



Job Safety Analysis (JSA) Worksheet

PTW No. : \_\_\_\_\_  
 Required Date : \_\_\_\_\_

Location :	Job Title & Job Description :	Page : ___ of ___	Required Date:
			Expected Completion Date:

Primary Hazard :	Required Personal Protective Equipment :
------------------	--

Step No.	Sequence Of Basic Job Steps	Hazards (Potential Incident)	Who / What Might Be Harmed	Control Measures Or Recommended Action Or Procedure	Action / Responsible Party

To Be Filled By <b>APPLICANT</b>			To Be Filled By <b>BPHB / BPSB / BBSB / SIPSB PERSONNEL</b>	
Company Stamp	Supervisor (Name & Signature)	Analysis By : (Name & Signature)	Reviewed by (Safety & Environment Dept) : Name & Signature	Acknowledged By Supervising Authority. (Name & Signature)



Job Safety Analysis (JSA) Worksheet

PTW No. : \_\_\_\_\_  
 Required Date : \_\_\_\_\_

....Continuation....

Step No.	Sequence Of Basic Job Steps	Hazards (Potential Incident)	Who / What Might Be Harmed	Control Measures Or Recommended Action Or Procedure	Action / Responsible Party

To Be Filled By <b>APPLICANT</b>			To Be Filled By <b>BPHB / BPSB / BBSB / SIPSB PERSONNEL</b>	
Company Stamp	Supervisor (Name & Signature)	Analysis By : (Name & Signature)	Reviewed by (Safety & Environment Dept) : Name & Signature	Acknowledged By Supervising Authority. (Name & Signature)



Job Safety Analysis (JSA) Worksheet

PTW No. : \_\_\_\_\_  
 Required Date : \_\_\_\_\_

List Of Manpower Involved

**We, the undersigned, hereby:**

- 1. Have been briefed and shall observe and comply with the JSA requirements at all time.**
- 2. Are deemed fit to work**

No.	Name	NRIC or Passport No.	Citizenship	Designation	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

**Note:** Please fill in at the appropriate column below i.e. name of company, your name, signature and stamp, and date.

To Be Filled By <b>APPLICANT</b>			To Be Filled By <b>BPHB / BPSB / BBSB / SIPSB PERSONNEL</b>	
Company Stamp	Supervisor (Name & Signature)	Analysis By : (Name & Signature)	Reviewed by (Safety & Environment Dept) : Name & Signature	Acknowledged By Supervising Authority. (Name & Signature)



Job Safety Analysis (JSA) Worksheet

PTW No. : \_\_\_\_\_  
 Required Date : \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING JOB SAFETY ANALYSIS WORKSHEET**

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed and before they have a chance to become accidents. Use your JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees as refresher on jobs which run infrequently, as an accident investigation tools and for informing employees of specific job hazards and protective measures. Set priorities for doing JSA's : Jobs that have a history of many accident s , job that have produced disabling injuries, job with high potential for disabling injury or death, and new jobs with no accident history

Step No.	Sequence Of Basic Job Steps	Hazards (Potential Incident)	Who / What Might Be Harmed	Control Measures Or Recommended Action Or Procedure	Action / Responsible Party
	<p>Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task and then determine the next logical set of movements.                      For Example;                      The job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the conveyor and putting it on a hand truck is one logical set of movements, so it is one job step. Everything related to that one logical set of movement is part of the job step.                      The next logical set of movement might be pushing the loaded hand truck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the hand truck to the receiving area might be the final step in this type of job. Be sure to list all the steps in a job. Some steps might not be done each time- checking the casters on a hand-truck.</p>	<p>Identify the hazard associated with each step. Examine each step to find and identify hazards actions, conditions and possibilities that could lead to an accident. It's not enough to look at the obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist.                      Be sure to list health hazards as well, even though the harmful effect may not be immediate A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time. It's important to list all hazards contribute to accidents, injuries and occupational illness. In order to do JSA, you must identify potential and existing hazards. That's why it's important to distinguish between a hazard, an accident and an injury. Each of these terms has a specific meaning.  <b>HAZARD</b> - A potential danger. Oil on the floor is a hazard.  <b>ACCIDENT</b> - An unintended happening that may result in injury, loss or damage.  <b>INJURY</b> - The result of an accident. A sprained wrist from the fall would be an injury.</p>	<p>Parties expose to the hazard.</p>	<p>Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness. Among the actions that can be taken are :                      1-engineering the hazard out. 2-providing personal protective equipment. 3-job instruction training. 4-good housekeeping. 5-good ergonomics (position the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains). List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job. Be specific. Say exactly what needs to be done to correct the hazard, such as "lift" using your leg muscles. Avoid general statements like "be careful". Give a recommended action or procedure for every hazard. If the hazard is a serious one, it should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p>	<p>Workers involved in the job.</p>

To Be Filled By <b>APPLICANT</b>			To Be Filled By <b>BPHB / BPSB / BBSB / SIPSB PERSONNEL</b>	
Company Stamp	Supervisor (Name & Signature)	Analysis By : (Name & Signature)	Reviewed by (Safety & Environment Dept) : Name & Signature	Acknowledged By Supervising Authority. (Name & Signature)



Job Safety Analysis (JSA) Worksheet

PTW No. : \_\_\_\_\_  
 Required Date : \_\_\_\_\_

**Typical Example Of Completed Job Safety Analysis**

<b>Location :</b> Storage Godown No 1		<b>Job Title &amp; Job Description :</b> Banding Pallets (Description of your task)		Page: 1 of 1	<b>Required Date:</b> _____ <b>Expected Completion Date:</b> _____
<b>Primary Hazard :</b> 1-Sharp object & Splinter cuts to the body parts (hand, fingers legs, etc.)			<b>Required Personal Protective Equipment:</b> 1) Safety Helmet. 2) Safety Shoes. 3) Goggle. 4) Dust Mask. 4) Long sleeves		
Step No.	Sequence Of Basic Job Steps	Hazards (Potential Incident)	Who / What Might Be Harmed	Control Measures Or Recommended Action Or Procedure	Action / Responsible Party
1.	Position portable banding cart and place strapping guide on top of boxes.	Cart positioned too close to pallet (strike body & legs against cart or pallet)	Bander	Leave ample space between cart and pallet to feed strapping - have firm grip on strapping gun.	Bander & supervisor
2.	Withdraw strapping and bend end back about 3".	Sharp edges of strapping (cut hands, fingers & arms)	Bander	Wear gloves, eye protection & long sleeves - keep firm grip on strapping - hold end between thumb & forefinger - watch where stepping.	Bander & supervisor
3.	Walk around load while holding strapping with one hand.	Projecting sharp corners on the pallet (strike feet on corners)	Bander & other workers passing by	Assure a clear path between pallet and cart - pull smoothly - avoid jerking strapping.	Bander & supervisor
4.	Pull and feed strap under pallet.	Splinters on pallet (punctures to hands and fingers) Sharp strap edges (cuts to hands, fingers and arms)	Bander	Wear glove - eye protection - long sleeves. Point strap in direction of bend - pull strap smoothly to avoid jerks.	Bander & supervisor

To Be Filled By <b>APPLICANT</b>			To Be Filled By <b>BPHB / BPSB / BBSB / SIPSB PERSONNEL</b>	
Company Stamp	Supervisor (Name & Signature)	Analysis By : (Name & Signature)	Reviewed by (Safety & Environment Dept) : Name & Signature	Acknowledged By Supervising Authority. (Name & Signature)