



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS			CORRECT LIFTING PROCEDURES		
----------------------------	--	--	----------------------------	--	--

OPERATION		DATE		STEWARD	
SAFETY EQUIPMENT	Safety Shoes		Safety Lift Belt		
	Other:		Other:		

*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).

NOTE: A ROUTINE OF BRIEF WARM-UP (STRETCHING) EXERCISES FOR 5 MINUTES WILL HELP LOOSEN UP THE MUSCLES AND GET BLOOD TO THEM TO POSSIBLY HELP AVOID A BACK INJURY OR BACK PAIN

JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES
Lifting any Object: <ul style="list-style-type: none"> ◆ Groceries ◆ Laundry ◆ Mattresses ◆ Pots, pans, mixers ◆ Mop buckets ◆ Mops, brooms 	Muscular Strain, sprains	<ol style="list-style-type: none"> 1. Do stretching exercises for different muscle groups (5-10 minutes) 2. Select place for load to be placed 3. Clear path to take load 4. Size up load: <ul style="list-style-type: none"> ◆ Weight; Size; Bulk; Sharp Edges 4. If load is too heavy, bulky, or if it will obstruct view when carrying: <ul style="list-style-type: none"> ◆ Get help ◆ Divide load, make more than one trip 5. Get good body balance before lifting: <ul style="list-style-type: none"> ◆ Feet ◆ Waist ◆ Shoulders 6. Squat, bend at knees 7. Grip load, hold close to body 8. Lift load with legs, not back, using steady movement (do not jerk it up) 9. Do not twist body when lifting, move feet and turn them and body in direction load is to go 10. Lower load in reverse order of lifting: <ul style="list-style-type: none"> ◆ Good body balance ◆ Keep load close ◆ Squat, bend at knees ◆ Lower load in a steady movement, using legs

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS			UNLOADING GROCERIES		
OPERATION		DATE		STEWARD	
SAFETY EQUIPMENT	Safety Shoes		Safety Lift Belt		Other:
	Hard Hat		Safety Glasses		Other:
*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).					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
1. Open Grocery box	Inhalation of CO2 fumes when entering		Cut lock, ventilate box for one minute before entering Use physical barrier to prevent door from closing		
	Hits from tumbling items when door is opened (boxes, etc.)		Cut lock, step to side or back as door is opened		
	Cuts and abrasions		Watch for sharp edges on/in box		
2. Unloading groceries	Hitting head on door inside box		Wear hard hat, beware of low door seal and low ceiling inside box		
	Slips, trips, falls		A. Keep feet on level surface B. Before going into box make sure there is room for feet and body to maneuver items without having to twist feet and body. Get help to move items if necessary C. Make sure all surfaces outside and inside box are dry of grease, oil, moisture		
	Muscular strains, sprains		A. Stretch muscles properly (5-10 minutes) B. Use correct lifting techniques (SEE JSA: LIFTING) C. Get fellow workers to help unload items from inside box to outside box (NEVER TWIST BODY, TURN BODY AND FEET IN DIRECTION LOAD IS TO GO)		
3. Transporting groceries	Slips, trips, falls		A. Clear path from grocery box to galley, pantry, cooler, freezer area: Trash, ropes, cords, mops, or broom B. Make sure all surfaces inside and outside box are free of any form of liquid or moisture		
	Muscular strains, sprains		Use correct lifting techniques (SEE JSA: LIFTING)		
4. Putting up groceries	Cuts from opening boxes		A. Use box opener correctly (SEE JSA: KNIFE/BOX OPENER SAFETY) B. Use hands to pull tape from box flaps		
	Muscular strains, sprains		A. Use correct lifting techniques (SEE JSA: LIFTING) B. Put heavy items on lower shelves		
	Slips, trips, falls		A. Clear pathway in all areas B. Insure all walk ways are free from liquid or moisture C. If access to top shelves is needed, use step ladder D. Do not block pathway or door access with boxes or other items		
5. Handling dry ice	Burns from "dry ice"		A. Use galley rags or cotton gloves to handle dry ice B. Dispose of dry ice by placing it outside galley in well ventilated area to evaporate C. DO NOT THROW OVERBOARD		
6. Closing Grocery box	Locking personnel in Conex box Suffocation		A. Visually inspect for personnel inside Conex box B. Use loud verbal communication before closing doors C. Use buddy system, if possible.		



