



**JOB SAFETY ANALYSIS**  
*Instructions On Reverse Side*

**Job Title:** (And Number if Applicable)

Lamp Replacement

PAGE 1 OF 2 JSA NO. 003

**Date:**

12-01-20XX

New

Revised

**Title of Job Performer:**

Technician

**Supervisor:**

John Latte

**Analysis By:**

Joe Cool

**Company/Organization:**

Factory Parts, Inc

**Plant/Location:**

West Assembly

**Department:**

Maintenance

**Reviewed By:**

JoAnne Nibbe

**Required and/or Recommended Personal Protective Equipment:**

Hard hat, full face shield, safety glasses, hearing protection, protective footwear, gloves, and harness

**Approved By:**

Aimee Rider

Sequence of Basic Task Steps	Existing and Potential Hazards	Recommended Action or Procedure
1. Pick up replacement lamp.	1. Dropping lamp, broken glass.	1. Wear cut resistant gloves, eye protection, and use secure grasp.
2. Secure powered work platform.	2. Improper clearance.	2. Conduct visual walk around and operational check of controls.
3. Travel to work area.	3. Strike against racking/pallets; strike pedestrian or another vehicle; fall from platform.	3. Observe speed restrictions, pedestrians, and vehicle traffic. Use safety harness and walking guide.
4. Position powered work platform.		4. Place safety cones properly around work area.
5. Set outriggers.	4. Struck by other motorized equipment. 5. Tipping of equipment.	5. Follow OSHA and manufacturer's guidelines for proper setup.
6. Disconnect electric power to lamp.		6. Follow lockout/tagout procedures.
7. Raise powered work platform.	6. Electrical shock. 7. Fall from platform; contact with overhead object; struck by other vehicle.	7. Secure safety lanyard onto platform. Raise platform relative to fixture. Use "creep" control if necessary.
8. Remove lamp.		8. Full face shield in place. Wear gloves. Remove lamp using both hands and
9. Replace lamp.	8. Struck by falling lamp; exposure to material in fixture; fall from platform. 9. Struck by falling lamp; exposure to material in fixture; fall from platform.	counter-clockwise motion. Place lamp securely onto platform.
		9. Full face shield in place. Wear gloves. Replace lamp using both hands and clockwise motion.

## INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important analyzing tool that works by finding hazards and eliminating or minimizing them before the task is performed, and before a hazard has a chance to become an injury or property damage. 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 tasks that run infrequently, and for informing employees of specific task hazards and protective measures. It can also be used as part of incident investigation.

Set priorities for doing JSAs: tasks that have a history of causing injury or damage, tasks that have produced disabling injuries, tasks with high potential for disabling injury or death, and new tasks.

Select a task to be analyzed. Before filling out this form, consider the following: The purpose of the task — 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 task, the activities it involves, and the hazards it presents. If you are not familiar with a particular task or operation, interview an employee who is. In addition, observing an employee performing the task, or “walking through” the operation step by step may give additional insight into potential hazards. You may also wish to video the task 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	Recommended Action or Procedure
<p>Examining a specific task by breaking it down into a series of steps will enable you to discover potential hazards employees may encounter.</p> <p>Each task or operation will consist of a set of steps or process. For example, the task 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.</p> <p>For example: 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 hand-truck and placing them on the shelf is another step. The final step might be returning the handtruck to the receiving area.</p> <p>Be sure to list all the steps needed to perform the task. 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 task, it should be listed.</p>	<p>A hazard is a potential danger. The purpose of the JSA is to identify ALL hazards — both those produced by the environment or conditions and those connected with the task/procedure. Examine each step carefully to find and identify hazards — the actions, conditions, and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Chemical Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inhalation</li> <li><input type="checkbox"/> Skin contact</li> <li><input type="checkbox"/> Absorption</li> <li><input type="checkbox"/> Injection</li> <li><input type="checkbox"/> Ingestion</li> </ul> <p><b>Biological Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bloodborne Pathogens</li> <li><input type="checkbox"/> Brucellosis</li> <li><input type="checkbox"/> Building-Related Illness (BRI)</li> <li><input type="checkbox"/> Legionnaires’ Disease</li> <li><input type="checkbox"/> Mold</li> <li><input type="checkbox"/> Plant and Insect Poisons</li> <li><input type="checkbox"/> Tuberculosis (TB)</li> <li><input type="checkbox"/> Water and Wastewater</li> </ul> </div> <div style="width: 45%;"> <p><b>Physical Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Electrical</li> <li><input type="checkbox"/> Fire/Explosion</li> <li><input type="checkbox"/> Noise</li> <li><input type="checkbox"/> Radiation</li> <li><input type="checkbox"/> Thermal Stress</li> <li><input type="checkbox"/> Caught In/On/Between; Pinch Points</li> <li><input type="checkbox"/> Slips/Falls</li> <li><input type="checkbox"/> Striking Against</li> <li><input type="checkbox"/> Struck By</li> </ul> <p><b>Ergonomic Hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Repetition</li> <li><input type="checkbox"/> Forceful Exertions</li> <li><input type="checkbox"/> Awkward Postures</li> <li><input type="checkbox"/> Contact Stress</li> <li><input type="checkbox"/> Vibration</li> <li><input type="checkbox"/> Work Area Design</li> </ul> </div> </div>	<p>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 injury, illness, or damage. 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 worker in relation to the machine or other elements).</p> <ul style="list-style-type: none"> <li>• 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.”</li> <li>• List the required or recommended personal protective equipment necessary to perform each step of the task.</li> <li>• Give a recommended action or procedure for each hazard.</li> <li>• Serious hazards should be corrected immediately. The JSA should then be updated to reflect the new conditions.</li> <li>• Finally, review your input on all three columns for accuracy and completeness. Determine if the recommended actions or procedures have been put in place. Reevaluate the Job Safety Analysis as necessary.</li> </ul>



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### Sequence of Basic Job Steps

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Each task or operation will consist of a set of steps or process. For example, the task 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.

For example: 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 hand-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 task. 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 task, it should be listed.

### Potential Hazards

A hazard is a potential danger. The purpose of the JSA is to identify ALL hazards – both those produced by the environment or conditions and those connected with the task/procedure. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to injury, illness, or damage. Consider the following hazard types:

#### Chemical Hazards

- Inhalation
- Skin contact
- Absorption
- Injection
- Ingestion

#### Biological Hazards

- Bloodborne Pathogens
- Brucellosis
- Building-Related Illness (BRI)
- Legionnaires’ Disease
- Mold
- Plant and Insect Poisons
- Tuberculosis (TB)
- Water and Wastewater

#### Physical Hazards

- Electrical
- Fire/Explosion
- Noise
- Radiation
- Thermal Stress
- Caught In/On/Between;
- Pinch Points
- Slips/Falls
- Striking Against
- Struck By

#### Ergonomic Hazards

- Repetition
- Forceful Exertions
- Awkward Postures
- Contact Stress
- Vibration
- Work Area Design

### 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 injury, illness, or damage. 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 worker in relation to the machine or other elements).

- 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 personal protective equipment necessary to perform each step of the task.
- Give a recommended action or procedure for each hazard.
- Serious hazards should be corrected immediately. The JSA should then be updated 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. Reevaluate the Job Safety Analysis as necessary.