City of Crystal Lake
Department of Public Works
JSA Policy

Original Date:	**5-5-2022**
Revised Date:	**2-21-2025**
Approved Date:	**2-21-2025**
Approved By:	**M. Magnuson**
Next Required Review Date:	**2-21-2027**

PURPOSE

A Job Safety Analysis, also known as JSA, is a simple formula to minimize work accidents and illnesses. A JSA is a systematic method of identifying hazards and control measures to safely perform a task. The use of a JSA helps to minimize accidents and injuries by improving employee skills and awareness.

RESPONSIBILITES

Management:

- Coordinating, reviewing, or writing the JSA
- Training staff on the JSA policy and reviewing JSAs that are applicable to assigned tasks
- Enforcing work rules related to the JSA
- The JSA form will be reviewed and approved only by a Divisional Superintendent or Supervisor once created

Employees:

- Identifying potential safety hazards in the work area
- Notifying the division supervisor if a job or task requires a JSA
- Creating and reviewing JSAs
- Following recommended JSA steps in a safe manner

SCOPE

Development

A JSA should be developed for specific tasks and operations and should not be too narrow or too broad. In addition, a JSA should be developed if a job or task has a high injury rate or high possibility of injury (see Risk Reporting Matrix), is not frequently completed, or has undergone changes in process or procedure. JSAs should be created or reviewed before undertaking a JSA required task. Below are the four basic steps that you should be followed when completing a JSA:

Step 1: Select the job activity or task to be analyzed.

Step 2: Break the job activity or task down into successive steps (Try to keep the number of steps below ten).

Step 3: Examine each step and identify hazards, i.e., actions, conditions, and possibilities that could lead to an accident.

Step 4: Recommend actions or procedures for each hazard in an effort to eliminate or minimize the hazard that could lead to an accident or injury.

Format

Once the four basic steps outlined above for a particular job activity or task have been completed, compile all this information into one document. Use the attached National Safety Council (NSC) formatted JSA with attached instructions.

TRAINING

- New employees will be trained on the JSA policy and review JSAs that are applicable to tasks that they are assigned.
- Refresher training, by way of JSA review or creation, will be provided for jobs that are performed infrequently to minimize accident and injury potential. Pre-job instructions will serve as a refresher so that employees may remember and avoid hazards.

POLICY REVIEW

The Public Works Department will review the Job Safety Analysis Policy on a 2-year cycle and update the policy as required.

CITY OF CRYSTAL LAKE PUBLIC WORKS DEPARTMENT
JOB SAFETY ANALYSIS FORM
(Instructions on Reverse Side)

JOB ACTIVITY:	**Page___ of _____**	**Original Date:**
DIVISION:		**Revised Date:**

FACILITY NAME:	**REVIEWED BY SUPERINTENDENT OR SUPERVISOR:** Name (Print): Signature: Date:
JSA ANALYSIS BY:	**APPROVED BY SUPERINTENDENT OR SUPERVISOR:** Name (Print): Signature: Date:

REQUIRED AND/OR RECOMMENDED PERSONNAL PROTECTIVE EQUIPMENT:

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE

INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed, and before they have a chance to become accidents. Use JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JSAs: jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Select a job to be analyzed. Before filling out this form, consider the following: The purpose of the job – What has to be done? Who has to do it? The activities involved – How is it done? When is it done? Where is it done?

In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. If you are not familiar with a particular job or operation, interview an employee who is. In addition, observing an employee performing the job, or "walking through" the operation step by step may give additional insight into potential hazards. You may also wish to videotape the job and analyze it.

Here's how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS POTENTIAL HAZARDS

Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.

Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.

Picking up the box from the conveyor and placing it on a handtruck is one step. The next step might be to push the loaded handtruck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.

Be sure to list all the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the handtruck. However, if that step is generally part of the job it should be listed.

POTENTIAL HAZARDS

A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure.

To identify hazards, ask yourself these questions about each step:

Is there a danger of the employee striking against being stuck by, or otherwise making injurious contact with an object?

Can the employee be caught in, by, or between objects?

Is there potential for slipping, tripping, or falling?

Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?

Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.