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS			USING CLEANING CHEMICALS		
----------------------------	--	--	--------------------------	--	--

OPERATION	DATE	STEWARD
SAFETY EQUIPMENT	Safety Shoes Rubber Gloves	Safety Glasses/Goggles MSDS for each chemical
		Other: Other:

***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).**

JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES
1. Storage of cleaning chemicals	Chemical poisoning Food contamination	A. Keep in a dry area and do not store with food supplies B. Keep in well lighted area where the chemicals are accessible and easily identifiable
2. Use of cleaning chemicals	Chemical poisoning Skin irritation Burns to the eyes	A. <u>Review SDS BEFORE</u> using any chemical B. Never use a food preparation sink to fill or empty mop buckets or to rinse and clean mops and brushes C. Always use correct chemical to do the job D. Read the label for use instructions E. Do not use if not labeled F. Product removed from the original container to another container MUST be labeled G. Always use the correct amount of chemical to clean (read label) H. NEVER mix chemicals together I. Check for adequate ventilation before using products containing ammonia or bleach J. Keep covers on containers when not in use. Close them tightly K. Mops and brushes should be rinsed and stored after each use L. Clean hands after using cleaning chemicals before leaving work area and before eating or handling food M. Store chemicals correctly after use N. If something is not understood about the use of the cleaning chemical ask supervisor, read the SDS or call the SONOCO office

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

All Job Participants shall sign this sheet after reviewing and/or modifying JSA



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS			STAIRWAYS USE		
OPERATION		DATE		STEWARD	
SAFETY EQUIPMENT	Safety Shoes		Other:		
	Other:		Other:		
*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).					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
Stairway Use	Slips, trips, falls		<ol style="list-style-type: none"> 1. Always have one hand free to use the handrail when going up or down stairs 2. Look for broken treads, debris or anything that could cause a trip 3. Look for grease or liquid on stairs, clean up or dry 4. Do not carry more cargo up or down stairs than you can comfortably carry in one hand and still use the handrail 5. If carrying a bulky load up/down stairs and unable to use handrail: <ul style="list-style-type: none"> ◆ Seek help ◆ Divide load up and make more than one trip 6. Report all unsafe conditions immediately to your supervisor 7. Do not run up or down stairways 8. Take one step at a time 		

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

All Job Participants shall sign this sheet after reviewing and/or modifying JSA



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS			USE OF THE DEEP FAT FRYER		
OPERATION		DATE		STEWARD	
SAFETY EQUIPMENT	Safety Shoes		Apron		Other:
	Safety Glasses/Goggles		Hot Pads		Other:
*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).					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
1. Deep fat fryer use	Grease burns		A. Always dry food items before placing into fryer preventing water from forming grease "fireballs" and splashing B. Do not put frozen items directly into fryer C. Place items into fryer with tongs or fryer basket D. Do not drop food items into fryer E. Do not overload fryer		
2. Deep fat fryer cleaning	Burns		A. UNPLUG BEFORE CLEANING B. Follow instructions manual C. Cool oil to 100 degrees F before cleaning D. Use caution when draining oil into proper container. Container is marked for recycling oil E. Cover with tight fitting lid F. Do not use plastic containers unless oil has cooled completely. Remove these containers from prep area to prevent spills or trips G. Filter oil daily or as often as necessary before oil is heated to cooking temperatures H. Change oil weekly or more often as needed I. GALLEYHAND DOES NOT CLEAN THIS ITEM J. Discard soiled galley rags. They must NOT be laundered offshore		

