



Job Safety Analysis



This module covers the topic of Job Safety Analysis and its effectiveness in controlling costs. During this module you will answer Quick Quizzes to help you review and test your understanding; these are not scored.

There is also a short Final Quiz, in addition to this module, which will be scored. It is necessary to pass with a score of 80% or better to receive credit for this module.

This module takes 20 minutes to complete.



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



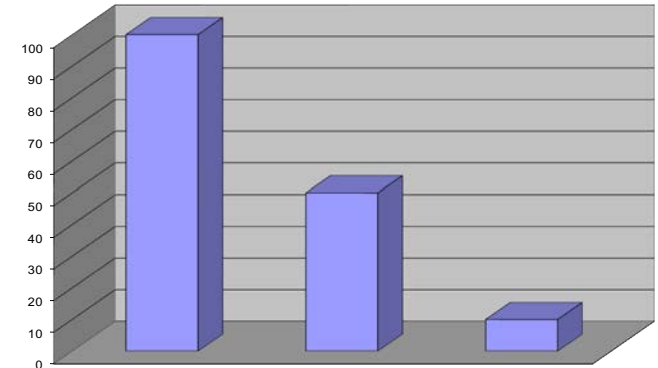
Behavior-based safety programs can have a dramatic effect on an organization's bottom line. This training program will outline an effective behavior-based safety program using the Job Safety Analysis.

Utilization of proactive tools enables:

- Increased awareness
- Adherence to controls

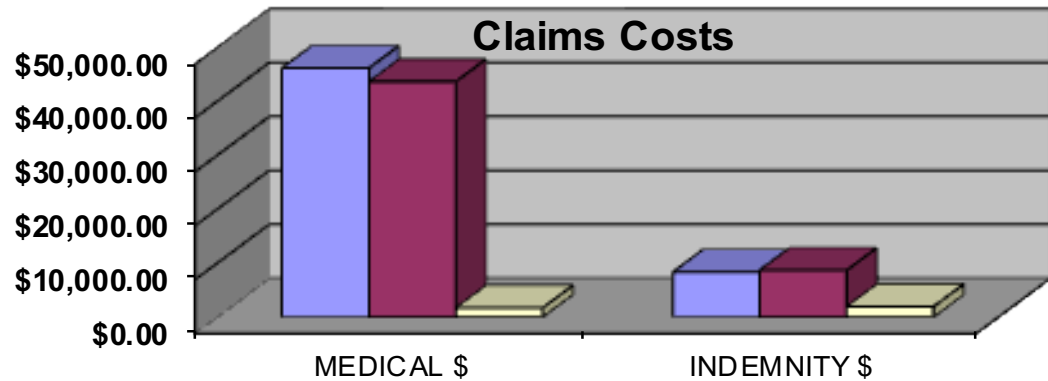
This results in:

- Fewer incidents
- Lower associated costs





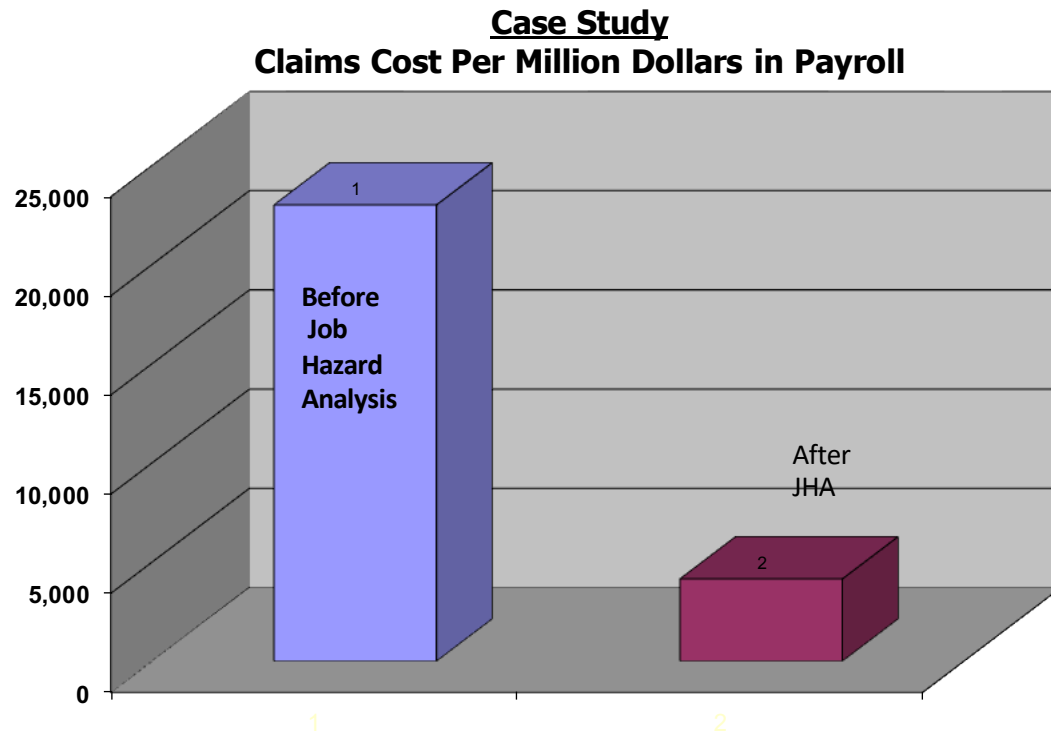
This slide shows the dramatic impact of medical cost and time loss or indemnity cost for workers compensation claims for the two years prior to the implementation of the behavior-based safety process. Note the positive results achieved through implementation of the behavior-based safety process.



Manufacturer



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.





A job safety analysis, or JSA, is a simple summary of the critical safety behaviors that must be followed to prevent an injury.

