



# JOB SAFETY ANALYSIS FOR SUPERVISORS

**SAFETY CREW INDIA**



# TRAINING OBJECTIVES

2

- Explain the need for JSAs
- Explain the benefits of JSAs
- Provide the information necessary to properly complete JSAs
- Provide the tools necessary to properly complete JSAs

# WHAT IS JOB SAFETY ANALYSIS ?

3

- Method used to break a job task into separate and distinct steps
- Evaluate the hazards associated with each step
- Determine the appropriate controls needed to control each of the identified hazards

# BENEFITS OF JOB SAFETY ANALYSIS

4

- Identifies unsafe work practices before an accident occurs
- Decreases injury rates
- Increases quality
- Increases productivity

# USES OF JOB SAFETY ANALYSES

5

- Evaluate existing jobs
- Set up new jobs
- Training and re-training tool
- Prioritize jobs needing re-design
- Ties in closely with other job analyses (quality & productivity studies)
- Reference in accident investigations

# DEFINITION OF KEY WORDS

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- Job task
- Job step
- Hazard
- Exposure
- Control
- Accident / Incident

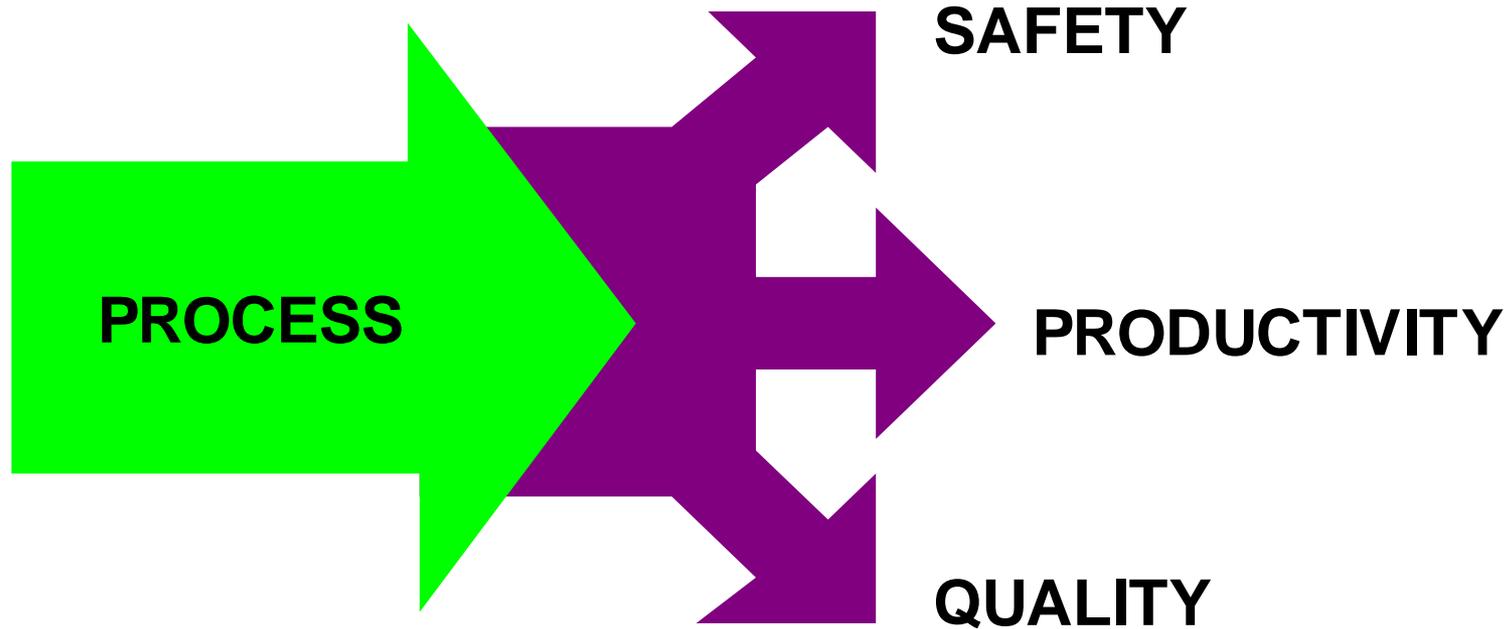
# DEFINITION OF KEY WORDS - Example

7

- Job Task - *change a light bulb*
- Job Step - *climb ladder*
- Hazard - *defects on ladder*
- Exposure - *injury from ladder fall*
- Control - *inspect ladders before use and remove from service if defective*
- Accident / Incident - *fall with or without injury*

