

Job Safety Analysis



1. Why use the JSA/Succeed Process?
2. Example Projects
3. Using the Job Safety Analysis
4. Steps to a Successful Safety Process
5. Step 1: Identify
6. Step 2: Train
7. Step 3: Observe
8. Step 4: Analyze
9. Summary

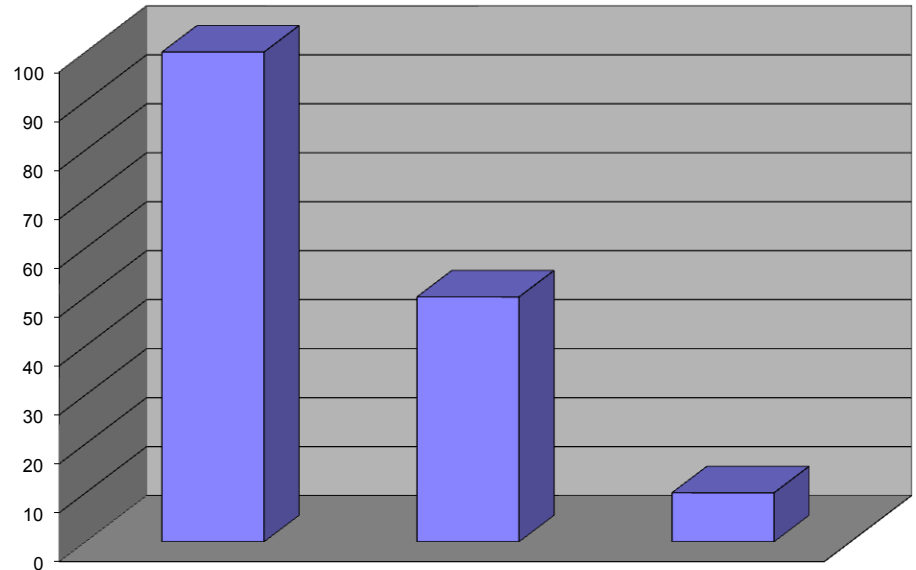
Behavior-based safety programs can have a dramatic effect on an organization's bottom line. This training program will outline an effective behavior-based safety program using the Job Safety Analysis.

Utilization of proactive tools enables:

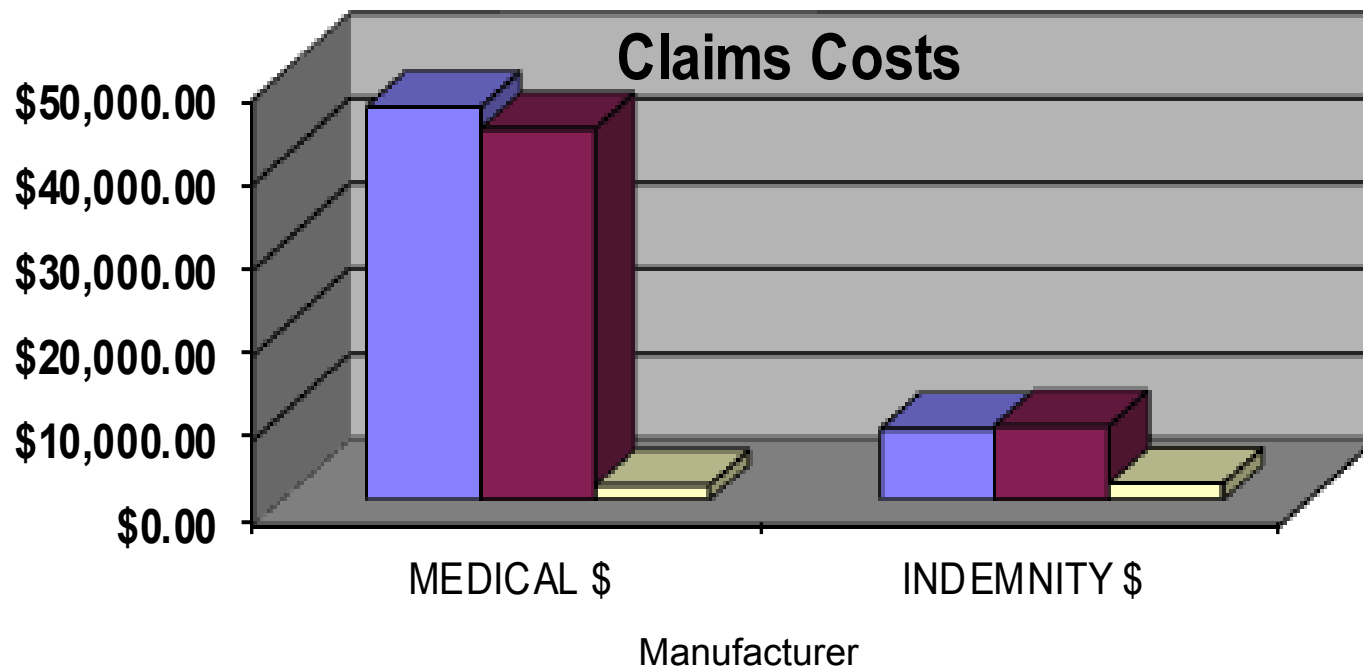
- Increased awareness
- Adherence to controls

