



# Job Safety Analysis

A job safety analysis (JSA) is just that—an analysis of a specific task that an individual or a group is about to begin. The idea behind the JSA is to give you the opportunity to think about each of the steps involved in completing a task before you begin the work. You look at each step individually, identify the potential hazards and then recommend actions or procedures to eliminate or reduce those hazards. By taking time to think about each of the steps, everyone involved will know what it takes to complete the job safely.

If your employer doesn't have software to help you create a JSA, or doesn't already have blank JSA worksheets for you to fill out, all you really need is a piece of paper. Your JSA should include:

- The steps required to complete the task and the hazards associated with each step.
- The tools needed to get the task done and the hazards each tool presents.
- The individuals involved in each step.
- The materials needed to complete the task and any hazards they pose.
- The safety equipment needed to get the task done safely.
- The strategies you will use to minimize or reduce the risk of accidents and injuries.

These steps are what each individual will take to complete the task safely.

Essentially, for each JSA, you'll think of every step, as well as the people, hazards, environment, tools, equipment and materials involved. You should visualize everything that could go wrong and list what can be done to make the job safer. The goal is to identify potential problems and know the solutions before the task begins. Completing a JSA doesn't have to be a difficult process. For some tasks, it may take just a few minutes. For others, it may take longer because the job is more complex and requires a greater level of detail.

Remember that a JSA must be updated when any of the elements change—such as new equipment, new tools, or new employees. It's a good idea to involve new employees in creating a JSA. This will help new employees learn about hazards and will show them that safety is a priority. As a construction worker, you have a responsibility to follow the steps in the job safety analysis. If you deviate from them, or if you see that any part needs to be updated, tell your supervisor so the JSA can be adjusted.



# Job Safety Analysis

Company Name: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Foreman: \_\_\_\_\_

Project: \_\_\_\_\_

Work Area: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## **ATTENDEE SIGNATURES:**

1. \_\_\_\_\_

11. \_\_\_\_\_

2. \_\_\_\_\_

12. \_\_\_\_\_

3. \_\_\_\_\_

13. \_\_\_\_\_

4. \_\_\_\_\_

14. \_\_\_\_\_

5. \_\_\_\_\_

15. \_\_\_\_\_

6. \_\_\_\_\_

16. \_\_\_\_\_

7. \_\_\_\_\_

17. \_\_\_\_\_

8. \_\_\_\_\_

18. \_\_\_\_\_

9. \_\_\_\_\_

19. \_\_\_\_\_

10. \_\_\_\_\_

20. \_\_\_\_\_

## **JOB HAZARD ANALYSIS (JHA)**

### Major Tasks to Complete

### Hazards Involved

### Control Measures

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Topics of Discussion: \_\_\_\_\_