**The Job Safety Analysis (JSA) Process**

JSAs are designed to enhance workers’ awareness of and adherence to safety controls. The goal is zero incidents. Obtaining that goal greatly helps the worker and the organization.

JSAs outline, for each position, the various hazards of the job and the needed controls and behaviors that will keep incidents from occurring. Use JSAs to teach workers about their jobs and about the importance of safety on the job.

**JSA implementation:**

JSAs must be implemented in a way that ensures the procedures are followed and they must be coupled with positive reinforcement-based observation and review processes. The following is an effective approach to using JSAs:

1. Interviews: Use JSAs along with interview questions to establish early in the working relationship the precedent for safety. Choose employees who appreciate and support a safe working environment.
2. Employee Training: JSAs are used to train new hires and existing staff in the various hazards and essential behaviors of their positions.



1. Refresher Training: At least monthly, one section of the JSA is used to provide refresher training for each position. This keeps the “focus on safety” the daily guiding principle.
2. Observations: At least once a quarter, staff observations must be conducted to evaluate performance. Unsafe acts or conditions should never be “let go,” they should be addressed immediately with coaching and focused training. Make coaching positively-framed explanations about the needed safe behaviors, the safety controls, the reasons for those controls, and ways to improve.
3. Recognition: Recognize positive behaviors such as no time-loss injuries and 100% on safety report cards. Example recognition includes:

* Employee names on a message board or in a newsletter
* “Upper Management Recognition Certificates"
* Colored badges to note exemplary workers
* Dinner passes, movie tickets, etc.

**By comprehensively identifying hazards, applying controls, and bringing staff on-board with safety, the Job Safety Analysis process creates a strong foundation for an effective risk management program.**

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: Date:

Trainer: Trainer’s Signature:

**Class Participants:**

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature: