



Job Safety Analysis (JSA) are extremely important because they inform employees involved in a task of specific hazards and the safety measures to take to prevent injury when completed correctly.

It is very important that all steps and hazards are identified so that anyone reading the document is aware of what precautions to take to keep from getting hurt. This is a very useful tool for the seasoned employee as well as someone new to a job or task. A JSA can be done on a new at risk task or filled out for routine work as a review. We will briefly discuss what type of information is required on the form and why.

Subject and Date: needed to identify what task is being covered and the time frame in which the job will take place.

Supervisor and PPE: is required so that everyone knows who is in charge of the project and what PPE will be required to safely complete the task.

Stop Work: It is important that everyone involved in the JSA process reads and understands the following Stop Work Authority statement printed on each JSA:

NOTICE: 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).

The Worksheet: The JSA worksheet is separated into 3 columns which are the main 3 steps of the JSA.

1st column: Job Steps

Every step of the job should be listed. Every step should be listed as a separate entry so that hazards can be identified. If we are cutting lettuce for a salad bar, cutting lettuce would be listed in the job steps column.

2nd column: Safety Hazards

Every step of the job should be evaluated to determine what hazards are associated with that task. Task that have multiple hazards need the hazards to be listed separately as in the job steps section. Cutting lettuce is listed in the job steps column. A few hazards in cutting lettuce are:

- Employee Cut
- Cross Contamination of a raw "ready to serve" food product

3rd column: Safe Procedures

Every hazard identified should have a safe procedure listed. Either how we plan to eliminate or control the hazard to prevent incident or injury.

- Employee Cut:
 - Wear a cutting glove
 - Wash knife and store correctly immediately following task
- Cross Contamination of a raw "ready to serve" food product:
 - Be sure to use a clean cutting board on a cleaned counter
 - Wash hands before and after task



JSA Forms

Safety and Environmental Management System		SEMS 2-5
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Worksheet Entry: The JSA worksheet entry for the above example should look like this:

Job Steps	Safety Hazards	Safe Procedures
Cut Lettuce	Employee Cut Cross Contamination	Wear Cutting Glove Wash knife and store immediately Use clean Cutting Board Use Clean Cutting Glove Cut on a clean Counter

Signatures: There is a place at the bottom of the worksheet for all involved employees to print and sign that they have reviewed the hazards associated with the task as well as the safe practices. All involved employees should be included in creating and reviewing the JSA worksheet. Additional pages are available if room is needed for multiple job steps/hazards.

The JSA Worksheet should be turned in with the safety meeting agenda form and rig paperwork.

The JSA worksheet and supplemental 2nd page can be found in the SEMS manual or printed from the company website at <http://www.sontheimeroffshore.com/safety/forms/>

	Job Safety Analysis (JSA)
Safety and Environmental Management System	SEMS F200

SONOCO JOB SAFETY ANALYSIS WORKSHEET		SUBJECT
DATE	STEWARD	
SAFETY EQUIPMENT	STEEL TOE SHOES	OPERATOR:
		LOCATION:
<small>*NOTICE: 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).</small>		
JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES
Attendee Signatures:	Name Printed	Job Title
1.		
2.		
3.		
4.		
5.		
6.		