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| **Stetson University Location:** Select Location | | **Division:** Select University Division | | **Instructions:** Examine a specific job by breaking it down into a series of tasks or steps. This will enable you to discover potential hazards employees may encounter. Be sure to list all the steps needed to perform the job. Examine each step carefully to find and identify hazards, the actions, conditions, and possibilities that could lead to an accident. Provide a recommended control for each hazard. Extremely High hazards should be corrected immediately. The JSA should then be revised to reflect the new conditions. | | | |
| **Job Title:** Enter Job Title | | **Position Number:** Enter Position Number | |
| **Prepared By:** Enter Preparer’s Name | | **Date:** Enter Today’s Date | |
| **Office Location:** Enter Office Location | | **Analysis Type:** Choose Analysis Type | |
| ***This document is the certification of hazard assessment in the workplace.*** | | | | | | | |
| **Tasks/Steps** | **Potential Hazards & Consequences** | | **Controls (Engineering, Administrative, & PPE)** | | **Severity**  **(S)** | **Probability**  **(P)** | **Priority Rating (S+P)** |
| 1 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| 2 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| 3 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| 4 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| 5 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| 6 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| 7 Click to add task/step | * Click to add a hazard and consequence. * Click to add a hazard and consequence. * Click to add a hazard and consequence. | | * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. * Click to add a control. | | Select Severity Score | Select Probability Score | Select Priority Rating |
| **Required Training** | | | **Required PPE** | | | | |
|  | | |  | | | | |

**What is a Job Safety Analysis (JSA)?** A JSA is a method for identifying and evaluating hazards associated with specific job tasks and eliminating or mitigating the hazards prior to conducting work.

**Why conduct a JSA?** A JSA can help prevent work-related injuries or illnesses by eliminating or controlling identified hazards. It is a means for ensuring that workers have the appropriate training, equipment, and supplies to complete their job tasks safely.

**Who should conduct a JSA?** Supervisor of the position being evaluation and, if possible, individuals is the position that is being evaluated.

**How do I identify which positions need a JSA?** Ideally, all positions should have a JSA on file. However, the following situations should prioritize completion of a JSA.

* Positions with a history of injuries
* A position or tasks have the potential to cause severe or disabling injuries or illnesses, even if there is no history of previous incidents
* A employee has a safety concern about the job
* New individual in the position
* Position duties have changed
* Creation of a new position
* Infrequently performed tasks and duties

**What is needed to complete the JSA?**

* Position job description
* Access to the area(s) where position tasks are completed
* Accident history for the position

**How do I break the job into basic tasks for this analysis?**

* Watch the employee perform each task or seek feedback on how the tasks are completed

**How do I identify potential hazards?** Identify potential hazards in each position task. For each hazard, consider the following questions:

* What can go wrong?
* What are the consequences? *Example: Hazard – Lifting, pushing or pulling*
* How could it arise? *Consequence – Strain*
* What are other contributing factors?
* How likely is it that the hazard will occur?

**What are potential hazard controls?**

|  |  |
| --- | --- |
| Most Effective | Elimination – Remove the Hazard |
|  | Substitution – Replace the Hazard |
|  | Engineering Controls – Isolate people from the hazard |
|  | Administrative Controls – Change the way people work |
| Least Effective | PPE – Protect the employee with Personal Protective Equipment |

**What does the Supervisor do when the JSA is completed?**

* Immediately cease all position tasks that were identified as Extremely High on the Risk Rating Priority Matrix and notify Risk Management and Human Resources of the risk.
* Send a copy of the completed JSA to [riskmanagement@stetson.edu](mailto:riskmanagement@stetson.edu)
* Ensure all necessary equipment and supplies have been acquired to perform the position tasks as identified in the JSA.
* Provide training for the employee(s) in the reviewed position. Training should cover procedures, controls, and PPE as identified in the JSA.
* Proof of training completion shall be forwarded to [riskmanagement@stetson.edu](mailto:riskmanagement@stetson.edu)
* Supervisors and employees shall review the JSA periodically and update it when the position, tasks, or equipment changes. Revise JSA as needed, retrain employees on the revised JSA, and provide all documentation to [riskmanagement@stetson.edu](mailto:riskmanagement@stetson.edu)

**What does the Employee do when the JSA is completed?**

* Review the JSA for their position(s)
* Wear all PPE required for position tasks
* Follow the recommended steps and controls to complete position tasks in a safe manner
* Notify your supervisor if updates need to be made to the JSA due to changes in your position or tasks

**Who do I contact if I have question about the JSA process?** Risk Management

**How do I define the severity and risk for each task?** Please refer to the tables below.

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| --- | --- | --- | --- | --- | --- | --- |
| **Severity Table** | | |  | **Probability Table** | | |
| **Score** | **Classification** | **Description** |  | **Score** | **Classification** | **Description** |
| 1 | Catastrophic | May cause death |  | A | Very Likely | Very likely to occur frequently |
| 2 | Critical | May cause severe injury |  | B | Probably | Probably will occur at some time |
| 3 | Marginal | May cause severe injury or illness |  | C | Occasional | May occur infrequently |
| 4 | Negligible | May cause minor injury or illness |  | D | Remote | Unlikely, but possible |
|  |  |  |  | E | Improbable | So unlikely, it is assumed it will not occur |

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| **Risk Rating Priority Matrix** | | | | | | |
| **Probability** | **Severity** | | | | | |
| **1**  **Catastrophic** | | **2**  **Critical** | **3**  **Marginal** | **4**  **Negligible** | |
|
| **A - Very Likely** | **Extremely High** | | **Extremely High** | **Extremely High** | **Medium** | |
| **B - Probably** | **Extremely High** | | **Extremely High** | **High** | **Medium** | |
| **C - Occasional** | **Extremely High** | | **High** | **High** | **Low** | |
| **D - Remote** | **High** | | **High** | **Low** | **Low** | |
| **E - Improbable** | **Low** | | **Low** | **Low** | **Low** | |
|  |  | |  |  |  | |
| **Risk Rating Priority for Action** | | | | | | |
|  | | **Risk Acceptance Guide** | **Action** | | | **Recommended Time Frame** |
| **Extremely High** | | Not acceptable | Suspend task activities immediately.  Implement further risk controls until the hazard can be reduced to an acceptable level.  If after applying all reasonable strategies and controls, the risk priority level remains Extremely High, the University shall consider eliminating the task. | | | Immediate |
| **High** | | Generally not acceptable | Implement reasonable risk management strategies.  Evaluate if the source of risk can be removed or modified.  Monitor, review, and document controls. | | | 1 to 3 months  1 to 3 months  Ongoing |
| **Medium** | | Generally acceptable | Implement reasonable risk management strategies.  Monitor, review, and document controls. | | | 3 to 6 months  Ongoing |
| **Low** | | Acceptable | Maintain control measures, monitor, and review. | | | Ongoing |