This results in:

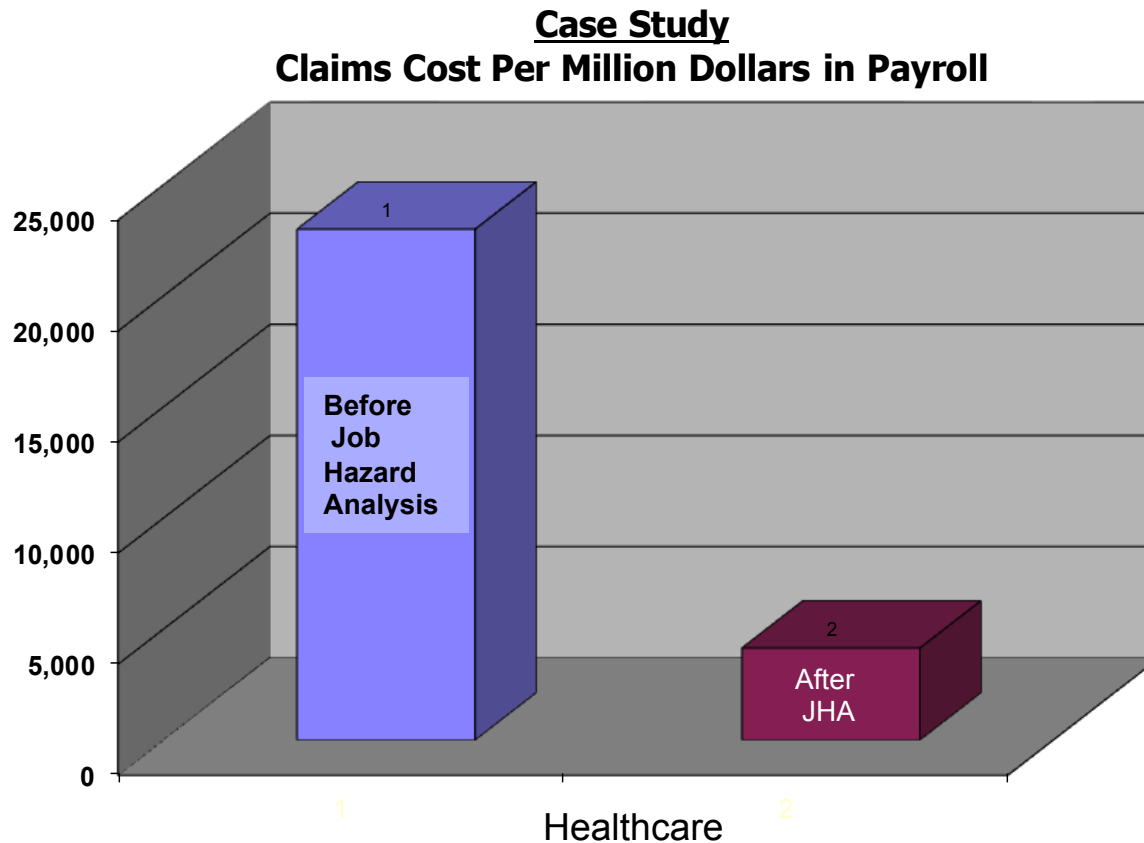
- Fewer incidents
- Lower associated costs



This slide shows the dramatic impact of medical cost and time loss or indemnity cost for workers compensation claims for the two years prior to the implementation of the behavior-based safety process. Note the positive results achieved through implementation of the behavior-based safety process.