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

All Job Participants shall sign this sheet after reviewing and/or modifying JSA



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS			KNIFE USE/BOX OPENER USE		
OPERATION		DATE		STEWARD	
SAFETY EQUIPMENT	Safety Shoes		Other:		
	Cutting Glove		Other:		
KNIFE USE					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
1. Knife use	Cuts, lacerations, punctures		A. Use cut resistant glove to hold item to be cut B. Keep knives sharp. Makes knife easier to cut with, less pressure needed C. Use correct knife for job: ◆ Paring: paring (trimming away a layer or part) fruits and vegetables ◆ French: used to chop vegetables ◆ Cleaver: used to crack bones ◆ Boning: used to slice meat ◆ Slicer: used for slicing prepared meats and breads D. Use cutting board (place a towel under board to prevent board from slipping while in use): place product to be cut on board E. Always cut away from body. Do not hack, use smooth cutting strokes F. Let falling knives fall; never attempt to catch them. G. Do not get distracted. Pay attention to what you are cutting H. Do not get in a hurry. Take your time		
2. Knife cleaning and storing	Cuts, lacerations, punctures		A. Always clean knife immediately after use B. Always clean cutting glove after each use to prevent cross-contamination C. Wear latex glove over cutting glove D. Do not place knife in sink and leave without washing. It becomes invisible E. Never store knives with other utensils, store in provided rack or drawer with other knives F. Do not store in rack with blade exposed G. Always carry knife with blade pointed down and sharp edge to the back H. Never leave knife on edge of counter or other surface		
BOX OPENER					
Box opener use	Cuts laceration, punctures		A. A sharp blade cuts easier with less pressure B. Angle opener downward toward item to be cut C. Always cut away from body D. Cup fingers, holding item to be cut down with knuckles E. Do not get distracted, pay attention to what you are cutting F. Do not get in a hurry, take your time G. When task is complete, retract blade back into handle		

*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).



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS			USE OF MEAT SLICER		
OPERATION		DATE		Steward	
SAFETY EQUIPMENT	Safety Shoes		Other:		
	Cutting Glove		Other:		
*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).					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
1. Meat slicer (use)	Cuts, lacerations		A. The cook is the only one to perform this procedure B. Put machine in "off" position before plugging in to operate C. Keep hands, fingers, knives away from blade D. Make sure guards are in place before operating		
2. Meat slicer (cleaning)	Cuts, lacerations		The cook is the only one to perform this procedure Always clean after each use Steps to use: <ul style="list-style-type: none"> ◆ Turn to "off" position ◆ Unplug unit ◆ Close blade on unit before turning to "zero" position ◆ Do not touch edge of blade ◆ Hold blade with cut resistant glove on hand while cleaning with other hand ◆ Clean blade from center to edge of blade ◆ Air dry and sanitize ◆ Place blades and guards back on machine immediately after cleaning and drying ◆ Tighten all knobs and fittings ◆ Leave blade at "zero" until it is to be used ◆ Never attempt to clean unit with power "on" or while blade is in use 		

