
Job Safety Analysis Procedure

There are two types of systems to use when conducting a job safety analysis. The first type is direct observation which involves watching a competent person perform a job, identifying job steps, and analyzing each step for possible problems. The second type centers on group discussion of a job. This approach uses the knowledge of the group to identify necessary steps. This method is primarily used for new jobs and when observation would be dangerous or impractical.

1. Prioritize jobs for analyzation using the following criteria: possibility of serious injury, probability of injury is high, property could be damaged severely, incidents could incur significant liability or public reaction, production or quality could be affected significantly.
2. Focus on a particular job. Decide whether to analyze it by observation of the worker or by discussion among several competent workers.
3. Determine the purpose of the job, who is responsible for performing the job, what activities are involved, when and where is the job done.
4. Use the following Job Safety Analysis Worksheet to record observations. An interview of the worker should be conducted if the observer is not familiar with the job or task being analyzed.
5. Break the job into steps or a series of steps or tasks. To determine where a step begins, look for changes in activity, direction or position. Watch for potential hazards.
6. Devise methods to control or reduce each inherent hazard.
7. Write a standard job procedure or a job instruction, or devise a safe work practice as appropriate.
8. Use the procedure, instruction, or practice in employee training, retraining, safety meetings, evaluations of worker performance and incident investigations.
9. Review and revise the analysis periodically when conditions change such as when new machinery is acquired or production process is revised.
10. Reinforce employee compliance with procedures, instructions and practices.

Job Safety Analysis Worksheet

Job description _____ Location _____

Work hours _____ Days/week _____

Meal break(s) _____ Overtime _____

The job can _____ cannot _____ be modified to accommodate an injured or disabled worker.

General description of job: _____

Types of equipment, machinery, tools, etc., used on the job: _____

Vehicles or moving equipment driven as part of the job: _____

Percentage of time spent each day: Indoors _____ Outdoors _____

Physical activity required:

	Never	Occasionally (0–2 hrs/day)	Frequently (2–6 hrs/day)	Constantly (6–8 hrs/day)
Lifting (up to 10 lbs.)				
Lifting (11–24 lbs.)				
Lifting (25–50 lbs.)				
Carrying (up to 10 lbs.)				
Carrying (11–24 lbs.)				
Carrying (25–50 lbs.)				

The heaviest item lifted on the job is _____. It weighs _____ and is lifted _____ times per day.

The heaviest object carried while the worker walks from place to place is _____. It weighs _____ and is carried _____ times per day. The heaviest weight pushed or pulled is _____. It weighs _____ and is pushed or pulled _____ times per day.

Physical movements required on the job:

	Never	Occasionally (0–2 hrs/day)	Frequently (2–6 hrs/day)	Constantly (6–8 hrs/day)
Sitting				
Standing				
Twisting at neck				
Twisting at waist				
Bending at knees				
Bending at waist				
Bending at neck				
Squatting				
Kneeling				
Fine manipulation				
Repetitive hand use				
Simple grasping				
Power grasping				
Climbing stairs				
Climbing ladders				
Walking indoors				
Walking outdoors				
Working at heights				
Reaching above shoulder				
Reaching at shoulder				
Reaching below shoulder				