Here's an example case study of workers compensation claims cost before and after implementation of the behavior-based safety process. You can see the dramatic drop in costs.



Why Should You Use Job Safety Analysis?

- JSAs help establish and properly document safety issues and procedures.
- They outline the exposures or hazards so that controls are established.
- They facilitate employee training that drives safer and more efficient work practices.
- Organizations can utilize JSAs to identify existing or potential job hazards, and determine the safest and most efficient way to perform the job.
- JSAs are the base point for training that must be given to the employee to make sure they do their job right.



DATE: _____

BRANCH: _____

WORKSITE: _____

JOB SAFETY ANALYSIS

TITLE OF JOB OR TASK: UPRIGHT VACUUM

Describe the task steps and identify the type of hazards and what will be done to reduce or eliminate the hazard.

Task Steps	Hazards	Controls
1. Preparing to Vacuum	Damaged plugs can cause of auto-lock and present a fire hazard.	Inspect vacuum cord and check for damage.
2. Preparing to Vacuum	Damaged plugs can cause of auto-lock and present a fire hazard.	Inspect strain relief on plug prior to use.
3. Preparing to Vacuum	Damaged plugs can cause of auto-lock and present a fire hazard.	Make sure vacuum line all prongs intact.
4. Preparing to Vacuum	Improper use of any equipment can cause bodily damage.	Read and understand manufacturer's instructions prior to use. Manufacturer's manual available for employees.
5. Power on vacuum cleaner and use as intended.	Improper use of any equipment can cause bodily damage.	Read and understand manufacturer's instructions prior to use. Manufacturer's manual available for employees.
6. Use vacuum in intended area.	Vacuum cord if full and create injury to employee.	Do not attempt to vacuum areas where the vacuum cannot fit or proceed. Use attachments to reach areas, corners, etc.
7. Power down vacuum cleaner, wrap cord around vacuum cleaner.	Possible Slip, Trip, or Fall	Wrap/clear the cord so that it does not pose a hazard.
8. Empty/Change Vacuum Bag	Improper use of any equipment can cause bodily damage.	Read and understand manufacturer's instructions prior to use. Manufacturer's manual available for employees.
9. Fill or vacuum of dust in designated area.	Unstable dust equipment presents a slip, trip, or fall hazard.	Read and understand manufacturer's instructions prior to use. Manufacturer's manual available for employees.
10.		
11.		
12.		
13.		
14.		




Required Education & Training

OSHA Hazard Communication
Slip, Trip & Falls
Bloodborne Pathogens
Hazardous Cleaning
Proper Mapping Techniques
Safe SBA Reporting

Additional Information: **DO NOT MIX CHEMICALS** Used mixtures elements only.

Required Personal Protective Equipment (PPE)

<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Safety Vest / Apron	<input type="checkbox"/> Eye Protection Goggles	<input type="checkbox"/> Other _____
<input type="checkbox"/> Chemical Resistant Gloves	<input type="checkbox"/> Co-Worked Gloves	<input type="checkbox"/> Safety Shoes	<input type="checkbox"/> Other _____
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Safety Harness	<input type="checkbox"/> Fall Arrest	<input type="checkbox"/> Other _____
<input type="checkbox"/> Hearing/Headset	<input type="checkbox"/> Soft Mask	<input type="checkbox"/> Respirator	<input type="checkbox"/> Other _____
<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Safety Capnet	<input type="checkbox"/> Tyresuit	<input type="checkbox"/> Other _____

Personal Signature

Fire Department Inmate

Safety Officer Inmate

Site Work Inmate

Fire Authorized Inmate

Emergency Inmate

Client Contact Information

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Cell: _____

Operator Contact: _____

Address:

10000 N. 10th

24 Hours a Day -

7 Days a Week

City/State/Zip:

114240-0100

014-210-8979-7100

Customer@atalian.com

Operator Contact:

- Hazard assessments are required in all situations where there is a reasonable chance an employee could be injured.
- In any work environment where personal protective equipment (PPE) is required.
- For ensuring compliance on many OSHA standards, *e.g. confined space entry, lock out/tag out, fall protection, etc.*
- As the main component of an effective behavior-based safety program as well as for OSHA's Voluntary Protection Program.



