Basic Steps for Developing a Job Safety Analysis (JSA)

Job Safety Analysis must include a recommended action, procedures and personal protective equipment (PPE) needed to prevent injury for a given Job. Following are steps to assist with completing the attached Job Safety Analysis form:

1. Break the job/task into a sequence of steps.
2. Each step should accompany some major task
3. Identify every possible source of energy.
4. Look at the entire environment to determine all the hazards.
5. Decide what actions or PPE are necessary to eliminate, control, or minimize hazards that could lead to accidents, injuries or occupational illness for each job step.
6. Each recommended action or procedure must correspond to the job step and identified hazards.
7. Everyone involved in managing a job/task should be part of the process when a JSA is being written, especially the employees/individuals performing the job/task.