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS		USING STEAM TABLE	
OPERATION	DATE	Steward	
SAFETY EQUIPMENT	Safety Shoes	Nitrile gloves	Other:
	Oven Mitts	Other:	Other:
JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES	
1. Steam table (use)	Bacteria contamination and Foodborne illness	A. Fill steam table with clean water B. Turn on power source, set temperature at 140-165 degrees F. an hour before food is to be served C. Make sure water is at correct food holding temperature for food to be served D. Place inserts in wells according to menu set for each meal E. Put prepared food in inserts no more than 10-15 minutes prior to serving	
2. Putting food in line and removing lids from inserts	Burns	A. Use oven mitts when transporting pots or pans of hot, prepared foods to steam table B. Pour foods into inserts at low level in inserts to prevent splattering and splashes. Cover with insert lids. C. When removing lids: ♦ Stand to one side, turn head, lift lid slowly from front of pan (and steam line) to back, expelling steam to front and away from face. (Make sure no one is in front of the steam line when doing this procedure)	
3. Serving of food from steam line	Bacteria growth and contamination	A. Stir food product at intervals to insure heat penetrates food B. Cover or protect food to prevent contaminants from falling into food and to retain heat C. Use long handled ladle w/handle toward user.	
4. Breaking down steam line	Burns, fire	A. Turn off power source, turn temperature gauge down, allowing water to cool B. Beware of heating elements under shelf over steam line C. Wear oven mitts D. Remove inserts, store or discard food accordingly, clean, sanitize, air dry the inserts E. Remove water from steam table after each meal	
	Slips and falls	A. Watch for splashes of food onto floor when dumping into refuse container. B. Wipe up immediately	
	Strains, sprains to back, neck, shoulders and arms	A. Have clear path B. Use correct lifting techniques (see JSA: Lifting) C. Never lift and twist D. Do not over reach or over stretch	
5. Clean and sanitize steam line well (after cool down)	Slips, falls	Make sure no (cleaning) water splashes or drips onto floor. If so, dry up immediately.	
	Contamination	Remove all cleaning and sanitizing solutions before refilling well	
6. Clean and sanitize exterior steam line surfaces	Cuts to fingers, hands	Wear nitrile gloves when cleaning	
	Food Contamination	Remove all traces of cleaning/sanitizing solutions from surfaces	
	Slip, fall injuries	Make sure no (cleaning) water splashes or drips onto floor. If so, dry up immediately	
7. Refill well	Slip, fall injuries	Fill well slowly to avoid spills and splashes	



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS WORKSHEET	USING COMMERCIAL STEAMER
--------------------------------------	--------------------------

OPERATION	DATE	Steward
SAFETY EQUIPMENT	Safety Shoes	Oven Mitts
		Safety Glasses/Goggles

***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).**

JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES
1. Placing food items in steamer to be cooked	Steam burns	<ul style="list-style-type: none"> ◆ ALWAYS wear elbow length oven mitts on both hands when using this procedure ◆ Open door at arms length ◆ Step back, allow steam to escape ◆ Place food into steamer to be cooked ◆ Close and secure door ◆ NEVER PLACE FACE OR ARMS IN CLOSE PROXIMITY TO ESCAPING STEAM
2. Removing food items from steamer	Steam burns Burns from handling hot pots Slips, trips, falls	<ul style="list-style-type: none"> ◆ ALWAYS wear elbow length oven mitts on both hands when using this procedure ◆ Check path of destination for cooked food, remove all obstacles and clear a landing spot for food item ◆ Open doors holding them at arms length ◆ Step back, allow steam to escape ◆ Reach in and retrieve food ◆ Alert other personnel you are carrying a hot food item ◆ Have a co-worker close and secure door ◆ NEVER PLACE FACE OR ARMS IN CLOSE PROXIMITY TO ESCAPING STEAM
3. Cleaning commercial steamer	Burns Electrical shock	<ul style="list-style-type: none"> ◆ Turn off machine ◆ Unplug it & allow to cool to touch ◆ Clean and sanitize according to manufacturer's specifications ◆ Air dry ◆ Plug machine back in