There are four steps in the behavior based safety approach:

- 1. Identify** potential or existing loss sources.
 - Determine the types of controls that are missing, or that need to be adjusted, and, make the necessary corrections.
- 2. Train** employees on the hazards inherent in the job and how to utilize properly the controls that are in place, so that the job can be done correctly and safely.
- 3. Observe** employees and the process in motion to look for deviations.
 - In the case of a deviation, the manager will quickly communicate corrective measures to the employees involved.
- 4. Analyze** processes continuously for opportunities to improve them.

These steps are iterative for any task to continually identify ways to improve processes.

Step 1: Identify

How can you identify loss sources?

- Discuss safety in the workplace
- Perform a Job Safety Analysis (JSA) assessment.
- Review loss history to determine trends and problematic areas and non-enabled tasks. Non-enabled tasks are those where in a safety control or critical safety behavior is stipulated but not supported.



Step 1: Identify (continued)

What are the loss sources?

Once loss sources and hazards are identified, critical safety behaviors and proper control approaches need to be outlined and included in the job hazard analysis for the position or task.

For each loss source, remember:

- Accidents have causes which are barriers to working safe. For example:
 - Unsafe conditions: unguarded table saw
 - Unsafe acts: not wearing PPE
 - Unsupported tasks: tasks that can't be completed safely
- Review loss information records of past incidents and injuries to establish trends and patterns.

Step 1: Identify (continued)

What controls will prevent reoccurrences?



- Develop solutions as a team with employee input.
- Drill down to find the root cause for the loss source. It is important that the manager make sure the root cause of the problem is established. This takes a thorough and in-depth investigation
- Enter the hazards and needed controls into the Job Safety Analysis (JSA).

Once the true root cause is found, fix any problems:

- Remove the risk, *e.g., tripping hazard.*
- Implement the modified/new process, *e.g., correct job procedure.*
- Document corrective action in the Job Safety Analysis program.

Step 2: Train

Once the job analysis is complete, all existing staff and new staff need to be trained in preventing hazards, and adopting critical safety behaviors and controls to prevent injury.

- Discussion with new employees on the JSA:
 - It sets a precedent for safety.
 - Provides discussion material on job.
 - Provides discussion material on hazards.
 - Enables assessment of safety attitude.
- Train existing employees with the JSA:
 - Utilize at safety meetings.
 - Perform a monthly “One Step” refresher
 - Use to round out job function procedural training.

Skills evaluations need to be performed to assure a full and complete understanding of the critical safety behaviors.

Step 2: Train (continued)

A Job Safety Analysis example:

Here's a simple job hazard analysis for one step of a job (panel saw operation). In this step, working with lumber, the first hazard is "exposure to falling materials" and requires safety shoes to be worn.



Job Name: Over-Arm Panel Saw **Date:** 2/20/18

Hazard Assessment Prepared By: J. Smith

<u>Steps</u>	<u>Hazards / Issues</u>	<u>Job Requirement</u>
Working with lumber	Exposure to falling materials, foot and head injuries	Wear safety shoes Do not drop materials from elevated work

The third and often missed step of an effective safety system is to observe the behaviors of staff to ensure their adherence to the critical safety behaviors.

Observe employees and processes:

- Involve all staff.
- Shadow the worker and make safety observations while they are performing their job.
- Train all staff to routinely observe behaviors:
 - Mentor new employees.
 - Do team observations.
 - Communicate results and track change.
 - Focus on 100% adherence to Critical Safety Behaviors.
 - Tie to the B.E.S.T.™ Safety Recognition Program.



Step 3: Observe

Below is a sample Safety Observation Report for an Auction Driver job. Safety Observation Report should be done on a frequent basis especially for new hires to assure adherence and understanding of the critical safety behaviors. The safety observation module allows observations to be done on the employee or department level and focus everyone's attention on needed behaviors. The reports also provide an excellent means of coaching behaviors of staff.

