

ENERFAB

Job Safety Analysis (JSA) Procedure

The Job Safety Analysis (JSA)

A Job Safety Analysis is the systematic identification of potential hazards in the workplace that can be used to identify, analyze and record:

1. The steps involved in performing a specific job;
2. The existing or potential safety and health hazards associated with each step; and
3. The recommended actions and procedures that will eliminate or reduce these hazards and the risk of a workplace injury or illness.

Procedure

Each area supervisor is expected to perform a Job Safety Analysis before each work shift. All potential safety hazards must be identified. Do not limit the analysis to daily operations. All possible activities shall be included. This includes occasional maintenance and visits to the workplace by third parties.

Each foreman shall visit the jobsite and perform an onsite hazard assessment. The foreman shall then check the items on the first page of the JSA form as deemed necessary.

The second page of the JSA contains a section for pre-job planning. The steps of the job, potential hazards of the job, and hazard controls shall be documented in this section. The job being analyzed should be broken down into a sequence of steps that describe the process in detail. Reasonable judgment shall be used when documenting the steps of the job. Too much detail becomes cumbersome. Not enough detail becomes useless.

After the sections mentioned above are completed, a briefing shall be conducted with the employees who will perform the work. This briefing shall consist of the steps of the job, all hazards that may be encountered during the job, and a summary of the preventive measures that will be used to eliminate or control these hazards. All employees who participate in this briefing shall sign the appropriate section on the second page of the JSA form.

After the jobsite has been visited, both pages of the JSA have been completed, and a briefing has been conducted with the employees performing the job; the JSA shall be

reviewed by the superintendent and/or the site safety person.. It is the policy of certain customers to review each JSA. The bottom section of page two can be used to document customer review.

All JSA forms shall be maintained in the construction office for the duration of the project. These forms shall be forwarded to the Safety Department in Cincinnati at the completion of the project.

Injuries

The standard ENERFAB Accident Report shall be completed and submitted within 24 hours after a work related injury or illness occurs. A copy of the JSA that was completed for the shift in which the injury occurred must also be submitted with the accident report.