Job Safety Analysis Companion

What is a Job Safety Analysis (JSA)?

A Job Safety Analysis (JSA) is a documented risk assessment tool. The steps of a given job are identified, analyzed, and recorded with the goal of providing workers with a step-by-step procedure in which a potentially hazardous job is safely completed.

JSAs may be developed for a particular job title or a particular task in a particular location (e.g. a job completed in a warehouse may have different potential hazards than one completed on a work site).

What is the Purpose of a JSA?

The purpose of a JSA is to systematically identify the actual and potential hazards of a specific job in a specific location, with the aim of eliminating or reducing hazards and the associated risk of workplace injury or illness.

Why do I need a JSA?

JSAs are required to identify actual and potential hazards of a job, in addition to providing a set of step-by-step instructions on how to safely complete the task.

How do I complete a JSA?

To complete a JSA the following steps must be followed:

1. Select a job/task which you have identified as a priority (e.g. jobs with highest injury or illness rate, jobs where there have been "near misses", complex jobs that require written instructions)
2. Find an experienced employee who is willing to demonstrate the steps of the job
3. Identify and document all necessary steps to complete the job
4. Identify all actual or potential hazards associated with each step
5. Determine and document the recommended action and/or procedure for performing each step safely that will serve as a way to eliminate or reduce the identified hazard

How do I use a JSA?

Once a JSA has been recorded, you should:

- Test the JSA to ensure that no step and/or hazard has been left out
- Revise the JSA as necessary
- Integrate the recommended action and/or procedure into your company's safety policy
- Set the recommended action and/or procedure as the standard for completing the job
- Ensure that the recommended PPE is readily available and in good working condition
- Ensure that employees completing jobs have access to required training
- Communicate information regarding the actual and potential hazards, in addition to the recommended action and/or procedure to workers, supervisors, and managers
- Train all workers completing the job on the task's safe work practices and procedures
- Raise awareness of the safe operating procedures and practices by discussing the JSA at toolbox talks and safety meetings

When to Revise a JSA?

When a job changes (steps involved, location, PPE used, etc.), JSA must be updated to identify any new actual or potential hazards; consequently, it must be communicated to all employees.

JSAs should be reviewed regularly (per annum, at minimum) to ensure that it remains the safest way to complete a given job.