



Training Solutions, Delivered!

JOB SAFETY ANALYSIS, SAFETY AWARENESS AND YOU *(Concise)*

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4370

© AP Safety Training

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4370 JOB SAFETY ANALYSIS, SAFETY AWARENESS AND YOU (*Concise*) FACT SHEET

LENGTH: 10 MINUTES

PRODUCTION YEAR: 2013

PROGRAM SYNOPSIS:

While there are countless methods used to protect workers from injury, each method shares a common root. The genesis of all injury prevention methods is an understanding and awareness of the hazards to which a worker may be exposed. In other words, the company and the worker must be aware of a hazard before that hazard can be controlled. This program discusses how the shared duty of safety awareness and hazard recognition helps prevent injury. Also, the process of developing a successful job safety analysis is explained, including the sequence of dividing a job into steps, analyzing those steps for hazards and creating control measures for each step.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What a job safety analysis and when one should be performed;
- What information a completed JSA should contain;
- How the process of developing a JSA works;
- What safety awareness is.

PROGRAM OUTLINE

JOB SAFETY ANALYSIS

- The ultimate goal of a job safety analysis is to reduce the risks or hazards of a task, process or procedure to as low as reasonably practical to protect workers from injury or illness.
- Of course for a JSA to be helpful, it must be done prior to the job being performed and its findings must be implemented into engineering controls, safe work practices and procedures.
- This is why a job safety analysis should be performed anytime a new job task is introduced into the workplace as well as anytime a current job task is changed or modified.
- Each JSA should also be periodically reviewed to ensure it remains accurate and effective.

Information On A JSA

- A successful job safety analysis will produce a document that is easy to understand, can be reviewed with employees during orientation or safety meetings and can be included in a worker's job description.
- A finished JSA will typically contain the following important information: a description of the job task to be performed, a listing of the basic steps required to complete the job, a listing of the potential hazards which may be encountered during each step and a list of measures to be taken during each step to control those hazards.
- Employees must be mindful that the existence of a job safety analysis alone will not make a job safe. Injuries will still occur if the JSA is not fully implemented by both management and workers.
- The job safety analysis for most new job tasks are typically conducted by management and safety professionals; however workers are often part of the assessment team.
- In addition, workers may discover a job task that doesn't currently have a written job safety analysis and be asked to perform one on their own.
- Safety committee members, frontline supervisors and experienced workers may also frequently be asked to review existing JSA's and offer suggested changes.
- No matter who conducts a job safety analysis, it is important to participate if you are asked to do so. You may have unique or specific knowledge about the hazards involved. Involvement by knowledgeable workers helps ensure a top-quality analysis.
- Your participation will also indicate to others that you are committed to the safety effort of the organization. Your example makes it more likely that others will also participate.

Good Starting Information

- When conducting a JSA, a good starting point is to review any incidents related to the task in question which have resulted in injuries, property damage or close calls.
- This information may indicate that existing controls, if any, aren't sufficient and may provide clues to new control measures which may need to be implemented.
- You should then consult with experienced employees to learn about the hazards they have noticed and to get their ideas on eliminating and controlling those hazards.

- Of course, if any hazard is identified that poses an immediate danger to a workers life or health, take immediate action to prevent an injury. Do not wait until the job safety analysis is completed before correcting obvious hazards.

Prioritize Jobs To Review

- To help decide which jobs to analysis first, make a list and rank them by priority. List jobs with hazards that present unacceptable risks and rank them based on those most likely to occur and those with the most severe consequences. These are the tasks which should be your first priority for analysis.

JSA: DIVIDE THE JOB INTO STEPS

- Next, divide the job into its basic steps. One way to do this is to observe a worker performing the job and making a list of the steps taken by the worker.
- Some organizations record video of workers performing the job so it can be more carefully analyzed to produce a more detailed job safety analysis.
- Once created, the list of job steps should then be reviewed with the worker to make sure nothing has been omitted.
- It is often a good idea to limit the job steps of a JSA to 15 or less. Jobs requiring more than 15 steps can usually be broken down into more than one JSA.

