

PROCEDURE FOR DEVELOPING JSAS

1. Identify the task to be analyzed. If there are too many basic steps, the task should be broken down into several smaller tasks. Employees are much more likely to understand several concise procedures than a single procedure that is lengthy and intricate.
2. Select an employee who is experienced and familiar with the job task being analyzed to draft the first version (referred to as the JSA developer.) Be aware that while this employee may know the job, he or she may not be skilled at writing procedures or with pc applications and may need assistance from an employee from another department who possesses these skills.
3. The JSA developer must physically watch the job task as part of the process of analyzing and recording the safety hazards and recommendations. It is ideal that this process of actively watching be done more than once to discern how various employees perform the same job task and to discover issues previously missed.
4. After the JSA developer has drafted the first version, it should be reviewed by all employees who perform this job task. After consensus is achieved, the JSA should be reviewed by an employee who is NOT familiar with the job task. Often a fresh set of eyes will reveal issues that veteran employees will overlook due to familiarity.
5. Once all necessary parties have reviewed the JSA, it should be given to the Safety Committee or other legitimate authority for approval and implementation.
6. To successfully implement the JSA, hands-on training on the newly developed procedure should be given to each affected employee on a regular basis. Employees retain more when the training uses as many senses as possible (read, watch, listen, say, do) and is given in a time frame close to when it will be used (i.e. Train on snow removal in November, not in June.)
7. **Supervisors must regularly audit employees' compliance with the JSA and modify the procedure, provide additional training or employ personnel policies as necessary. This step is critical to achieving the goal of reduced worker injuries.**
8. The JSA should be reviewed and modified as needed:
 - a. If the work process changes
 - b. If the equipment changes
 - c. On a regular basis (at least once per year)

For further assistance, contact Cheryl Lees, Manager of Loss Control Services at clees@pml.org