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS			MAKING A BUNK		
OPERATION		DATE		Steward	
SAFETY EQUIPMENT	Safety Shoes		Hard Hat		
	3-Step Ladder		Other:		
NOTE: A ROUTINE OF BRIEF WARM-UP (STRETCHING) EXERCISES FOR 5 MINUTES WILL HELP LOOSEN UP THE MUSCLES AND GET BLOOD TO THEM TO POSSIBLY HELP AVOID A BACK INJURY OR BACK PAIN					
JOB STEPS		SAFETY HAZARDS		SAFE PROCEDURES	
1. Carrying linen to and from storage areas; used linen to be bagged and cleaned		Strains Slips, trips and falls		<ul style="list-style-type: none"> ◆ Carry or bag only the amount you can comfortably carry or lift ◆ Use correct lifting techniques ◆ Clear path for obstacles from pickup point to drop-off point 	
2. Making top bunk (IF BUNK HAS ATTACHED STATIONARY LADDER)		Slip and fall		<ul style="list-style-type: none"> ◆ DO NOT USE BOTTOM BUNK OR CHAIR OR OTHER MAKESHIFT LADDER FOR TASK ◆ Climb ladder, place feet as wide as possible for balance ◆ Reach (to tuck or change and tuck bedding) only as far as arms can reach in front of body ◆ Do not overreach where body is leaning out over the side of ladder ◆ Once bedding is secure in front of stationary ladder, go to 3-step ladder ◆ Center 3-step ladder in front of bunk area to be covered, sliding it as bedding is tucked or changed ◆ Do not hold an awkward position for too long, pause and stretch and straighten out the neck, back and shoulders ◆ Take time and do not get in a hurry ◆ Concentrate on task 	
		Twisting and strains		<ul style="list-style-type: none"> ◆ When standing on stationary ladder, go only as high as you can to COMFORTABLY reach the rear of the bunk ◆ DO NOT STAND ON TOP RUNG ◆ Do not overreach to the side of ladder beyond body's center of gravity ◆ Once task is beyond reach, go to 3-step ladder, or move the 3-step ladder ◆ Do not hold an awkward position for too long, pause and stretch and straighten out the neck, back and shoulders 	
3. Making bottom bunk		Hitting head		<ul style="list-style-type: none"> ◆ Allow for clearance overhead from top bunk when completing this task ◆ Do not raise up suddenly and hit head on top bunk 	
		Twisting and strains		<ul style="list-style-type: none"> ◆ Position yourself close to the bunk and still have feet solidly on floor with good body balance ◆ When leaning forward, if NECESSARY and POSSIBLE, support the weigh of upper body with free hand and arm ◆ When securing bedding, move feet and slide body, do not overreach and twist body ◆ Do not hold an awkward position for too long, pause and stretch and straighten out the neck, back and shoulders ◆ Take time and do not get in a hurry 	



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS		WASHING CLOTHES/WASHER USE	
OPERATION	DATE	Steward	
SAFETY EQUIPMENT	Safety Shoes	Other:	
	Gloves (latex, etc.)	Other:	
<p>DO NOT launder galley rags offshore! This can create a serious fire hazard.</p> <p>NOTE: A ROUTINE OF BRIEF WARM-UP (STRETCHING) EXERCISES FOR 5 MINUTES WILL HELP LOOSEN UP THE MUSCLES AND GET BLOOD TO THEM TO POSSIBLY HELP AVOID A BACK INJURY OR BACK PAIN</p>			
JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES	
1. Pick up clothes	Strains, sprains, to back, neck, shoulders and arms	<ul style="list-style-type: none"> ◆ Use correct lifting techniques (See JSA: Lifting) ◆ Never attempt to lift and carry too much (only what you can comfortably carry) 	
	Slips, trips and falls	<ul style="list-style-type: none"> ◆ Clear pathway ◆ Follow correct stairway use (See JSA: Stairway Use) 	
2. Load Washer	Strains, sprains, to back, neck, shoulders and arms	<p>Use correct techniques for top load and front load types</p> <ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Place lower body: leg (s), waist against unit for stability when placing load into unit ◆ Do not lift and twist ◆ Do not attempt to lift too much ◆ Place clothes into unit, do not "throw" them ◆ Do not overreach or over stretch into unit ◆ DO NOT launder galley rags offshore 	
	Overloading: damage to unit	Fill tub to ¾ level with clothes	
	Unit unbalance, damage to unit	Distribute clothes evenly in tub	
3. Start unit		As per set instructions or instructions on unit: clothing type or color (if applicable)	
4. Add detergent (while water is filling tub)	Overflow, damage to unit	Add detergent per set instructions or those stated on detergent container	
5. Unloading unit	Damage to hands, arms, shoulders	Do not reach into unit until tub has stopped spinning	
	Strains, sprains, to back, neck, shoulders and arms	<ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Place lower body against unit for stability when lifting clothes out of unit ◆ Do not attempt to remove too much from unit at one time ◆ Do not overreach or over stretch into unit 	

*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).



