infrequent	☐ Monthly-Annually	☐ Weekly-Monthly	☐ Daily-Weekly	☐ More than daily

Equipment/Supplies

PPE	
Safety materials*	

**Include materials such as fire extinguisher, fall protection equipment, air quality monitoring, safety signs, etc.*

Job Process

Job Step	Hazard	Risk	Mitigation

☐ Additional job steps on page 3

Supervisor Review		Date	
EHS/Management Approval		Date	

Job Process con't

Job Step	Hazard	Risk	Mitigation

JSA Instructions

Job Safety Analysis (JSA) is an important analyzing tool that works by finding hazards and eliminating or minimizing them before the task is performed, and before a hazard has a chance to become an injury or property damage. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on tasks that run infrequently, and for informing employees of specific task hazards and protective measures. It can also be used as part of incident investigation.

Select a task to be analyzed. Before filling out this form, consider the following: The purpose of the task — What has to be done? Who has to do it? The activities involved — How is it done? When is it done? Where is it done? In summary, to complete this form you should consider the purpose of the task, the activities it involves, and the hazards it presents. If you are not familiar with a particular task or operation, interview an employee who is. In addition, observing an employee performing the task, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to video the task and analyze it.

Here's how to do each of the three parts of a Job Safety Analysis:

Sequence of 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 processes. 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 hand truck is one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the hand- truck and placing them on the shelf is another step. The final step might be returning the hand truck to the receiving area.

Potential Hazards

A hazard is a potential danger. The purpose of the JSA 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. Many hazard categories and types are listed on page 1 of the JSA form. Consider additional hazards present in each of your job steps.

Assess Risk Level

Using the matrix to the left, assess the risk of each job step you have listed. When considering consequences, consider potential for severity of injury, property damage, risk to reputation, financial loss, and potential disruption to university operations. Assess risk based on the activity without safety mitigations in place. The higher risk the activity, the more significant the mitigation is required.

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) ensure 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.