



JOB SAFETY ANALYSIS GUIDE

Version	Date	Comments
1	May, 2015	Initial <i>Job Safety Analysis Guide</i>

A. INTRODUCTION

Job Safety Analysis (JSA) is a procedure that focuses on individual job tasks to identify hazards and prevent injury or exposure by employing appropriate engineering, administrative, physical controls, as well as personal protective equipment (PPE). The JSA process focuses on the relationship between the worker, the task, the tools, and the work environment. JSA document steps that must be taken to eliminate or reduce workplace hazards to an acceptable risk level. This Guide is based upon Occupational Safety and Health Administration (OSHA) publication 3071 *Job Hazard Analysis*

B. SCOPE

University supervisors are responsible for determining which jobs/tasks performed by their employees require JSA. The JSA is a step by step process that requires employee involvement, review of any hazards associated with work tasks, and identification of controls can mitigate hazards.

The Environmental Health and Safety Office (EHS) will provide training and consult with supervisors regarding the applicability of JSA in the workplace and will assist with completion of JSA upon request.

Work tasks which have JSA priority are those:

- With high injury or illness rates;
- With a potential hazard that can to lead to or cause severe injuries and/or illnesses;
- That have undergone changes in procedure and/or processes;
- That are new to the operation; or
- That are complex and require written instructions.

C. RESPONSIBILITES

- EHS is responsible to conduct training for supervisors on how to complete and manage *Job Safety Analysis Forms*.
- Supervisors are responsible for completing *Job Safety Analysis Forms* for tasks deemed hazardous in their work area/activities.
- Supervisors must review *Job Safety Analysis Forms* annually with employees.
- Employees must review *Job Safety Analysis Forms* prior beginning a job task.

- Supervisors must maintain *Job Safety Analysis Forms*, make them available to employees, and submit completed JSA to EHS.

D. STEPS

- 1. Obtain *Job Safety Analysis Form*** (Appendix A): The *Job Safety Analysis Forms* is available online at ehs.gmu.edu or from EHS upon request.
- 2. Select a Work Task:** Select the work to perform the JSA based upon priority and actual or potential hazards.
- 3. Fill out the JSA form:** Fill out all sections of the *Job Safety Analysis Forms*.
- 4. Submit the JSA Form:** Send completed *Job Safety Analysis Forms* to EHS at safety@gmu.edu.
- 5. File JSA for Reference:** File *Job Safety Analysis Forms* in a conspicuous location for employees to access and reference as necessary.

E. REVIEW AND MODIFICATIONS

EHS Safety Officers will review each submitted *Job Safety Analysis Form* for accuracy and thoroughness. Incomplete JSA will be returned to the supervisor with questions or comments. Completed JSA should be reviewed on an annual basis with employees for accuracy. If *Job Safety Analysis Forms* are updated or new tasks are documented using the JSA process, updated *Job Safety Analysis Forms* must be submitted to EHS at safety@gmu.edu.

F. RECORD KEEPING

Supervisors are responsible for maintaining *Job Safety Analysis Forms* in an accessible location for employees to reference as needed. EHS maintains copies of completed JSA and posts them on the EHS website.

G. EHS INSPECTION

EHS will coordinate a review of *Job Safety Analysis Forms* on a routine basis with supervisors and update *Job Safety Analysis Forms* as necessary and whenever an incident or injury occurs during a task documented by a *Job Safety Analysis Forms*.

The information contained in this Guide is not inclusive of all OSHA regulations. Please contact Environmental Health and Safety Office at (703) 993-8448 or visit www.OSHA.gov for more information regarding workplace hazards, safety precautions, and regulations.
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Job Safety Analysis Form

SECTION 1 - WORK TASK INFORMATION

Work Task:	Reference#:

JSA Completed By (Name):	Date last updated:

Unit(s):

<input type="checkbox"/> Facilities	<input type="checkbox"/> Housing	<input type="checkbox"/> Athletics	<input type="checkbox"/> Campus Rec
<input type="checkbox"/> Freedom Center	<input type="checkbox"/> Student Centers	<input type="checkbox"/> University Police	<input type="checkbox"/> School of Art and Design
<input type="checkbox"/> Other (please define):			

Shop(s):

<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Carpentry	<input type="checkbox"/> HVAC
<input type="checkbox"/> Utilities and Trades	<input type="checkbox"/> General Maintenance	<input type="checkbox"/> Paint	<input type="checkbox"/> Electrical
<input type="checkbox"/> Waste and Recycling	<input type="checkbox"/> Grounds	<input type="checkbox"/> Auto body	<input type="checkbox"/> N/A
<input type="checkbox"/> CHCP	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Others:	

<input type="checkbox"/> Y	<input type="checkbox"/> N	May work be performed alone?
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Work task process - List work task into steps in the order they occur.

1.
2.
3.