Critical safety behaviors are listed for the specific hazards associated with a specific task. In many organizations, job hazard analyses are completed but never effectively implemented.

This program will share an effective means of implementing job safety analyses in a behavior-based safety model, combined with a safety observation process to assure adherence to the critical safety behaviors.

Job Hazard Analysis		06/15/2011	
Forklift Operator			
Created By:	Don Wright	Created On:	11/17/2009
Modified By:	Don Wright	Modified On:	06/28/2010
I. Forklift operation			
A. Tipping truck, hitting pedestrians or obstacles, and falling product			
1. Mandatory certification before use, and annual training and re-certification			
2. Unsafe acts will result in de-certification			
3. Do not drive sideways on incline			
4. keep loads uphill			
5. Keep all clear from fall zone around gear			
6. Ensure trucks, rail cars etc. are checked before entering			
7. Ensure use of stop logs at edges of docks			
8. Maintain designated walkways for pedestrian traffic			
9. Assume that pedestrians do not see you			
10. Always keep load upgrade and do not use truck on grades greater than 10 %			
11. Keep arms and legs inside operator compartment			
12. Keep all clear from lifting mechanism and loads			
13. Avoid bumps, slippery areas, and rough services			
14. Avoid sudden starts and stops			
15. Ensure clearances for vehicle components, mast, and swing of truck. Stay clear			
16. Handle only stable loads			
17. Ensure weight is centered on forks, and that load center and weight are within limits of gear, and that load is against the carriage of obstacles load backrest			
18. Ensure good visibility at all times			
19. Always look behind before backing			
20. Ensure back-up alarms functional and that they can be heard above ambient noise levels			
21. Always keep loads in a down position when moving			
22. Do daily inspection and correct deficiencies before use			
23. Ensure that the horn works and can be heard above ambient noise levels			
24. Always put forks down and set brake when forklift is stopped			
25. Use restraint systems provided			
26. Slow at all transition points and beep...stop at blind spots and beep before proceeding slowly			
27. Know the weight limits, load centers limits of the equipment and never exceed posted weight limits of forklifts, or racks, shelves, or other storage areas			
28. Ensure that wheels of all trucks being loaded/unloaded are chocked on the downhill side and dock plates are in place and secure if entering a trailer			
29. Ensure vehicle horn is operative			



- 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.



- 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.





Choose the most correct answer.

Which of the following would represent opportunities for workplace improvements for a loss prevention program?

- A. Workers not matched correctly to the job.
- B. Process procedures that are not current and inaccurate.
- C. Inadequate incident response supplies.
- D. Identification of a fall hazard.
- E. All of the above



Choose the most correct answer.

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A successful safety and risk management process is dependent on:

- Senior management support
- Knowing and understanding the hazards to which staff are exposed, as well as critical safety behaviors and controls needed to control the exposures
- A means to effectively train staff and continually evaluate adherence of staff to the identified controls
- A means to coach and refocus staff to adhere to the correct behaviors
- A continual improvement process where near miss evaluations, incident investigations and accident investigations are performed to identify weaknesses and needed corrective actions



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?

One of the best ways is to ask the employees and direct supervisors performing the tasks on a day-to-day basis how injuries can occur.

- 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 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: 2/20/11

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	<ul style="list-style-type: none">Wear safety shoesDo not drop materials from elevated work



Step 3: Observe

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 Safety Recognition Program.





True or false: The JSA should be completed with each new employee, at the start of assignment, in order to set a precedent for safety expectations and awareness.

- A. True
- B. False



True or false: The JSA should be completed with each new employee, at the start of assignment, in order to set a precedent for safety expectations and awareness.

- A. True
- B. False



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:

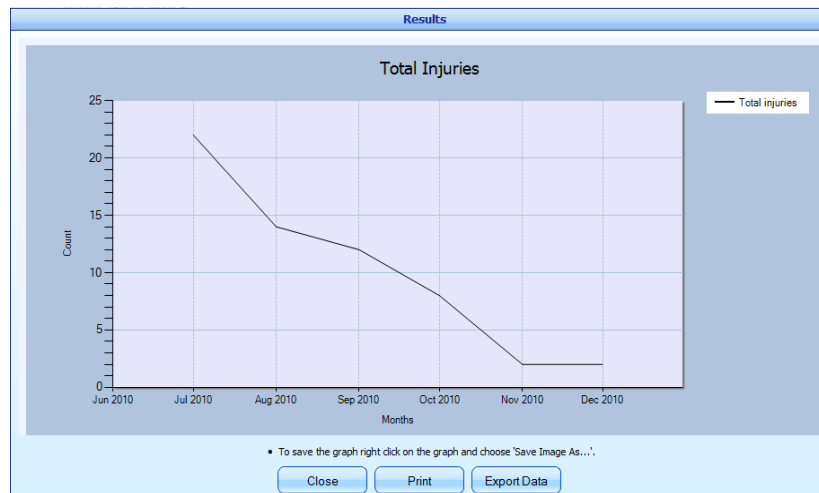
- Retrain affected employees on unsafe or non-enabled tasks.
- Assign worker with a safety coach.
- Increase the frequency of safety observations.
- Participate in team safety observations.
- Implement procedural changes if necessary.
- Present findings at a team safety meeting.



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





True or false: You only have to do Safety Observation Reports for new employees to ensure that they adhere to safety procedures.

- A. True
- B. False



True or false: You only have to do Safety Observation Reports for new employees to ensure that they adhere to safety procedures.

- A. True
- B. False**

Safety Observation Report should be done on a frequent basis for every employee but especially for new hires to assure adherence and understanding of the critical safety behaviors.



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!



Congratulations! You've completed
the Job Safety Analysis module!

Click [here](#) to take the Final Quiz.