

Title: Job Safety Analysis (JSA)		Print Date: 8/14/2017
Revision # A	Prepared By: Jen Stones	Date Prepared: 5/11/2017
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Procedure

1. Purpose

Document and describe the procedure for performing a job safety analysis (JSA). The analysis is done to identify hazards in the workplace and to determine methods to control those hazards. The JSA is designed to assist with development of standard operating procedures and work rules that are specific for each job, task, or location.

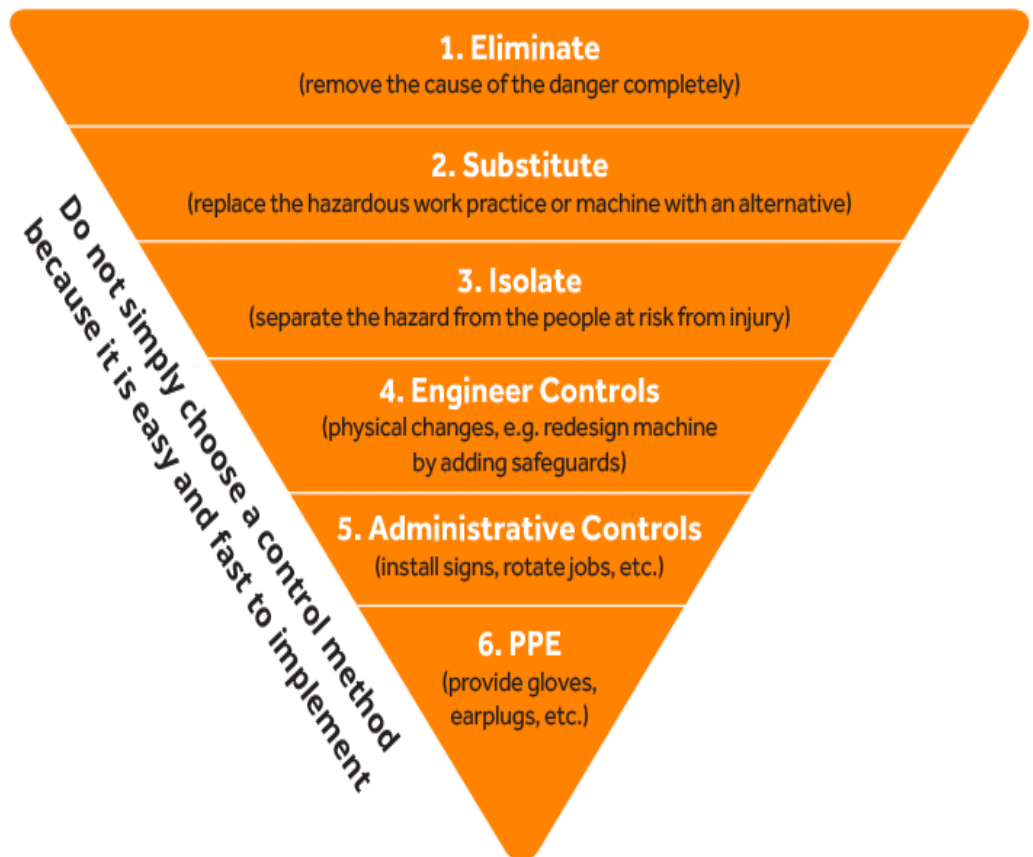
2. Rule

A. Roles and Responsibilities:

1. Principal Investigators (PI)/ Shop Supervisors/ Facility Managers:
 - a. Identify hazards within their area(s) of responsibility.
 - b. Identify appropriate controls measures for identified hazards.
 - c. Document hazards and control measures via the Job Safety Analysis form (see appendix A).
 - d. Maintaining a current and complete list of JSA's for personnel.
 - e. Ensuring the availability of proper personal protective equipment as defined by JSA.
 - f. Train all personnel on the contents of relevant JSA's at least annually.
 - g. Review and update existing JSAs at least annually and anytime there is a significant change in job activities or processes.
 - h. Ensuring that employees follow the JSA for their activities.
 - i. Request assistance from OEHS as necessary and report any problems, injuries or potential injuries (near misses) in areas of responsibility.
2. Occupational and Environmental Health and Safety:
 - a. Assist supervisors and principal investigators (or their designee), identification of hazards in the workplace.
 - b. Assist with determinations of methods to control identified hazards.

B. Procedure

1. Complete the JSA form (found in Appendix A.)
 - a. All sections of the form are required.
 - b. Identify and document all job tasks or categories of job tasks that will be included in the identified process. Be thorough and detailed; list each step in the process sequentially.
 - c. Identify and document the hazards associated with each task or category of tasks. Consider all types of potential hazards: Physical, chemical and environmental.
 - d. Using the hierarchy of controls as shown in the diagram below, Identify and document the controls that must be used to control any identified hazards. It may be necessary to list multiple controls for a single step in the process.



- e. Identify and document any required training, general PPE required for the identified tasks, and any other general control measures needed.
 - f. List all contributors to the JSA. The JSA process should be a collaborative effort between the supervisor or principal investigator and the personnel that will performing the identified task(s).
2. Train Affected staff on the requirements of the JSA

- a. The supervisor or Principal Investigator has the primary responsibility to ensure that all personnel in their area are properly trained on the contents of the JSA. Training must be properly documented. Properly documented training includes the following information:
 1. Name of the trainer
 2. Date of the training
 3. A copy of the training materials
 4. Names, ID #, and signatures of all participants
3. Keep JSA on file in an accessible location at all times and review/update as needed at least annually and whenever significant changes are made to the identified process.

3. University of Utah Contacts:

- a. Matt Lundquist, Senior IH, OEHS
- b. Blake Smith, Senior OSS, OEHS

Appendix A – Blank JSA Form



JOB SAFETY ANALYSIS

Safety Information for the University of Utah

NAME OF DEPARTMENT:

TITLE OF JOB OR TASK:

ANALYSIS *(add additional lines as needed):*

TASK	HAZARDS	CONTROLS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Required Training:	Required Personal Protective Equipment (PPE)	

Other Information: See (insert link) for more information on (insert titles of linked documents)

Contributors: Department: [Insert Name and Job Title for each contributor]

Created: [Insert Month and Year]

For more information contact *Occupational and Environmental Health and Safety* at 801.581.6590 or visit oehs.utah.edu