SECTION 1 - CONTINUED

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10.

SECTION 1 - CONTINUED

Special Instructions/Notes:

SECTION 2 - WORK ACTIVITIES INFORMATION

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Abrasive blasting | <input type="checkbox"/> Battery Charging | <input type="checkbox"/> Chemical use | <input type="checkbox"/> Cutting, drilling, sawing |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Compressed gas or air use | <input type="checkbox"/> Construction | <input type="checkbox"/> Cutting concrete |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Electrical or hydraulic work | <input type="checkbox"/> Excavation | <input type="checkbox"/> Flammable materials |
| <input type="checkbox"/> Forklift operation | <input type="checkbox"/> Generator work | <input type="checkbox"/> Jackhammer use | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Lifting \geq 40 lbs | <input type="checkbox"/> Non-portable water, sewage | <input type="checkbox"/> Painting | <input type="checkbox"/> Pouring, mixing, siphoning |
| <input type="checkbox"/> Power tools use | <input type="checkbox"/> Sanding | <input type="checkbox"/> Tree trimming, logging | <input type="checkbox"/> Utility work |
| <input type="checkbox"/> Vehicle use | <input type="checkbox"/> Waste disposal | <input type="checkbox"/> Welding, soldering, brazing | <input type="checkbox"/> Work at heights(>4ft), aerial lift |
| <input type="checkbox"/> Work in a confined Space | <input type="checkbox"/> Work in a mechanical space | <input type="checkbox"/> Work in lab | <input type="checkbox"/> Work occurring above worksite |
| <input type="checkbox"/> Work with sharp object (ex: glass, saw) | <input type="checkbox"/> Work outdoors | <input type="checkbox"/> Other: | |

SECTION 3 - REQUIRED TRAINING (check all that apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Aerial Lift | <input type="checkbox"/> Art Safety | <input type="checkbox"/> Asbestos Awareness | <input type="checkbox"/> Bloodborne Pathogens |
| <input type="checkbox"/> Chainsaw | <input type="checkbox"/> Confined Space Entry | <input type="checkbox"/> Fall Protection | <input type="checkbox"/> Fire Extinguisher |
| <input type="checkbox"/> General Safety | <input type="checkbox"/> Hazard Communication | <input type="checkbox"/> Hearing Conservation | <input type="checkbox"/> Lab Safety Awareness |
| <input type="checkbox"/> Lockout/Tagout | <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Safety Refresher | <input type="checkbox"/> Powered Industrial Trucks (Forklift/Man Lift) |

SECTION 3 - CONTINUED

Equipment -specific Training (please list):

List all applicable SOPs:

SECTION 4 - PLANS, MANUALS, AND GUIDES (check all that apply)

<input type="checkbox"/> Confined Space Plan	<input type="checkbox"/> Exposure Control Plan	<input type="checkbox"/> Fire Safety Plan	<input type="checkbox"/> Hazard Communication Plan
<input type="checkbox"/> Lockout/Tagout Plan	<input type="checkbox"/> Medical Surveillance Plan	<input type="checkbox"/> Personal Protective Equipment Plan	<input type="checkbox"/> Art Safety Manual
<input type="checkbox"/> Chainsaw Safety Guide	<input type="checkbox"/> Chemical, Hazardous, and Universal Waste Management Guide	<input type="checkbox"/> Job Safety Analysis Guide	<input type="checkbox"/> Chemical Inventory Requirements Guide
<input type="checkbox"/> Compressed Gas Safety Guide	<input type="checkbox"/> Electrical Safety Guide	<input type="checkbox"/> Emergency Shower and Eyewash Flushing Guide	<input type="checkbox"/> Fire Watch Guide
<input type="checkbox"/> Flammable and Combustible Liquid Safety	<input type="checkbox"/> Forklift Safety Guide	<input type="checkbox"/> Hand and Power Tool Safety	<input type="checkbox"/> Hazardous Materials Shipping and Receiving Guide
<input type="checkbox"/> Hot Work Safety	<input type="checkbox"/> Ladder Safety Guide	<input type="checkbox"/> Machine and Machine Shop Safety Guide	<input type="checkbox"/> Material Handling Guide
<input type="checkbox"/> Oil and Chemical Spill Response Guide	<input type="checkbox"/> Pesticide and Herbicide Application Safety Guide	<input type="checkbox"/> Skidsteer Loader Safety Guide	<input type="checkbox"/> Walking and Working Surfaces Guide

SECTION 5 - HAZARD INFORMATION (check all that apply)