RECOMMENDED ACTION OR PROCEDURE

Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

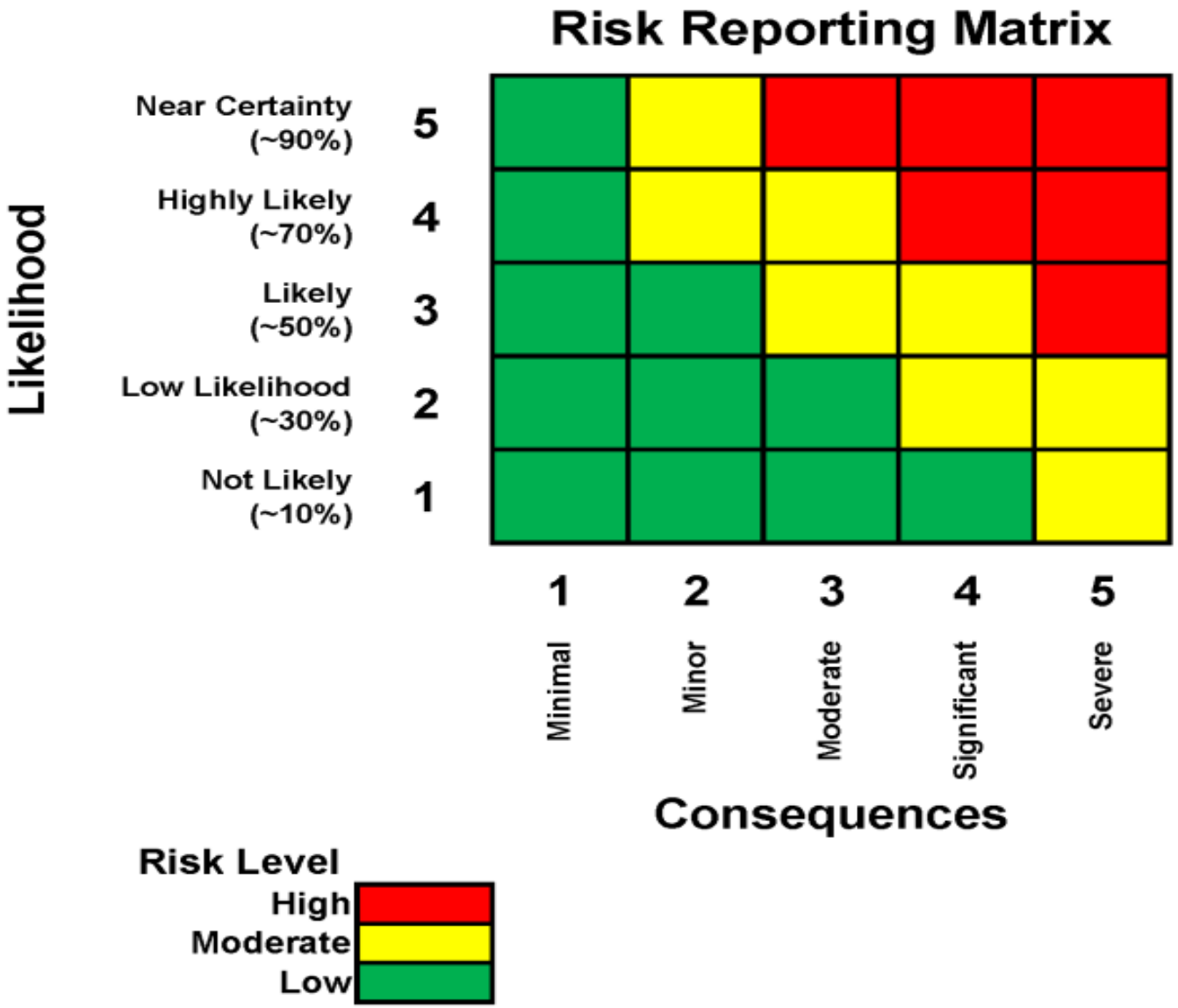
Begin by trying to: 1) engineer the hazard out; 2) provide guards, safety devices, etc.; 3) provide personal protective equipment; 4) provide job instruction training; 5) maintain good housekeeping; 6) insure good ergonomics (positioning the person in relation to the machine or other elements in such a way as to improve safety).

List the recommended safe operating procedures. Begin with an action word. Say exactly what needs to be done to correct the hazard, such as, "lift using your leg muscles." Avoid general statements such as, "be careful."

List the required or recommended action or procedure for each hazard.

Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.

Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.


Risk Reporting Matrix
Likelihood
Near Certainty (~90%)
5
Highly Likely (~70%)
4
Likely (~50%)
3
Low Likelihood (~30%)
2
Not Likely (~10%)
1
1
2
3
4
5
Minimal
Minor
Moderate
Significant
Severe
Consequences
Risk Level
High
Moderate
Low