# ONE PROCESS, THREE GOALS

8



**= PROFITS**

# WHERE TO START?

9

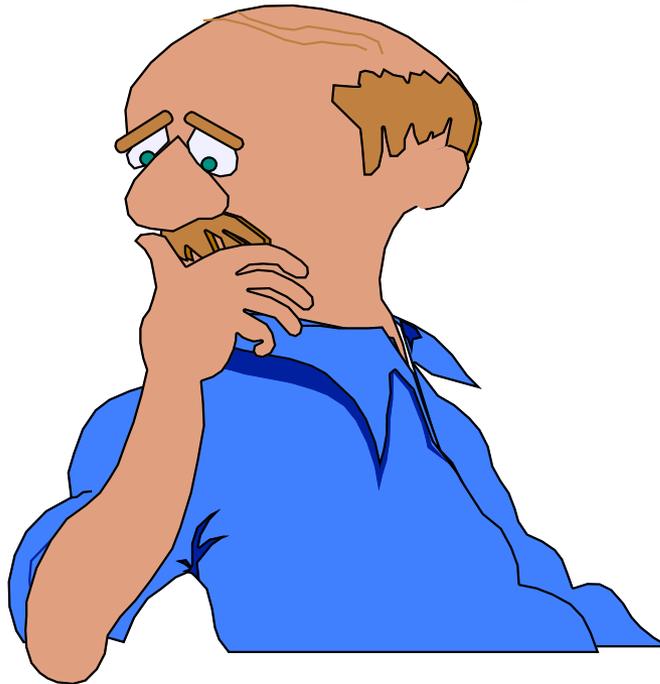
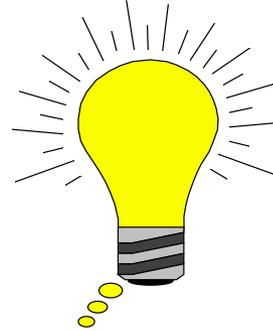
- ❑ Accident history
- ❑ Employee complaints
- ❑ Employee turnover
- ❑ Absenteeism
- ❑ Other supervisors & managers
- ❑ Safety manager
- ❑ Jobs showing potential for loss

# WHEN IN DOUBT, USE COMMON SENSE !

10

When in doubt????

ASK.....



# THREE STEP JSA PROCEDURE

- Identify each major step of the job task
- List the hazard(s) to each major step
- Determine the control(s) that would prevent an accident for each hazard identified

# IMPORTANT TIPS

- ❑ Evaluate all aspects of the job task, even if performed infrequently
- ❑ Observe more than one employee doing a specific job task
- ❑ Observe more than one shift
- ❑ Take enough time observing the job
- ❑ Observe a worker actually doing the job, not just describing job

# STEP 1:

## LIST BASIC JOB STEPS

13

- Define the job task to be studied
- Observe task and break into major steps
- Record results
- Ensure that information is complete and accurate

# STEP 1: GATHERING INFORMATION

14

- Direct observation
- Videotape
- Employee participation
- Other supervisors

# STEP 1: LIST BASIC JOB STEPS

15

## ***CASE STUDY***

# STEP 2:

## IDENTIFYING HAZARDS

16

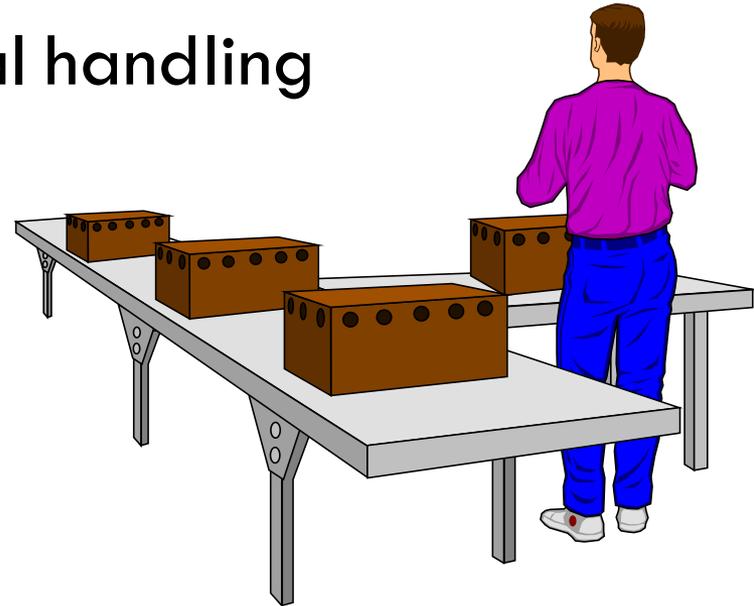
- Ergonomic considerations
- Environmental considerations
- Physical hazard considerations

# STEP 2:

## ERGONOMIC DANGER SIGNS

17

- ❑ Non-adjustable workstations
- ❑ Workstations improperly adjusted
- ❑ Repetitive motions
- ❑ Excessive manual material handling



# STEP 2:

## ERGONOMIC DANGER SIGNS (Continued)

18

- Handling materials below knuckle height
- Handling materials above shoulder height
- Work positioned away from the body
- Hand-wringing motions
- Twisting of the torso

# STEP 2:

## ENVIRONMENTAL CONSIDERATIONS

19

- ❑ Chemical agents
- ❑ Biological agents
- ❑ Temperature extremes
- ❑ Radiation exposure

# STEP 2:

## PHYSICAL HAZARD CONSIDERATIONS

20

- ❑ Machinery point of operation
- ❑ Machinery power transmission
- ❑ Pinch points, nip points
- ❑ Clearance to fixed objects
- ❑ Work area layout

# STEP 2:

# IDENTIFY AND LIST HAZARDS

21

## ***CASE STUDY***

# STEP 3:

## THE CONTROL HIT LIST

22

1. Elimination of the hazard
2. Substitution of a lesser hazard
3. Engineering controls
4. Administrative controls
5. Personal Protective Equipment
6. Training of employees

# STEP 3: DETERMINE CONTROLS

23

## ***CASE STUDY***

# USING RESULTS

24

## ***GROUP DISCUSSION***

# DID WE ACCOMPLISH OUR TRAINING OBJECTIVES?

25

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