Job Safety Assessment (JSA)

December 2020

PURPOSE:

The purpose of this policy is to detail a process that can be used to evaluate and resolve potential dangers of an employee's unfamiliarity with a work site, piece of equipment, technical factors, or people. Many customers and CCIS shops require completion of a Job Safety Assessment (JSA) prior to commencing any work. When used properly, JSAs are an important tool for identifying and reducing hazards.

All employees have the authority and obligation to stop any task or operation where concerns or questions regarding the control of health, safety, or environment exist.

KEY REQUIREMENTS FOR THIS POLICY:

1. Instructions for conducting a Job Safety Assessment (JSA)
2. Employee and Manager/Lead responsibilities
3. CCIS daily JSA form
4. Completed JSA's are to be kept on file for no less than 30 days.

INTRODUCTION

A job safety assessment (JSA) is a technique used to identify the dangers of specific tasks in order to reduce the risk of injury to workers. Once you know what the hazards are, you can reduce or eliminate them before anyone gets hurt. Ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all affected employees. Be sure to involve all employees in the process --- they do the work and often know the best ways to work more safely.

The JSA can also be used to investigate accidents and to train employees on how to do their jobs safely. It will take a little time to do your JSAs, but it's time well spent. Ultimately, the time spent on the JSA allows the employee to think about the conditions of their environment, whether they have the knowledge to do the task(s), and if they have the appropriate tools in working condition.

Note: Per OSHA, a job hazard analysis (JHA) is a technique that focuses on job tasks as a way to identify hazards before they occur and it is different than a JSA. A JHA focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

Instructions for Conducting a Job Safety Assessment

How do I start?

- Discuss and or review what you are going to do and why
- Involve other employees, who may have had similar experiences or will be working with you, in the entire process
- Determine which jobs pose the highest risk to employees
- Identify the OSHA, MSHA, DOT, EPA or customer standards that apply to your jobs. Incorporate their requirements into your JSA.

1. How do I do it? Break the job task into steps.

- Begin each step with a verb, for example, "Jack up vehicle"
- Do not make it too broad or too detailed
- Review the steps with other employees who do the same job to make sure you have not left anything out.

2. Identify the hazards of each step. For each hazard, ask:

- 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?

Note: You can identify the hazards from the checklist in the bottom portion of the JSA form and use them to complete the 'most common hazard' and 'most serious hazard' lines under the *Assessment* section.

3. Review the list of hazards with employees who do the job. Discuss what could eliminate or reduce them.

4. Identify ways to eliminate or reduce the hazards.

- Safer way to do the job
- Describe each step
- Be specific - don't use generalizations like "Be Careful"

Changes in equipment:

- Equipment changes, or engineering controls, are the first choice because they can eliminate the hazard. E.g. machine guards, improved lighting, better ventilation

Changes in work processes:

- Administrative controls, or changes in how the task is done, can be used if engineering controls aren't possible. E.g. rotating jobs, changing the steps, training

Changes in personal protective protective equipment:

- When engineering and administrative controls aren't possible or don't adequately protect the workers, use personal protective equipment. E.g. gloves, hearing protection.

Record the control measures to be implemented for each hazard in the "Controls for Identified Potential Hazards" section. Each can be brief but must clearly explain the control measures. ***Note:*** Specific/additional hazards may be present but not associated with a specific step in the task. These and their associated control measures can be listed in this section, as well, as shown in the following example.

What do I do next?

1. **Correct the unsafe conditions and processes.**
   - Train all employees who do the job on the changes
   - Make sure they understand the changes
2. **Review the JSAs.**
   - Periodically - you may find hazards you missed before
   - When the task or process is changed
   - When injuries or close calls occur when doing the task

3. **Use the JSAs.**
    - Training
    - Accident investigation
    - Trend analyses

RESPONSIBILITIES

Employees have the responsibility to complete a daily JSA (See Appendix A) based on customer or shop requirements prior to starting work. The JSA should be updated throughout the shift, if conditions change. Post the JSA at the standard location for your shop or customer required location. Standard best practice is to keep the daily JSA at a clearly visible location at the workstation or truck typically on the tool box held in place with a magnet or clipboard. The JSA should be turned in or photographed (if an incident occurs) at the completion of the shift.

Manager/Lead have the responsibility to train employees in use of the JSA, review and sign the shop required JSA during the course of the shift for completion, accuracy and to provide any added input from their own experiences with the job at hand. Note: When on a customer location, this sign off should be completed by the designated customer representative.

JSA FORMS AND ACCOMPANYING MATERIALS

The following are recommendations for JSA supplies:

Protective Laminate Cover for Paper JSAs: Found at www.staples.com
Item #: 2692641 Model: CLI85912 Style #: 85912

Dry Erase Marker: Expo- Black, Ultra-fine, low odor dry erase marker (12 pk). May be found at Staples.
Item #: 507256 Model: SAN86001

Magnet for Laminate Cover: Available through www.Grainger.com. 'Round Magnet with Handle, 11 lb. pull.
Brand: Master Magnetics Item #: 23PA56 Mfr Model: 7516

Completed JSA's are to be kept on file for no less than 30 days.

Appendix A
CCIS Job Safety Assessment Form

CROSS COUNTRY INFRASTRUCTURE SERVICES INC. JOB SAFETY ASSESSMENT

DATE:_____

TECHNICIAN:_____ TECHINICIAN:_____

TECHNICIAN: _____ TECHNICIAN: _____

ASSESSMENT:

ARE YOU FIT FOR DUTY TODAY? (If no, stop and report to supervisor). ☐ YES ☐NO

DO YOU HAVE THE NECESSARY KNOWLEDGE/TOOLS/EQUIPMENT/PPE? ☐ YES ☐NO

IS EQUIPMENT LOCKED OUT/CHOCKED? ☐N/A ☐YES ☐NO

DO YOU NEED ADDITIONAL MANPOWER OR ASSISTANCE? ☐YES ☐NO

WHAT IS THE MOST COMMON HAZARD WHEN PERFORMING THIS TASK?

_____

WHAT IS THE MOST SEROUS HAZARD WHEN PERFORMING THIS TASK?

_____

IDENTIFIED POTENTIAL HAZARDS:

☐SLIPS/TRIPS/FALLS ☐CUTS/ABRASIONS ☐ENERGIZED ELECTRICAL

☐STORED ENERGY ☐EXTREME HEAT/COLD ☐CAUGHT IN/UNDER/BETWEEN

☐SUSPENDED LOADS ☐CONFINED SPACES ☐ROADWAY/TRAFFIC HAZARDS

☐FLAMMABLE/EXPLOSIVE ☐ACIDS/CAUSTICS ☐MOVING/ROTATING EQUIPMENT

☐OTHER (Identify)_____

CONTROLS FOR IDENTIFIED POTENTIAL HAZARDS:

_____

_____

_____

Manager/Supervisor Signature:

_____