	Hazard	Required personal protective equipment
Whole body	<input type="checkbox"/> Chemical (vapor or splash)	<input type="checkbox"/> Arc flash protection
	<input type="checkbox"/> Heat/cold	<input type="checkbox"/> Flame resistant clothing
	<input type="checkbox"/> Poisonous plants/Insects	<input type="checkbox"/> Coveralls (cloth)
	<input type="checkbox"/> Fall	<input type="checkbox"/> Rain gear
	<input type="checkbox"/> Moving vehicle	
	<input type="checkbox"/> Slips, trips	
	<input type="checkbox"/> Electrical shock	<input type="checkbox"/> Apron
	<input type="checkbox"/> Hot surfaces/burns	<input type="checkbox"/> Fall protection
	<input type="checkbox"/> Sparks	<input type="checkbox"/> Coveralls (chemical resistant)
	<input type="checkbox"/> Flying object	<input type="checkbox"/> High visibility clothing
	<input type="checkbox"/> Musculoskeletal/ergonomic	<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:	

SECTION 5 - CONTINUED

<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> NA	Can the hazard be eliminated without PPE?	
If hazard can be mitigated describe how:				
Eyes, Face, Head	Hazard		Required personal protective equipment	
	<input type="checkbox"/> Blood or OPIM	<input type="checkbox"/> Electrical shock	<input type="checkbox"/> Face shield	<input type="checkbox"/> Protective helmet
	<input type="checkbox"/> Flying particles	<input type="checkbox"/> UV light	<input type="checkbox"/> Safety goggles	<input type="checkbox"/> Class E - Electrical
				<input type="checkbox"/> Class G - General
				<input type="checkbox"/> Class C - Conductive
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> NA	Can the hazard be eliminated without PPE?	
If hazard can be mitigated describe how:				
Ears	Hazard		Required personal protective equipment	
	<input type="checkbox"/> Noisy environment	<input type="checkbox"/> Noisy tools	<input type="checkbox"/> Ear muffs	<input type="checkbox"/> Ear plugs
	<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> NA	Can the hazard be eliminated without PPE?	
If hazard can be mitigated describe how:				
Hand & Arms	Hazard		Required personal protective equipment	
	<input type="checkbox"/> Blood or OPIM	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Abrasion/cut/puncture resistant gloves	<input type="checkbox"/> Anti-vibration gloves
	<input type="checkbox"/> Electrical shock	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Linemen's gloves	<input type="checkbox"/> Lifting gloves
	<input type="checkbox"/> Cut, bruise, or scrape	<input type="checkbox"/> Extreme cold or heat	<input type="checkbox"/> Temperature resistant gloves	<input type="checkbox"/> Welding gloves
	<input type="checkbox"/> Sparks	<input type="checkbox"/> Vibration	<input type="checkbox"/> Chemical resistant gloves	<input type="checkbox"/> Disposable (ex: nitrile) gloves

SECTION 5 - CONTINUED

Hands & Arms	Hazard	Required personal protective equipment
		<input type="checkbox"/> Liquid resistant gloves <input type="checkbox"/> Chemical resistant sleeves <input type="checkbox"/> Other:

Y N NA Can the hazard be eliminated without PPE?

If hazard can be mitigated describe how:

Lungs	Hazard	Required personal protective equipment
	<input type="checkbox"/> Asbestos <input type="checkbox"/> Pesticides <input type="checkbox"/> Low oxygen (<19.5%) <input type="checkbox"/> Welding fumes <input type="checkbox"/> Other:	<input type="checkbox"/> Chemical (gas, vapor) <input type="checkbox"/> Silica <input type="checkbox"/> Particulate

Y N NA Can the hazard be eliminated without PPE?

If hazard can be mitigated describe how:

Feet & Legs	Hazard	Required personal protective equipment
	<input type="checkbox"/> Chemical <input type="checkbox"/> Pinch points <input type="checkbox"/> Heavy equipment <input type="checkbox"/> Other:	<input type="checkbox"/> Electric shock <input type="checkbox"/> Slippery surface <input type="checkbox"/> Impact from object

SECTION 5 - CONTINUED

Y N NA Can the hazard be eliminated without PPE?

If hazard can be mitigated describe how:

SECTION 6 - ACKNOWLEDGEMENT

Supervisor Name: _____ **Signature:** _____ **Date:** _____

Superintendent Name: _____ **Signature:** _____ **Date:** _____

Safety Office/Facilities Safety Coordinator Name: _____

Signature: _____ **Date:** _____

Notes:

- Forms must be submitted to safety@gmu.edu for review and posting to the JSA website at ehs.gmu.edu
- JSA Training is required for all new supervisors
- JSA must be reviewed annually by supervisors
- All employees should review and have access to JSA that are applicable to their work tasks
- Any exposure to hazardous materials or injuries must be reported to Human Resources and Payroll Worker's Compensation using an *Employer's First Report of Accident Form*.
- All accidents, property damages, or emergencies that do not result in employee injuries or exposures must be reported using the university *Incident Report Form*.
- All forms, safety manuals, and safety procedures are available on line at ehs.gmu.edu.