

INSTRUCTIONS

What is a Job Safety Analysis (JSA)? A JSA is a systematic process to identify potential hazards associated with a particular job/task and the proper controls needed to remove those potential hazards. It further defines relationships between worker, task, tools, and work environment, and establishes work rules and norms for the job/task.

1. Complete the sections on Page 1 of the JSA form including detailed information in **Task Description**.
 - a. Fill in **Assigned Employees**.
 - b. Check off all **Body Positions**.
 - c. Check off all **Required Personal Protective Equipment (PPE)** that apply.
 - d. Add **NOTES** if needed.
2. On Page 2, break job tasks into basic steps from start to finish.
 - a. Begin each step with a verb, for example, "Turn equipment on" or "Place material on equipment" and list sequentially in the **Basic Job Steps (Column 1)**. Attach additional pages if more steps need to be added.
 - b. Identify the potential hazard or hazards (e.g., rotating parts, fire) associated with each step in **Potential Hazards (Column 2)**. Anticipate hazards for each step as well. Questions to ask: What could fail? What are the consequences? How could it happen? What are other contributing factors? How likely is it that the hazard will occur?
 - c. Summarize control measures (e.g., post warning signs, work behind a protective shield) for each step in **Control Measures (Column 3)**.
3. Review the completed JSA (i.e., steps, potential hazards, and control measures) with employees who perform the job/task.
4. Create a standard operating procedure (SOP) for the job/task and attach the JSA to it. Ensure that employees read, understand, and sign the SOP.

Job Title:										NEW ☐		REVISED ☐	
Information													
School/Department:													
Location (bldg., room):													
Supervisor:						Supervisor Sign-Off:							
JSA created by:						Date created:							
Task Description:													
Assigned Employees													
1.				5.				9.					
2.				6.				10.					
3.				7.				11.					
4.				8.				12.					
Body Position													
Bending	☐	Kneeling	☐	Pulling	☐	Reaching	☐	Standing	☐	Other:	☐		
Grasping	☐	Lifting	☐	Pushing	☐	Sitting	☐	Squatting	☐	Other:	☐		

Required Personal Protective Equipment (PPE)									
Gloves		Glasses/Goggles		Body		Other		Frequency	
Nitrile	☐	Splash	☐	Lab Coat, FR ²	☐	Hearing Protection	☐	Daily	☐
Neoprene	☐	Safety	☐	Splash Apron	☐	Respiratory Protection	☐	Weekly	☐
Non-conductive	☐	Face Shield ¹	☐	Apron, FR ²	☐		☐	Monthly	☐
Leather/cut-resistant	☐	Optical Filter	☐	Steel-toe shoes	☐		☐	Other	☐

NOTES		

Additional Instructions		
1) Complete sequence of job steps from start to finish (column 1 only). 3) Get proper reviews & signoffs (can be electronic). 2) For each job step, list the hazards and control measures (columns 2 and 3). 4) Send copy to supervisor and EH&S at injuryprevention@usc.edu .		

Basic Job Steps (Column 1) <i>List the basic steps of the job from start to finish</i>	Potential Hazards (Column 2) <i>(e.g., rotating parts, cuts, back strain, slips/falls, electric shock, fire, or chemical exposure)</i>	Control Measures (Column 3) <i>Hierarchy: elimination, substitution, re-engineering, warning signs & systems, training/procedures, & PPE</i>
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¹ Face shield must be worn with safety glasses or splash goggles.

² Flame Resistant.