JOB SAFETY ANALYSES (JSA'S)

Effective management in the field

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WHY A JSA

The purpose of a Job Safety Analysis (JSA) is to promote consideration and discussion of the Hazards and Risk associated with the job-scope, AND to ensure corrective mitigation strategies are put in place and allocated to responsible persons to enact.

JSA's can also be known as the following: .

- **Task Hazard Analysis** (**THA**) – Focuses more on specific tasks rather than the entire job.
- **Safe Work Method Statement** (**SWMS**) – Common in Australia and New Zealand, especially in construction and high-risk industries.
- **Activity Hazard Analysis** (**AHA**) – Frequently used in military and government contracting environments.
- **Risk Assessment** – A broader term that may include JSA as a component.
- **Job Risk Assessment** (**JRA**) – Similar to JHA, with a focus on evaluating risks.

WHY WOULD YOU USE A JSA?

- Although JSA's do not ensure all hazards are assessed every time, they are a **formalised mechanism** by which potential or known hazards are highlighted for consideration by those in the work team.

- **Risk Mitigation:** It ensures that safety controls are in place, reducing the likelihood of accidents.

- **Worker Engagement & Awareness:** It fosters a proactive safety culture by involving teams in risk assessment.

WHEN A JSA DOESN'T REFLECT THE RISKS ON A JOB...

Unidentified Risks Lead to Accidents:

Workers may encounter Hazards and Risks that have not been identified or assessed, potentially increasing the likelihood of an incident

Ineffective Control Measures:

If a JSA addresses the wrong hazards, the implemented safety controls won't mitigate actual risks.

Worker Awareness:

A JSA is a guide only, and is intended to highlight the awareness and management of known Hazards and Risk.

KEY FACTORS TO KEEP IN MIND WHEN CREATING A JSA

Generic or pre-formatted JSA documents.
There is no place for Generic JSA's as they quickly become a thoughtless 'tick-box' exercise. However, this is often the starting point for initial risk assessment.

Accurate Job Breakdown
Every task should be detailed and sequential, ensuring that no critical steps are overlooked

Thorough Hazard Identification
Risks should be specific to the job, not generalised, covering physical, environmental, ergonomic, and procedural hazards.

Effective Risk Controls
Use Straightforward Language, avoid technical jargon, state hazards and controls in plain, practical terms that workers can grasp quickly.Avoid overloading the JSA with excessive minor hazards—keep the focus on critical risks that could cause serious harm.

WORKER ENGAGEMENT

JSA's are often prepared in isolation from the work as part of the planning process. This could potentially be months from when the tasks are being done, and prepared by someone not familiar with the site or works.

Effective JSA's must be completed by those who will be actually undertaking the work-scope, and based on the work "as done", not "as imagined"

A good JSA will reflect actual known or expected hazards and risk encountered by the intended work-scope and/or by the machinery or environment of the work-scope.

Those directly performing the tasks often have the best insight into real-world hazards. Encourage proactive feedback and discussions to refine JSA content.

A JSA should be continuously updated to reflects changing conditions or new hazards.

PRE TASK VERIFICATION

Before work begins, have a secondary review process to verify critical risks are captured.