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System	SEMS 2-6
--	----------

SONOCO JOB SAFETY ANALYSIS			DRYING CLOTHES / DRYER USE		
OPERATION		DATE		Steward	
SAFETY EQUIPMENT	Safety Shoes		Other:		
	Other:		Other:		
<p>Do NOT launder galley rags offshore! This can create a serious fire hazard. NOTE: A ROUTINE OF BRIEF WARM-UP (STRETCHING) EXERCISES FOR 5 MINUTES WILL HELP LOOSEN UP THE MUSCLES AND GET BLOOD TO THEM TO POSSIBLY HELP AVOID A BACK INJURY OR BACK PAIN</p>					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
1. Loading unit	Strains, sprains, to back, neck, shoulders and arms		Use correct techniques for top load and front load types <ul style="list-style-type: none"> ◆ Use correct lifting techniques (See JSA: Lifting) ◆ Do not lift and twist ◆ Place clothes in unit, do not "throw" them ◆ Do not over reach or over stretch into unit 		
	Overloading: Damage to unit		Load to ¾ capacity		
	Overheating / fire: damage to unit		Never dry articles containing: <ul style="list-style-type: none"> ◆ Foam rubber ◆ Flammable fumes ◆ Gasoline / kerosene ◆ Cooking oil 		
2. Start unit			<ul style="list-style-type: none"> ◆ Place clothes on correct setting for drying ◆ Set time for no more than 60 minutes; reset if more time is needed 		
3. Unloading unit	Strains, sprains, to back, neck, shoulders and arms		<ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Do not lift and twist ◆ Do not over reach or over stretch when removing clothes 		
4. Distributing clothes	Strains, sprains, to back, neck, shoulders and arms		<ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Do not lift too much, only what you can comfortably carry ◆ Do not twist when placing clean clothes ◆ Do not over reach or over stretch 		

*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).



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System

SEMS 2-6

SONOCO JOB SAFETY ANALYSIS		USE OF PERSONAL PROTECTIVE EQUIPMENT		
OPERATION		DATE		Steward
JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES		
1. Personal Flotation Device (PFD)	<ul style="list-style-type: none"> ◆ Drowning 	<ul style="list-style-type: none"> ◆ Always wear before boarding helicopter ◆ Always know the location of PFD when riding a boat ◆ Always wear during fire and evacuation drills ◆ Know the location of PFD on the operation 		
2. Safety Shoes: Steel-toes, oil resistant, non-skid bottom with ¼" heel	<ul style="list-style-type: none"> ◆ Injury to feet from falling object ◆ Burn to feet from hot grease splashes ◆ Injury to body from slip and fall on wet surfaces 	Wear safety shoes at all times during work hours		
3. Hard Hats	<ul style="list-style-type: none"> ◆ Injury to head from falling objects or hitting overhead surfaces, protruding objects 	Wear hard hat in all hard hat areas and when outside quarters		
4. Safety Glasses	<ul style="list-style-type: none"> ◆ Injury to eyes from: <ul style="list-style-type: none"> ✓ Flying debris ✓ Hot grease splashes ✓ Cleaning chemicals splashes 	Wear safety glasses when: <ul style="list-style-type: none"> ◆ Outside the quarters ◆ Using the deep fat fryer ◆ Using cleaning chemicals 		
5. Cutting Gloves	Cuts and lacerations to hands when using a knife to cut any item	<ul style="list-style-type: none"> ◆ Wear at all times when using a knife with a sharp cutting edge. Wear latex glove over cutting glove ◆ Change, clean and sanitize cutting glove after each use before going to next food type. (Example: cutting up raw chickens and then cutting up onions or other food item). ◆ Always clean and sanitize the cutting surface also. 		
6. Rubber Gloves	Irritation to hands (possible contact dermatitis)	<ul style="list-style-type: none"> ◆ Wear when using any cleaning chemical, i.e., dishwashing detergent, oven cleaner, bowl cleaner, glass cleaner, etc. ◆ Wash at the end of work day ◆ Change when torn or worn ◆ Wash hands after removing gloves. 		
7. Oven Mitts	Burns to hands and arms	<ul style="list-style-type: none"> ◆ Use when placing any food item into a hot oven or steamer ◆ Use when removing any food item from a hot oven, steamer or steam line ◆ Use when handling any hot food containers ◆ Wash often and replace when worn 		
8. Disposable Gloves	Bacteria contamination and cross-contamination to foods	<ul style="list-style-type: none"> ◆ Always wear when handling raw and cooked foods (preparing or serving) ◆ Change; wash hands before going to next food type (raw to cooked, meat to vegetable, etc.) ◆ Change often, always wash hands in between glove changes 		
9. Hearing Protection <i>Protection in the form of ear plugs are available at all heliports and on each job</i>	Hearing damage to ears	<ul style="list-style-type: none"> ◆ Always wear when riding helicopters. Also use ear muffs if available ◆ Follow job guidelines in use of hearing protection when going outside quarters. 		



