

Terms of Reference 01/11/2011

Job Safety Analysis Procedure Review

Date: January 11, 2011

Terms of Reference (TOR)

Scope

This document is established to investigate issues with current Job Safety Analysis (JSA) procedures. JSAs have lost their importance and are not always read and reviewed prior to starting a task. The JSA is often seen as another piece of paper that is required to get a job done. One generic JSA (Safe Work Plan) is often used for tasks that require a more specific analysis. The purpose of investigating current JSA procedures is the following:

- Determine methods to improve the effectiveness of JSAs.
- Establish simple procedures for writing and reviewing JSAs in the field
- Not all employers provide employees with a task specific JSA. Current Alberta OHS legislation requires that a written hazard assessment be made available by employers and that it cover identification and elimination of risks.
- Misconceptions regarding JSA procedures

Employers are responsible for assessing the health and safety risks and ensuring that safety measures are in place to eliminate any risk to their employees. 1 A JSA is written to communicate job tasks, hazards, controls and individual responsibilities. This should be reviewed with all people involved prior to starting work. The JSA is not required for normal everyday tasks with low risk.

A detailed JSA should document each step of a job. These steps should not be too broad or narrow. Potential/existing hazards and risks should be identified. Shells Decision Point octagon can be used when a contractor does not have a similar procedure for determining risks. The Risk Assessment Matrix (RAM) can be used to determine the severity of the risk. Identified hazards should be controlled or eliminated. Each task will be assigned to a worker who must be aware of their task and review the JSA with all workers involved.

A JSA can form the basis for regular contact between supervisors and workers. It is required that employers provide a written hazard assessment for the worksite and the activities occurring on site.² This analysis will indicate ways to eliminate and/or control the hazards identified. The employer must be able to demonstrate that all existing and potential hazards have been identified. The JSA will only include hazards that apply to the operations and the specific site. However, a unique JSA need not always be written for each work site.

In addition to writing a proper JSA and ensuring that all legislation is followed it is important to identify some common issues and questions that have arising while working with JSAs. These are:

¹ <http://www.ccohs.ca/oshanswers/hsprograms/job-haz.html>

² <http://www.employment.alberta.ca/SearchAARC/1034.html>

Terms of Reference 01/11/2011

- Unique hazard assessments are not required for each work site as long as the hazards and safe work practices followed are the same on each site. A single JSA is acceptable.
- JSAs should be formulated prior to a Permit to Work being issued. A copy of the JSA will be attached to the request for Permit. The JSA will be reviewed and signed by all Team Members involved in the task at a pre-job meeting. The review and sign on can be conducted at the work site after the Permit to Work has been issued.
- Is a handwritten or types JSA more effective?
- Should contractor JSAs include decision point and RAM ratings? The RAM and Decision Point should be visible and available for JSA development.
- Who is involved in the JSA writing process? Ideally all workers carrying out a particular task along with their supervisors will write the JSA.
- The JSA process should be audited to ensure that quality JSAs are being used and reviewed prior to task.

The current JSA procedures will be reviewed and updated in follow up meetings. The new procedures will be made available to all contractors and their employees. The team will review the information gathered to identify ways this work can be built upon to further identify any additional system gaps and corrective actions. Safety techs, senior techs and Onsite Shell Representatives (OSRs) will help introduce these procedures in the field.



Job Safety Analysis (JSA)

Sequence of Steps to Accomplish Job (1,2,3 etc)	Hazards Associated with Each Step	RAM Severity	Hazard Eliminated or Controls in Place	Person Responsible for the Control/s