



Job Safety Analysis (JSA) Process

Safety and Environmental Management System

SEMS 2-3

A Job Safety Analysis process (also referred to as a JSA, JHA (Job Hazard Analysis), or JSEA (Job Safety & Environmental Analysis)) is a technique that focuses on job tasks as a tool to identify hazards before they occur. A Job Safety Analysis focuses on the relationship between the worker, task, equipment, and work environment. After identifying uncontrolled hazards, steps are developed to eliminate or reduce hazards to an acceptable risk level.

To start the JSA process, select the job or task to be performed. Any job that has hazards or potential hazards is a candidate for a JSA. An uncommon or seldom performed job is also a good candidate for a JSA. SONOCO requires development of JSAs for each operation and task identified in SEMS 2-4 Employee Exposure List.

A JSA is an exercise in detective work. Your goal is to discover the following:

- What can go wrong?
- What are the consequences?
- How could it arise?
- What are other contributing factors?
- How likely is it that the hazard will occur?

Rarely is a hazard a simple case of one singular cause resulting in one singular effect. More frequently, many contributing factors tend to line up in a certain way to create the hazard.

You will need to identify all steps, hazards, and safe work procedures before starting the job. Performing a JSA is a multi-step process:

- **Basic Job Steps:**

Break the job into a sequence of steps. Each of the steps should support the overall task. That task will consist of a series of movements, actions or steps to successfully complete the task. Look at each of the movements within that basic task. Record job steps in column 1.

- **Potential Hazards:**

A hazard is the potential for harm. In practical terms, a hazard is often associated with a condition or activity, if left uncontrolled, can result in injury or illness.

To complete a JSA effectively, you must identify the hazards or potential hazards associated with each step related to safety and health. Every possible source of energy must be identified. It is very important to look at the entire environment to determine every conceivable hazard that may exist. Hazards contribute to accidents and injuries. Record existing or potential hazards associated with each basic job step in column 2.



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- **Recommended Safe Job Procedures**

Using the sequence of basic job steps and potential hazards, decide what actions are necessary to eliminate, control, minimize or reduce hazards that could lead to accidents, injuries, damage to the environment, or possible occupational illness. Each safe job procedure or action must correspond to the job steps and identified hazards. This information is recorded in column 3.

Everyone involved in implementing a job or task should be present when the JSA is written. The JSA should be reviewed, approved and signed by the Steward (supervisor) or Person in Charge (PIC) of activity **before** the task is started. Understanding every job step is very important!

Periodically reviewing your JSA ensures that it remains current and continues to help reduce workplace accidents and injuries. Even if the job has not changed, it is possible that during the review process you identify hazards that were not identified in the initial analysis. Copies of each JSA will be kept on location for the duration of the task and accessible to any and all employees to review throughout the work. JSA worksheets will be kept on location for 3 months and archived at the office for 2 years.

It is particularly important to review your JSA if an injury or illness occurs on a specific job. Based on the circumstances, you may determine that you need to change the job procedure to prevent similar incidents in the future. If an employee's failure to follow proper job procedures results in a "near miss", discuss the situation with all employees who perform the job, review the JSA and modify as needed to remind them of proper procedures. Any time you revise a job hazard analysis, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.

Rights to workers:

ANY AND ALL EMPLOYEES, CONTRACTORS OR SITE VISITORS HAVE THE AUTHORITY AND RESPONSIBILITY TO STOP WORK OR DECLINE TO PERFORM AN ASSIGNED TASK, WITHOUT FEAR OF REPRISAL, WHEN AN IMMINENT RISK OR DANGER EXISTS IN ACCORDANCE WITH THE SONOCO STOP WORK AUTHORITY PROGRAM(S).



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Common Hazards and Descriptions:

Hazards	Hazard Descriptions
Chemical (Toxic)	A chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream that causes illness, disease or death. The amount of chemical exposure is critical in determining hazardous effects. Check Safety Data Sheets (SDS) for chemical hazard information.
Chemical (Flammable)	A chemical that, when exposed to a heat ignition source, results in combustion. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check SDS for flammability information.
Chemical (Corrosive)	A chemical that, when it comes in contact with skin, metal, or other materials, damages the materials. Acids and bases are examples of corrosives.
Electrical (Fire)	Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.
Electrical (Static)	The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of materials that discharges (spark) to the ground resulting in the ignition of flammables or damage to electronics or the body's nervous system.
Fall (Slip, Trip)	Conditions that result in falls from height or traditional walking services (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges etc.)
Mechanical Failure	Typically occurs when devices exceed designed capacity or are inadequately maintained.
Struck Against	Injury to a body part as a result of coming into contact of a surface in which action was initiated by the person. (An example is when a screwdriver slips.)
Visibility	Lack of lighting or obstructed vision that results in an error or other hazard.



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