

# CONDUCTING A JOB SAFETY ANALYSIS

**A JOB SAFETY ANALYSIS IS A TOOL THAT YOU CAN USE TO CREATE A SAFER WORKING ENVIRONMENT. FILL OUT THE JOB SAFETY ANALYSIS WITH THE PERSON PERFORMING THE JOB IN MIND.**

## WHAT STEPS SHOULD YOU TAKE WHEN PERFORMING A JOB SAFETY ANALYSIS?

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- Identify a specific job.
- Break down the job into individual tasks.
- Determine the minimum ability required to safely perform the task.
- Identify the potential hazards associated with each task.
- Identify the personal risk factors of the person performing the task.
- Determine the actions to take to eliminate or control hazards and address personal risk factors.

The job safety analysis should be relevant to the person performing the task. Minimum abilities include such factors as training, experience, physical and cognitive abilities. Personal risk factors take into consideration limitations that a person might have that impact how safely a task is performed.

## CONSIDER THIS:

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- All work should be performed within personal limitations.
- Environmental factors can affect the working conditions.
- Evaluate the control measures put into place to ensure they are effective.

Controls should work for the individual performing the task. Control methods can include engineering controls, like isolating the person from the hazard; administrative controls like education, and as a last resort, Personal Protective Equipment.



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## JOB DESCRIPTION:

| SPECIFIC TASK | MINIMUM ABILITY | HAZARDS OF TASK | PERSONAL RISK FACTORS | ACTION PLAN |
|---------------|-----------------|-----------------|-----------------------|-------------|
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