

UNITED SAFETY SOLUTIONS

P: 715.254.0638
F: 715.254.0630



826 Bloom Rd
Eagle River, WI 54521

JOB SAFETY ANALYSIS

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Course: 2-4 Hours Instruction

Hours: Class Room

Hours: Field Instruction

Regulation:

Prerequisites:

Fee:

CE Credits:

Job Safety Analysis (JSA) is a proven process for identifying and controlling operating hazards and costs, a structured process that focuses on the relationship between the worker, the task, the tools, and the work environment. The JSA then introduces steps to eliminate or reduce hazards to an acceptable risk level. When a JSA is performed correctly, it can be an effective accident-prevention tool that increases workplace safety.

Through lecture, demonstrations and activities, you'll learn how to develop and manage a Job Safety Analysis program in your workplace. Through a step-by-step overview of the process, you'll learn how to enlist participation from line employees, supervisors and upper management, then define roles to make it effective. The result: Better processes that make a safer workplace for everyone - and that means improved production and higher profits.

Who should attend? Full-time safety practitioners, safety committee members, safety coordinators, safety specialists, human resources, safety managers, loss control managers and operations managers.

What you'll learn:

- Understand the importance of a Job Safety Analysis
- Recognize and use important safety and health terminology.
- Understand the relationship of a job safety analysis to continuous improvement in your organization.
- Identify and communicate the safety and financial benefits of using job safety analysis.
- Gain support for and participation in the process from line employees, supervisors, and upper management.
- Identify the key requirements for a successful job safety analysis.
- Recognize the hazards inherent in task performance.
- Develop appropriate solutions and hazard controls.
- Compile and complete a Job Safety Analysis form correctly.
- Use job safety analysis to develop efficient procedures that reduce personal injuries and operating costs
- Work effectively to reduce hazards, accidents, injuries and risks
- Prepare a plan of action for implementing a Job Safety Analysis.

The Process:

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- Involve employees
- Identify Safety Hazards
- Conduct a review of existing health and safety hazards in the workplace
- Rank list of jobs and hazards in the order of priority
- Outline the steps or tasks necessary to eliminate or reduce the hazards in the workplace
- Schedule recurring JSA (Job Safety Site Analysis / Safety Audit)

Determine A Workplace Hazard:

- What can go wrong?
- What are the consequences?
- How could it happen?
- What are other contributing factors?
- How likely is it that the hazard will occur?

Complete the Hazard Analysis with the Following Descriptions (identify hazards with each step):

- Environment - where the workplace hazard is happening
- Exposure - who or what the work site hazard is happening to
- Trigger - what precipitates the hazard
- Consequence - the outcome likely to occur if the occupational accident or illness happens
- Any other contributing factors

Complete a JSA (Job Safety Analysis or Safety Audit) Form, Including:

- Job Location, Date of Analysis, Author of Analysis
- Task Description (Explain the steps of the task in detail)
- Hazard Description (Describe the known dangers in performing the task)
- Hazard Controls (Safety procedures to follow each time the task is performed)

Review the JSA (Job Safety Analysis) with the Appropriate Employees:

- Identify recommended action(s) or procedure(s) to eliminate or reduce these hazards.
- Consider employee responses to the JSA (Job Safety Analysis)
- Ensure employees understand what they are required to do to prevent hazards in the workplace
- Ensure employees understand the health and safety reasons for the changes

Certification:

Successful completion requires 80% on both classroom and practical skills.

Upon successful completion, participants receive a wallet card, documentation to satisfy OSHA.

Syllabus - JOB SAFETY ANALYSIS - 10/30/2015