LOSS CONTROL DATA GUIDE

Job Safety Analysis

Job Safety Analysis (JSA) is an important accident prevention tool that works by identifying hazards associated with a specific job, and then eliminating or minimizing the hazards **before** the job is performed, and **before** the hazards can cause accidents and injuries.

Job Safety Analysis should be used:

- As a means of job clarification and hazard awareness
- As a guide in new employee orientation and training
- For periodic contacts and retraining of senior employees
- As a refresher for jobs that are performed infrequently
- As an accident investigation tool
- For informing employees of specific job hazards and protective measures.

The Job Safety Analysis process begins by identifying and prioritizing "Critical" jobs. Specific job factors which should be considered include:

- Past Loss Experience – Loss frequency (number of losses) and severity (dollar cost of losses).
- Potential for Severe Loss – Use of hazardous/toxic materials, operation of hazardous equipment and machinery, operation of mobile equipment, etc.
- The New or Unknown – New equipment, machinery, materials, processes, etc. introduced to the workplace.

Once critical jobs have been identified, Job Safety Analysis can be accomplished by determining the following:

- Sequence of Basic Job Steps – Break the job down into steps. Each step should accomplish a major task. (Example-pick up box and place on hand cart). Be sure to list all the steps in a job, even if some steps are not done each time.
- Hazards – Identify the actual and potential hazards associated with each job step. Be sure to include **all** hazards, including health hazards.
- Recommended Controls or Procedures – Using the "Basic Job Steps" and "Hazards" identified previously, develop controls and/or procedures that will eliminate/reduce/control the hazards that could cause or lead to an accident, injury, or occupational illness. Recommended safe operating procedures, and required/recommended personal protective equipment should also be listed. A recommended control or procedures should be provided for every hazard.

JOB SAFETY ANALYSIS

GREAT AMERICAN INSURANCE GROUP

JOB		DATE	❑ NEW ❑ REVISED
TITLE OF PERSON WHO DOES JOB	SUPERVISOR	ANALYSIS BY	
PLANT/LOCATION	DEPARTMENT	REVIEWED BY	

REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT	APPROVED BY

SEQUENCE OF BASIC JOB STEPS	HAZARD	RECOMMENDED CONTROLS OR PROCEDURES