JOB SAFETY

ANALYSIS

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Job Safety Analysis

- A baseline hazard analysis identifies and documents common hazards associated with Steingass Mechanical Contracting, Inc.'s jobsites, such as those found in OSHA regulations, building codes, and other recognized industry standards and for which existing controls are well known.

- Documentation within the baseline hazard analysis of our sampling strategy to identify health hazards and accurately access employees' exposure, including duration, route, frequency of exposure, and number of exposed employees.

- Hazard analysis of routine jobs, tasks, and processes, materials, equipment, and facilities that identifies uncontrolled hazards prior to the activity, bid process or use and leads to hazard elimination, control and/or unique safety issues.

- Hazard analysis of significant changes, including non-routine tasks, new processes, materials, equipment, and facilities, that identifies uncontrolled hazards prior to the activity or use and leads to hazard elimination or control.

- Samples, tests, and analysis that follow nationally recognized procedures.

- Self-inspections that cover the entire site at least quarterly (weekly for construction) conducted by trained staff, with written documentation and hazard correction tracking with results being sent to upper-management.

- A written hazard reporting system that enables employees to

    - Report their observations or concerns to management without fear of reprisal, and
    - Receive timely responses.

- Accident/incident investigations conducted by trained staff. Written findings that aim to identify all contributing factors.

- A system that analyzes and reviews injury, illness, and related data – including job activities, inspection results, observations, near-miss and incident reporting, first aid, and injury and illness records – to identify common causes and needed corrections in procedures, equipment, or programs.

JOB SAFETY ANALYSIS

The technique called Job Safety Analysis (JSA) has proven to be a simple but comprehensive means to determine the hazards involved as well as the potential unsafe procedures most likely to occur in a given task or job. This analysis is used to reduce the hazards and to train workers in safe procedures. JSA is essential to any effective safety program. This is one of the first steps taken when there is a possibility of injury to the worker. The best way to efficiently and safely perform a job can be determined only by carefully studying each element involved in it.

When considering a JSA, the tasks with the worst accident experience or the greatest potential to cause injury to the worker should be analyzed first, and tasks with lesser risks should follow. By establishing priorities, the JSA can be used as a focal point of the accident prevention program.

Job Safety Analysis serves two valuable purposes. It provides a systematic means of taking advantage of workers' previous experience and knowledge to establish safe work procedures; and it promotes employee involvement in establishing safety awareness while developing safe work practices.

Accomplishing these objectives requires that:

* Members of management understand the objectives and means of analyzing jobs element by element
* A plan for analyzing job elements on a regular basis be established
* Statistical data, accident experience, and management and employee experience be used to develop the sequence in which job elements are analyzed.
* An action plan to control hazards identified be devised, along with a timetable for implementing the plan.
* Supervisors review the results of all JSAs covering job elements they have supervision over.
* Supervisors be provided with a copy of all approved safe job procedures developed as a result of a JSA.
* Workers be trained in accordance with the conclusions of the JSA both initially and each time the task is analyzed.
* Supervisors regularly observe the workers and ensure that safe work practices are followed.
* Supervisors have the authority and responsibility to enforce adherence to safe work habits

The person conducting the Job Safety Analysis will be competent, qualified and practical in assessing each job element, and follow a management-approved breakdown of each job to be analyzed.

Each additional element of the JSA up to the final one completing the task would be listed and discussed.

As the JSA is conducted, it is important to search for the hazards of each element - whether produced by the environment or connected with the job procedure. When properly and thoroughly done, this will assist in making the entire job safer and more efficient.

To assist in gathering the necessary information a form, developed by management, will ensure that consistent and acceptable procedures are used for all JSAs. A blank form, which can be duplicated and used, follows this section.

The Job Safety Analysis procedure, if properly developed and maintained, is an important tool for maximizing safety and efficiency. The JSA shall be available on the jobsite.

Steingass Mechanical Contracting, Inc. utilizes this formal process to identify potential hazards.

Steingass Mechanical Contracting, Inc.'s program provides processes that ensure all employees and subcontractors are actively involved in the hazard identification process.

Steingass Mechanical Contracting, Inc. reviews developed JSA with all employees and any subcontractor who would be exposed.

Completed JSA's are classified, prioritized, and addressed based on the risk/severity associated with the work.

All identified hazards are addressed and mitigated through dedicated assignments, appropriate documentation of completion, and implemented controls. In addition, a review process is in place to avoid new hazards derived from the corrective measures.

All employees are trained in Steingass Mechanical Contracting, Inc.'s hazard identification program when applicable.

SAFETY OBSERVATIONS

The principal purpose for safety observations is to determine if employees are at risk. **This section will help you determine the effectiveness of our employee training program.**

Many construction injuries involve operational errors. Good safety observations can reveal and correct these deviations before they lead to accidents. The following are key elements required for good safety observations:

* Make safety observations when you can concentrate all of your attention on safety.
* Observe the work area, making mental and written notes of any potentially dangerous situations or conditions.
* Whenever possible, take immediate corrective action to prevent reoccurrence.

It is always good practice to observe the way employees perform their jobs; however, planned safety observations are much more effective because they focus your attention on the safety aspects of the job. By doing so, they point to those conditions requiring immediate correction. In addition, they may indicate the need for more extensive training. They also provide a record of unsafe procedures or conditions for further reference.

NON-ROUTINE TASKS

A non-routine task is one that is not normally performed as part of a job assignment. Tackling a non-routine task takes preparation - the less familiar the task, the more planning required doing it safely. Prior to starting work on such a task, each affected employee will be given information concerning the hazards they will be exposed to. The Immediate Supervisor shall be responsible to determine what hazards may be present and/or created. In addition, the Supervisor will be responsible to communicate this information to appropriate employees. This information shall include, but is not limited to:

1. Specific hazardous conditions.
2. Protective/safety measures the employee must take, including special equipment
3. Measures the company has taken to lessen the hazards
   Upon the completion of each non-routine task, all information concerning the hazards encountered during the task will be documented and distributed to all supervisors. This will assure that the proper information concerning this task will properly communicated to the affected employees. This documentation will also be kept on file for future references.

The following sample form will assist Supervisors in defining the hazards in a routine task, or non-routine task, as well as new processes, changes in operation, products or services as they present themselves.

Job Safety Analysis

JOB	**DATE**	
Title of Worker who performs job:	**Foreman/Supervisor**	**Analysis by:**
Specific Work Location:	**Section:**	**Reviewed by:**

Required and/or recommended personal protective equipment:

Sequence of Basic Job Steps	**Potential Accidents or Hazards**	**Recommended safe job procedures**

Additional Notes:

NON-ROUTINE TASK

Name of Task _____

Location Where Task is Performed _____

_____

Special Conditions

_____

_____

Permits Required

_____ Confined - Space Entry _____ Welding/Hot/Burning

_____ Pressure/Chemical Pipe Opening _____ Electrical Only

_____ Lockout/Tagout (or zero stage energy)

Job Materials Needed

_____

_____

Safety Equipment Needed (air monitors, rigging, fall protection, disposal containers, ppe etc.)

_____

_____

Safety Procedures (back-up procedures, standby help, chemical hazards, physical hazards, environmental conditions, what to watch for, etc.)

_____

_____

Completed By _____ Reviewed By _____

Issue Date _____ Revised On Date _____