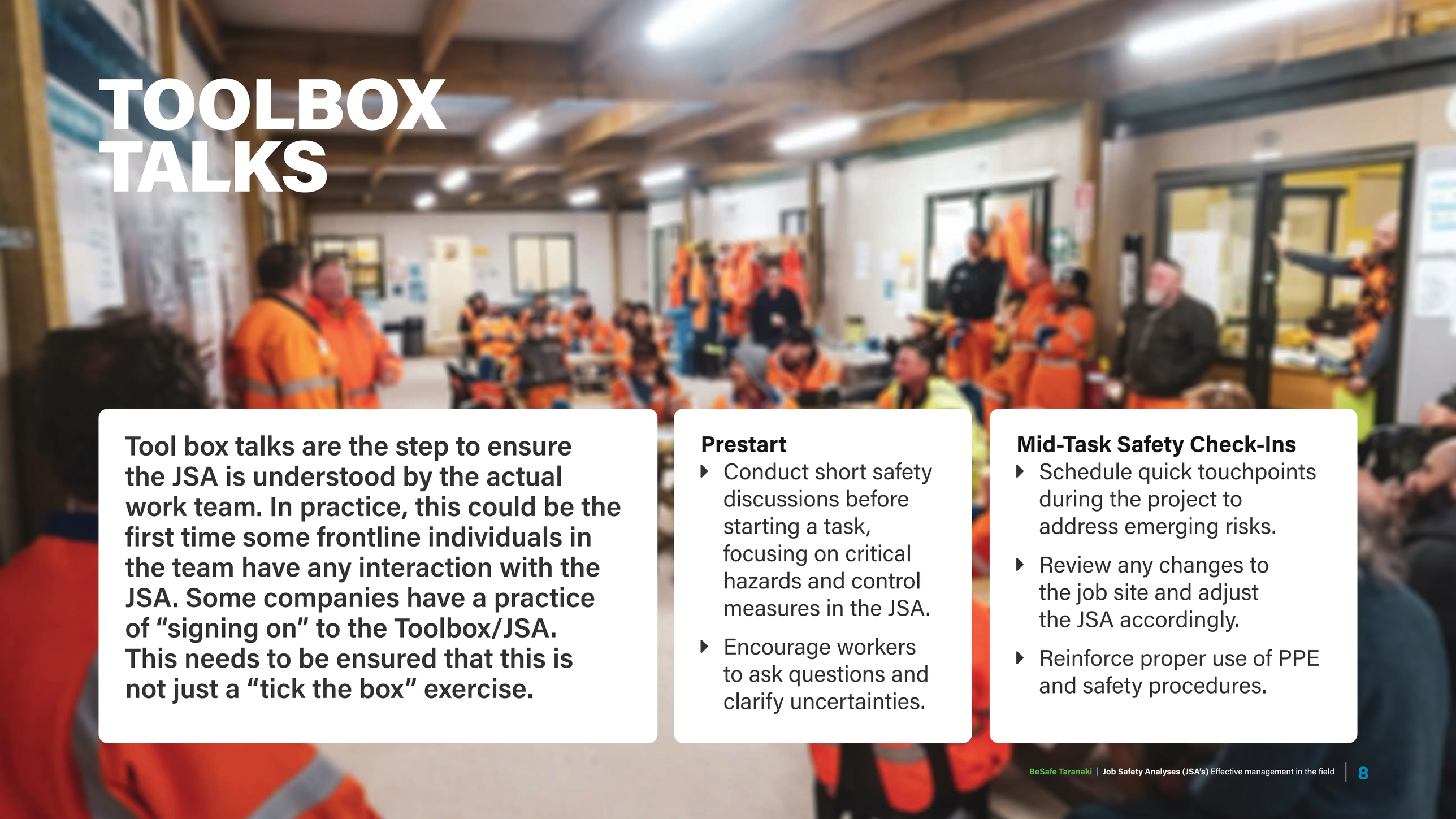
Critical risk check

A “critical risk check” by a supervisor or experienced staff member working on the job can help to ensure nothing essential is overlooked.

Jobsite Walk through

A brief onsite review with JSA in hand to check for new hazards or environmental changes since the JSA was created.

TOOLBOX TALKS



Tool box talks are the step to ensure the JSA is understood by the actual work team. In practice, this could be the first time some frontline individuals in the team have any interaction with the JSA. Some companies have a practice of "signing on" to the Toolbox/JSA. This needs to be ensured that this is not just a "tick the box" exercise.

Prestart

- Conduct short safety discussions before starting a task, focusing on critical hazards and control measures in the JSA.
- Encourage workers to ask questions and clarify uncertainties.

Mid-Task Safety Check-Ins

- Schedule quick touchpoints during the project to address emerging risks.
- Review any changes to the job site and adjust the JSA accordingly.
- Reinforce proper use of PPE and safety procedures.

STOP & REVIEW

Some hazards only become apparent once work is underway.

Implementing a “stop-and-review” procedure ensures teams can reassess conditions if new risks arise.

Establish specific triggers for stopping work, such as unexpected hazards, changes in conditions, supervision availability, or worker concerns.

Where a break or rest period has occurred, ensure a review of the JSA is undertaken prior to the recommencement of the work-scope.

CONDUCT A REAL-TIME SAFETY REVIEW

When the job is paused, gather the team for a brief risk assessment.

- ☑ Evaluate whether controls need adjustment before resuming work.
- ☑ Encourage questions and feedback to clarify uncertainties

Document & Update the JSA

- ☑ Record identified hazards and improvements made during the stop-and-review process.

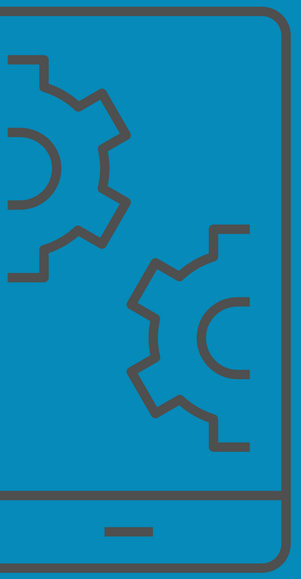
ENSURE THAT RECORDING JSA UPDATES IS QUICK, CLEAR, AND ACCESSIBLE

SBN Software
Offers cloud-based platforms for real-time collaboration, ensuring teams can update JSAs instantly.

MobileFrame JSA Apps
Allows workers to complete and modify JSAs on-site, even offline, reducing paperwork delays.

Sitemate JSA App
Provides mobile access, digital signatures, and automated workflows for seamless JSA management.

Knowella
A modern JSA software with real-time alerts, mobile access, and analytics to track safety trends.



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POST-JOB REVIEW & CONTINUOUS IMPROVEMENT

Once the job is complete, it's essential to reflect and refine. A strong safety culture includes learning from every task to improve future outcomes.

1. Conduct a lookback review
Evaluate the job execution to identify any unanticipated hazards or near misses. Update the JSA to capture these for future reference.

2. Update the JSA with lessons learned
Incorporate new risks, control measures, or procedural changes that emerged during the job.

3. Schedule regular JSA audits
Periodic reviews help uncover recurring hazards or gaps that may have been missed in earlier assessments.

4. Cross-reference with incident reports
Comparing JSAs with incident or near-miss data sharpens hazard identification and strengthens preventive measures.

5. Track improvements over time
Analyze JSA updates to determine whether changes are effectively reducing incidents and improving safety outcomes.

6. Targeted training based on trends
Use patterns of missed hazards to guide refresher training and reinforce hazard recognition.

7. Always create a new JSA for each job
Never reuse old JSAs. Each job scope is unique and requires a fresh, tailored analysis to ensure relevance and accuracy.

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