JSA: ANALYZE STEPS FOR HAZARDS

- Once a listing of job steps is created, each step should be analyzed for hazards by attempting to envision the various ways a person performing that particular step may suffer an injury.
- Here are a few common categories of the causes of injuries. Consider each of these when analyzing each job step for potential hazards.
- Struck: Can the worker strike anything that may cause injury such as sharp edges or low hanging objects? Can anything strike the worker such as falling objects, opening doors or moving vehicles?
- Contact: Can the worker contact anything that may cause injury such as hot objects, energized electrical parts or hazardous chemicals? Can anything harmful contact the worker such as a pressurized release or electric arc blast?
- Caught: Can the worker become caught or entrapped by any opening or configuration? Can the worker become caught in or caught between any moving equipment, pinch point or nip point?
- Fall: Can the worker slip or trip on anything which may result in a same level fall? Can the worker fall from one level to another?
- Strain: Can the worker be injured from excessive strain from lifting, pushing, pulling, repetitive motions or awkward postures?
- Exposure: Can the worker be injured from exposure to heat, cold, noise, air quality or other environmental dangers?

JSA: CREATE CONTROL MEASURES FOR EACH STEP

- Once the potential hazards of each step of a job task are identified the best methods to control those hazards must then be developed and listed on the job safety analysis.
- When developing methods to control potential hazards, many companies follow the following hierarchy of controls.
- The first choice is to eliminate the hazard by removing it from the area. For example, a hazardous chemical may be replaced by a non-hazardous one or a low hanging object may be removed.
- If it's not possible to eliminate a hazard, the next choice is to use engineering controls to control the hazard.
- If a hazard cannot be completely controlled by engineering controls, then controlling the hazard through administrative controls is the next choice.
- Administrative controls also include work procedures such as following lockout tagout procedures or performing pre-operational inspections.
- Lastly, the use of personal protective equipment is the final option to protect employees from hazards which have not been controlled by other means.
- Once the JSA for a job is completed, it should then be used for the development and implementation of safe work practices and employee training.

SAFETY AWARENESS

- Safety awareness includes not only a recognition of potential hazards, but also an awareness of what is happening in your immediate work area and an understanding of how your actions and the actions of those around you may impact your safety, both now and in the near future.
- In other words, safety awareness is seeing and understanding what is currently happening around you, while also thinking ahead to anticipate and prevent problems.
- Recall that a job safety analysis is specific to a unique job task. This is different than the concept of safety awareness which is more personal and fluid; moving about with each individual.

- Make sure that what you plan to do makes good sense and isn't inherently dangerous.
- This allows you to envision the steps of the job so you can foresee any hazards or pitfalls.
- Remember, hazard recognition is like a personal version of a job safety analysis. This is what safety professionals mean when they say, "Think before you act."
- A moment of thought can easily prevent a lifetime affected by injury.

JOB SAFETY ANALYSIS, SAFETY AWARENESS AND YOU (*Concise*)

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. b

4. c

5. a

6. c

7. a

JOB SAFETY ANALYSIS, SAFETY AWARENESS AND YOU (Concise)
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. The ultimate goal of a job safety analysis is to reduce risk or hazards to as low as reasonably practical to protect workers from injury or illness.
 - a. True
 - b. False

2. The only time a job safety analysis should be performed is when a new job task has been introduced into the workplace.
 - a. True
 - b. False

3. You should wait until the job safety analysis is completed before correcting obvious hazards.
 - a. True
 - b. False

4. Why should a list of job steps be reviewed with the worker who performed the job?
 - a. To find out if he or she committed an unsafe act
 - b. To make sure no tools or equipment malfunctioned while performing the job
 - c. To make sure no steps have been omitted

5. The first choice in controlling hazards is to eliminate it by removing it from the area.
 - a. True
 - b. False

6. What is the final option for controlling hazards if they can't be controlled by another other means?
 - a. Administrative controls
 - b. Engineering controls
 - C. Personal protective equipment

7. Hazard recognition is like a personal version of a job safety analysis.
 - a. True
 - b. False