Safety Observation Report:		12/20/2010			
Auction Driver					
Observation Type:	Legend:				
Employee Name:	Circle the applicable rating				
Department	C - Compliant				
Position Name:	O - Other Than Serious				
	S - Serious				
	Crit - Critical				
II. Forklift operation		C	O	S	Crit
A. Slips & Falls		C	O	S	Crit
1. Keep steps and walking surfaces clear of mud and debris		C	O	S	Crit
2. Immediately clean up any hydraulic fluid, fuel, or oil, which is on the steps or walking surfaces		C	O	S	Crit
3. Maintain three points of contact when entering or exiting a forklift		C	O	S	Crit
4. NEVER jump off a forklift, always step off under control		C	O	S	Crit
B. Exposure to toxic exhausts		C	O	S	Crit
1. DO NOT LEAVE RUNNING INDOORS. The equipment does release carbon monoxide which is colorless and odorless		C	O	S	Crit
2. Use in areas which have excellent ventilation		C	O	S	Crit

Step 3: Observe

The findings of the observations need to be communicated promptly to the applicable staff and coaching implemented where necessary.

Using the JSA application:

- Enter safety observations to identify areas needing attention and training.
- Identify the issue before an incident occurs!

Solutions to change behaviors:

- Retrain affected employees on unsafe or non-enabled tasks.
- Assign worker with a safety coach.
- Increase the frequency of safety observations.
- Participate in team safety observations.
- Implement procedural changes if necessary.
- Present findings at a team safety meeting.



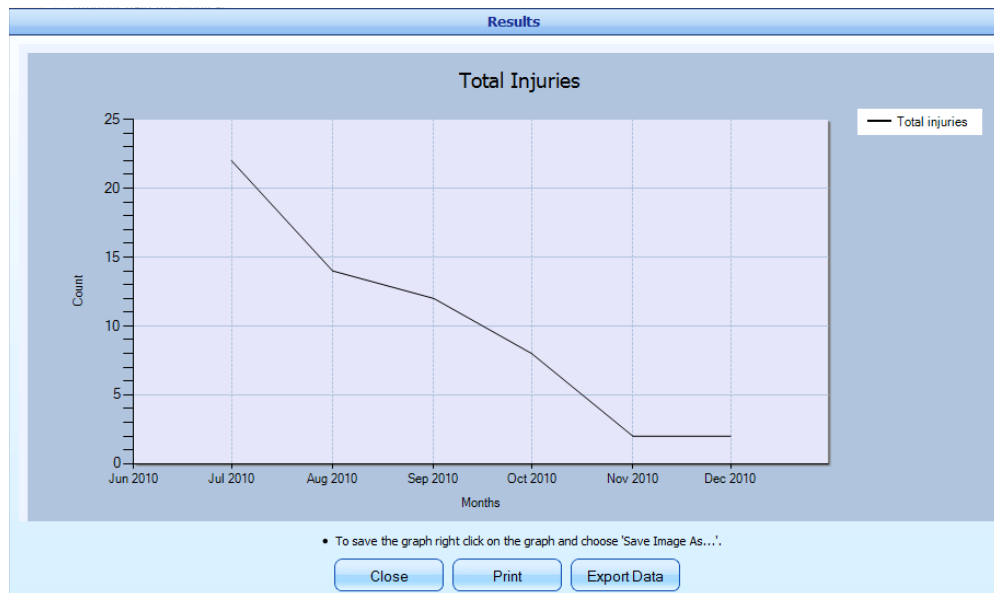
Step 4: Analyze

Use trending to focus on major loss sources:

Track “at-risk-behaviors” before they result in a claim.

Pinpoint areas that need attention within your organization.

Generate job descriptions, training program, and behavioral evaluation for each job or task.



Loss prevention programs are proactive management:

- **Identify** major and potential loss sources by knowing the hazards of each job task and correcting any issues.
- **Train** employees on any procedural, equipment, or facility changes.
- **Observe** employee behaviors and communicate results immediately with employees.
- **Analyze**, audit, and continually improve processes to assure system is effectively in place and fine tune process as needed.

Using the JSA tool to manage the B.E.S.T.™ program will improve safety, employee morale, process quality and profit margins!

/ ATALIAN. For a better performance

For more information, please contact:

Safety.us@atalianworld.com

ATALIAN Global Services
417 Fifth Avenue, New York, NY 10016
www.atalian.us

