



Job Safety Analysis - Introduction

Overview

A job safety analysis (JSA), sometimes called a job hazard analysis (JHA), is an organized analysis of a specific job in a specific location.

By completing a JSA, you ensure that you have properly planned the work and that workers can do it safely.

How to Start

Before workers begin a job, management must ensure that all the work has been planned so that workers can do it safely. Management must set up an effective method/system to identify, control, or eliminate hazards related to that job.

One way to do this is through the job safety analysis (JSA) process.

Why Develop a JSA?

JSAs are excellent tools for identifying:

- the steps involved in the job,
- the potential hazards associated with each step within the job, and
- protective measures used, to ensure worker safety while completing the job.

Who Should Develop the JSA?

A competent person should develop the JSA because, according to the Occupational Health and Safety Act, he or she has knowledge of the hazards that are associated with the job being performed.

How to Develop a JSA

1. Identify the Job

The first thing you do when developing a JSA is identify the main jobs or tasks that your workers will do as part of the job on site.

These are the jobs that you will analyze to ensure that everyone can do them safely. List these jobs in order of priority – most risk vs least risk.

2. Break down each job into steps

Once you have identified a job for analysis, the next step is to break down the job into steps. Each step is a segment of the operation that is necessary to advance the work. Make sure you keep the job's steps in sequential order. Get the crew and the

health and safety representative to help with this part.

These steps are not only specific to the job, but also specific to the work area. If the work area changes, the steps may need to change as well. If the steps are too detailed, the JSA will be burdensome and difficult to follow.

However, if they are not detailed enough, you may miss some hazards.

3. Identify the hazards associated with each job step

This is the most challenging part of the JSA. Take each step and list the hazards associated with it. Think about what could go wrong from a health and safety perspective. Think about how people, equipment, materials, processes, and the surrounding environment may contribute to a hazard.

Here are some things you can do to help identify potential hazards.

- Ask workers who are familiar with the job.
- Review causes of past injuries or illnesses.
- Consider other work going on near the work area.
- Understand the legislation or regulatory requirements associated with the work.
- Review the manufacturer's instructions for the equipment or chemicals you are using.
- Consider your own personal experience with the job.
- Ask the question, "How can I get hurt on this job?"

4. Determine controls for each hazard

Each hazard that you identified in the previous step needs a control. The control explains how you will eliminate the hazard or how you will significantly reduce the risk of injury or illness.

5. Discuss the completed JSA with workers

Once you have completed the first four steps for every job that you identified in step one, you will have well-developed JSAs. Now, it's time to share them with your workers. The JSAs won't be effective if the workers don't

know about them or don't understand them.

Before starting work, review the relevant JSAs with your crew and make sure everyone knows how they are supposed to do the job. If you're dealing with a job or task that will last more than one day, it's a good idea to review the relevant JSAs each morning before work starts.

Ask for worker input on the JSAs. Was anything missed? Do they have any suggestions or feedback? This will help drive "ownership" of the JSAs.

Updating JSAs

We know how often work plans change. When things change, the supervisor or foreperson must update the relevant JSAs to reflect any new hazard that results from the change. Then, the supervisor or foreperson must review the revised JSAs with all workers. Again, ensure to solicit employee input on the change.

Keep in mind that if workers perform the same job in two different locations, you will probably need two JSAs because the surrounding environment is different.

Final Thoughts

Completing a JSA is not an easy task, but it is important and worth doing for the safety of your employees. Below is a link to an OSHA Publication that will give you more information. Look at future Toolbox Talks for more information regarding topics to cover, training ideas and more.

<https://www.osha.gov/Publications/osh-a3071.pdf>

If you have any questions regarding this, please see your supervisor/manager or a member of the Safety Committee.

FOR MORE INFORMATION ON BREWERY SAFETY, PLEASE VISIT THE MBAA BREWERY SAFETY WEBSITE AT:
<http://www.mbaa.com/brewresources/brewsafety>