

## JOB SAFETY ANALYSIS (JSA)

### Loss Control Bulletin

**What is a Job Safety Analysis (JSA)?** Job Safety Analysis (JSA), also commonly referred to as a Job Hazard Analysis (JHA), is a pro-active assessment tool that identifies hazards and risks before they occur, by focusing on how the worker, the task, the tools involved and the environment interact with each other.

The purpose of creating a JSA is to establish safe and efficient work methods, help recognize and identify hazards associated with various jobs, and provide a basis for consistent training. Once completed, this management tool can be used to measure, control, or even eliminate those risks.

**OSHA requires employers** to maintain a workplace that is free of hazards that they *should know about* that are likely to cause death or serious physical injury. These are called “**recognized hazards**”. Tools and equipment should be in safe working condition; workers should be adequately trained and supervised and provided specific safety equipment when necessary. A JSA can help serve as a record of an employer’s attempt at due diligence regarding these requirements.

### Benefits and uses of a JSA

- Identify unsafe work practices before an accident occurs.
- Increase productivity.
- Reduce injury rates and workers’ compensation costs.
- Provide objective means for determining whether an injured worker on restricted duty can return to normal work activities.
- A training guide.
- Evaluate existing jobs, set-up new ones and prioritize jobs needing redesign.
- A quality & productivity study.
- A guide when conducting accident investigations.
- A written compliance record.

### Go on a fact-finding mission

Analyze information available prior to getting started on an individual JSA.

1. Examine the jobs, tasks and processes in the company with the *highest potential* to cause a severe injury. Review previous accident history records to help identify where to focus first; even near-misses will be a leading indicator that a hazard exists.
2. Look at repetition among employee complaints. Involve employees in the analysis process; they will bring an understanding of what the job consists of and aid in the implementation of changes they were involved in developing.
3. Study the reasons behind employee turnover and absenteeism; employee job satisfaction can include unresolved safety issues and a perception of lack of interest by management. According to a study from the National Opinion Research Center, more than 85% of workers rate workplace safety first in importance among labor standards.
4. Solicit supervisor and manager observations; they are the daily eyes and ears on the production front lines.

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5. Identify new or changed processes/procedures along with installation of new equipment or old equipment taken out of service in the workplace.

### Preparing a JSA

Once you've gathered data, select the job to be analyzed.

- Jobs with the highest potential for injury should have priority.
- Observe the employee performing the job; videotape if possible for later analysis.
- Divide the job into a sequence of tasks/steps and assign a risk level to each. The risk level is the probability of an injury occurring and the severity of that injury if it does occur.
  
- Identify what hazards are potentially associated with each task/step and determine measures that can be taken to reduce or eliminate the hazards.
- Make recommendations for engineering or administrative controls; personal protective equipment (PPE) should be the last line of defense for the hazard.
- Hold an initial discussion of the findings with the work group involved; solicit input and make edits as necessary.

### Using JSAs

- Communicate the results to all the employees and provide them with a written copy of all JSAs for the various tasks they perform.
- Require that JSAs be read and signed.
- Discuss the procedure for notification of a hazard that may require additional evaluation.
- Using the JSA as a guide, train all new hires and temporary workers.
- Keep a copy of all company JSAs in a location that is readily available to management or OSHA inspectors.
- Perform a periodic review of the jobs and revise the JSAs as needed. Don't forget to re-train following any revisions.

**A JSA is meant to be a living document** and should evolve as tasks and processes change and/or new ones are added or removed.

Prioritizing safety and building a joint responsibility between individuals from management to line employee, is integral in maintaining a safety culture in the workplace and a JSA can be an important first step in this process.

The safety of employees should be the top priority at any company.



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### Information resources

Employers interested in preparing JSA for jobs and tasks performed by their employees can obtain information and assistance from the following sources:

- Contact Republic Indemnity's Loss Prevention Department using our toll-free number (800) 821-4520 Select Option 8. You may also request assistance by sending an e-mail to [RICALC@ri-net.com](mailto:RICALC@ri-net.com)
- Request free assistance from the nearest OSHA Consultation Unit.
- Hire the services of private Safety and Health Experts to prepare JSAs for you.
- Access online tools provided by State and Federal OSHA

<http://www.osha.gov/>

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety. It is not intended as an offer to write insurance for such conditions or exposures. The liability of Republic Indemnity Company of America and its affiliated insurers is limited to the terms, limits and conditions of the insurance policies underwritten by any of them. © 2022 Republic Indemnity of America, 4500 Park Granada, Suite 300, Calabasas, CA 91302.