

Job Safety Analysis / Safe Work Procedure Development

This form is used to systematically break down a job into its component steps, identify potential hazards associated with each step, and develop safe procedures to eliminate or control these hazards. Completing this form helps ensure the safety of workers and volunteers by thoroughly analyzing tasks before they are performed.

When to Use This Form

Use this form:

- Before starting a new job or task
- When procedures for an existing job change
- After an accident or near-miss incident
- Periodically to review and improve safety procedures

Instructions for Completing the Form

1. Observe the job being performed.
2. Break the job down into a sequence of basic steps.
3. Identify potential hazards associated with each step.
4. Develop recommended safe procedures for each hazard.
5. Review the analysis with workers who perform the job.

Use one sheet for each job analysed.

Task: _____ Prepared by:

Participants: _____ Reviewed by:

Date (dd/mm/yyyy): ____/____/____

List any Personal Protective Equipment required:

Remember:

- Be as specific as possible when describing job steps, hazards, and safe procedures.
- Involve workers who actually perform the job in the analysis process.
- Review and update this analysis periodically or when job procedures change.
- Use this completed form to train workers on safe job procedures.

(1) Observe the job	(2) Discuss it with the operator		(3) Draw on your own knowledge		
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS		RECOMMENDED SAFE PROCEDURE		
Describe what is done without detail. Not too broad – not too fine. List the natural steps of the job. Most jobs can be fitted in 12 or less steps.	What can happen at each step? List according to accident type: <table border="1" data-bbox="448 1435 1145 1688"> <tr> <td data-bbox="448 1435 799 1688"> - Struck By - Contacted by - Struck Against - Contact With - Trapped In - Caught Between - Caught on </td> <td data-bbox="799 1435 1145 1688"> - Different Level Fall - Same Level Fall - Strain / overexertion - Exposure </td> </tr> </table>		- Struck By - Contacted by - Struck Against - Contact With - Trapped In - Caught Between - Caught on	- Different Level Fall - Same Level Fall - Strain / overexertion - Exposure	Describe specific precautions in detail for each step and each hazard. Question the basic job method. Look for opportunities to eliminate the hazard.
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