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS *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).	USE OF FOOD DISPOSAL <i>Steps and procedures may vary from operation to operation because of make/model of machine and the safety exposures they create. Use a blank JSA Worksheet to make necessary specific changes to this JSA on your operation and place into your JSA Manual.</i>
---	---

OPERATION		DATE		Steward	
SAFETY EQUIPMENT	Safety shoes		Safety glasses		Ear plugs
	Hard hat		Face shield		

NOTE: Two persons should do this task because of lifting requirements.
Always follow the instructions that are included when operating any machinery
 NOTE: A ROUTINE OF BRIEF WARM-UP (STRETCHING) EXERCISES FOR 5 MINUTES WILL HELP LOOSEN UP THE MUSCLES AND GET BLOOD TO THEM TO POSSIBLY HELP AVOID A BACK INJURY OR BACK PAIN

JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES
Take food refuse to disposal	<ul style="list-style-type: none"> ◆ Eye, face injury ◆ Lifting injury 	<ul style="list-style-type: none"> ◆ Check food refuse container (visually) for discarded forks, spoons, knives that create a kickback danger when placed into operating unit ◆ Clear path from galley to disposal area ◆ Use correct lifting techniques (SEE JSA: LIFTING)
Open lid with handle	Lifting injury	Do not jerk or twist when lifting
Push START button before feeding food into unit	Eye, face injury	<ul style="list-style-type: none"> ◆ Wear safety glasses and face shield to protect from possible metal kickback (forks, spoons, knives) ◆ Listen to machine for particular scraping sound of possible metal objects (forks, spoons, knives, etc.) remaining from previous use ◆ Do not reach into unit to remove any object. Stop unit and call for your supervisor immediately
Make sure water is flowing in unit		
Lift container of food refuse and empty into unit	Lifting injury	<ul style="list-style-type: none"> ◆ Two people needed to complete this step ◆ Use correct lifting techniques (see JSA: Lifting) ✓ One person on each side of garbage container ✓ Lift simultaneously until container is in position to empty
Empty small amounts of refuse at a time until unit basket is full	<ul style="list-style-type: none"> ◆ Do not overload because of possible damage to unit ◆ Eye, face injury 	<ul style="list-style-type: none"> ◆ Wear safety glasses and face shield to protect from possible metal kickback (forks, spoons, knives) ◆ Place refuse container with remaining food on floor
Use food plunger to force food into unit	Injury to hands, arms	Do not push it past the mouth of unit
Repeat procedures until disposal of all refuse is completed		
Turn unit off		
Wash unit and drain with hose		
Wash empty food refuse container	Lifting injury	<ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Do not lift and twist



