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## ACCESSING SAFETY KNOWLEDGE (ASK) SHEET: JOB HAZARD ANALYSIS OR JOB SAFETY ANALYSIS

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Job Safety Analysis (JHA & JSA) is based on the following ideas:

- That a specific job or work assignment can be separated into a series of relatively simple steps.
- That hazards associated with each step can be identified.
- That solutions can be developed to control each hazard.

Job safety analysis is a relatively simple process that involves the following four basic steps:

- Select the job to be analyzed. In performing JSA, the term "job" is used to describe a single task or operation workers do as part of their occupation; it is a definite sequence of steps or separate activities that lead to the completion of a work goal.
- Separate the job into its basic steps.
- Identify the hazards associated with each step.
- Control each hazard.

Example:

Electricity has long been recognized as a serious workplace hazard, exposing employees to such dangers as electrical shock, electrocution, fires and explosions. However, when we talk about fires it is also important to mention that sprinkler systems are installed in projects to prevent fire breakouts inside buildings, but when these lines with high-pressure water are broken, the sprinkler lines can also cause catastrophic damage to property and equipment. It's important to involve your employees in the recognition process of how to work around electrical components, potential live energy (i.e. electricity), and water sprinkler pipes that can be broken. By including them in the process, you are able to establish proper lockout tag out procedures and ensure that employees know where to find the emergency shut off valves, with the added benefits of protecting your workforce, project, schedule, insurance premium, and customer relationship for future projects.

Through this process, responsible officials can determine the safest, most efficient manner of performing a given job. Thus JSA systematically carries out the basic strategy of accident prevention: The recognition, evaluation, and control of hazards.

Once a JSA has been developed, it is prepared in chart form, listing the basic job steps and the corresponding hazards and safe procedures for each step. A completed JSA chart can then be used as a training guide for employees; it provides a logical introduction to the work, its associated hazards, and the proper and safe procedures to be followed.

For experienced workers, a JSA chart is reviewed periodically to maintain a safety-awareness on the job and to keep abreast of current safety procedures.

**Review is also useful for employees' assigned new or infrequent tasks.**

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