

Job Safety Analysis Template

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Revision:

Page 1 of 4

Use this basic form 'as is' to identify hazards, controls, and PPE at the job task (or step) level. You can modify the form to meet any additional needs of your workplace. JSA hazard information can be used to develop separate safe work procedures or method statements for employee use

Job/Activity	Scope of Work/Location	Valid (Date from/to)	JSA Ref.

Task or Step	Hazards	Controls	Personal Protective Equipment (PPE)
1			
2			
3			
4			
5			
6			
7			
8			

Note any condition in the workplace that can potentially cause occupational injury, death, or disease. Assume that no personal protective equipment is being worn- even if it is because hazards could persist if PPE isn't used. You may choose to add detail about how injuries could occur due to the hazard.

Examples of hazards include: working at heights, slippery surfaces, exposed moving machinery parts, fire, explosion, noise, electricity, toxic emissions, corrosive chemicals, low oxygen, repetitive tasks, heavy lifting, infectious Bloodborne pathogens, assault, and homicide.

Examples of how injuries can occur: work at height can result in falls that can result in broken bones, paralysis, or death; noise exposure can cause permanent and severe ringing in the ears and hearing loss; exposure to corrosive chemicals can cause permanent skin damage and blindness; and working in low oxygen areas can lead to sudden suffocation, unconsciousness, and death.

Controls

Note how you will eliminate or minimize the hazard. This doesn't include PPE. Examples of controls include: Using a safer tool or equipment or chemical, adding safeguards to machinery, using safer work practices, using local exhaust ventilation for toxic emissions, and enclosing noisy equipment or moving workers away from such equipment to reduce exposure levels.

PPE (Personal Protective Equipment)

Detail what type of PPE is needed for each hazard that can't be eliminated or minimized using controls.

Updating JSAs

All new hazards, operations, equipment and tools should be updated on the JSA. Completed JSA are then reviewed with the entire department by the Supervisor. New hires and transfers should have the JSA reviewed with them and made part of the Employee's job performance evaluation.

Periodic Training and Retraining

Annually, the JSA should be reviewed by the Supervisors with all Employees. JSA should be reviewed with the Employee during an accident investigation to help identify possible causes or problem areas.