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS	USE OF TRASH COMPACTOR <i>Steps and procedures may vary from operation to operation because of make/model of machine and the safety exposures they create. Use a blank JSA Worksheet to make necessary specific changes to this JSA on your operation and place into your JSA Manual.</i>
-----------------------------------	---

OPERATION		DATE		Steward	
SAFETY EQUIPMENT	Safety shoes		Safety glasses		Ear plugs
	Hard hat				

***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).**

JOB STEPS	SAFETY HAZARDS	SAFE PROCEDURES
Take trash to be disposed of to compactor	Lifting injuries	<ul style="list-style-type: none"> ◆ Do stretching exercises for different muscle groups (5-10 minutes) ◆ Clear path to compactor ◆ Use correct lifting procedures(See JSA: LIFTING)
	Slips, trips & falls injuries	<ul style="list-style-type: none"> ◆ Beware of obstacles, remove or compensate for them ◆ Use correct procedures on use of stairways
Open unit	Striking injuries	Be sure path of drum is clear during opening motion
	Pinching injuries	Avoid placing fingers in any pinch point (where any moving parts of the unit meet)
Place trash into unit	Lifting injuries	<ul style="list-style-type: none"> ◆ Get help if necessary when load is too heavy or bulky ◆ Use correct lifting procedures ◆ Never lift and twist ◆ Observe good body positioning
Activate unit	Pinching injuries	Stand away from unit when compactor is working
Repeat steps until disposing of trash is complete		

Signature of each person performing task:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.



Job Safety Analysis Examples

These forms are not a print & sign complete JSA. They are to be used as a guide to create your own site specific JSAs with unique hazards and examples at your location

Safety and Environmental Management System		SEMS 2-6
--	--	----------

SONOCO JOB SAFETY ANALYSIS			USING A COMMERCIAL MIXER		
OPERATION		DATE		Steward	
SAFETY EQUIPMENT	Safety Shoes				
This task is to be performed by all level cook positions. Utilityhands may do task under direct supervision of cook.					
JOB STEPS	SAFETY HAZARDS		SAFE PROCEDURES		
Preparing for use	Food contamination		<ul style="list-style-type: none"> ◆ Check bowl for debris or food particles/traces of previous use. ◆ Clean and sanitize if evidence of previous use present 		
Place ingredients into mixing bowl	Strains, sprains to back, neck, shoulders and arms		<ul style="list-style-type: none"> ◆ Use correct lifting techniques (SEE JSA: LIFTING) ◆ Never lift and twist ◆ Do not over reach or over stretch 		
Turn on mixer	Electrical shock		Check electrical cord for cuts or frayed areas BEFORE TURNING ON		
	Injuries to eyes, face		<ul style="list-style-type: none"> ◆ Turn mixer on low speed to prevent mixer paddle (whip) from slinging ingredients from bowl ◆ Speed of mixer then can be adjusted as required ◆ Never over load bowl 		
Scraping sides of bowl (to mix contents thoroughly)	Finger or hand injury		<ul style="list-style-type: none"> ◆ Turn off mixer. Wait until completely stopped turning ◆ Use spatula to scrape bowl. ◆ Never use hand forks, spoons in mixer bowl 		
Emptying bowl	Strains, sprains to back, neck, shoulders and arms		<ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Never lift and twist ◆ Never over reach or over stretch 		
	Injuries to feet, toes		<ul style="list-style-type: none"> ◆ Wear steel-toed shoes 		
Clean bowl	Contamination		Clean, sanitize and air dry		
Replace bowl	Strains, sprains to back, neck, shoulders and arms		<ul style="list-style-type: none"> ◆ Use correct lifting techniques ◆ Never lift and twist ◆ Never over reach or over stretch 		

***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).**