1.0 Policy

A Job Safety Analysis shall be performed for non-routine work and hazardous work.

2.0 Purpose

Defining a method for identifying hazards prior to the commencement of work and developing methods to eliminate or minimize these hazards safely.

3.0 Scope

This Addendum applies to all employees of Sunbelt Controls.

4.0 Definitions

Job Safety Analysis (a.k.a – JSA) – a systematic process of studying a 'job' (task) so as to define the activities associated with the job, identify the hazards or potential accidents associated with each sequential activity, and to implement controls that shall eliminate, nullify or prevent hazards from causing harm (reference Appendix 9-A1).

5.0 Requirements

5.1 Pre-Job

Prior to the commencement of a new project, the Foreman, Supervisor, or Superintendent shall list out what tasks require a Job Safety Analysis using the Job Safety Analysis Worksheet (reference Appendix 9-A1). The Job Safety Analysis Worksheet shall be turned into the Safety Department at the commencement of work on the project.

5.2 Job Safety Analysis

The following tasks shall require a JSA to be completed 3 days prior to the work and submitted to the Safety Department for review.

- Crane Work
- Excavations greater than 5 Feet
- Confined Spaces
- Respirator Work
- Working around Extremely Hazardous Chemicals
- Working within Shafts Involving 3 or More Floors
- Roof Work Involving Fall Protection Issues
- Electrical Hot Work
- Welding and Cutting Operations Around Combustibles
- Any Non-routine Tasks not Mentioned Above

The Foreman, Supervisor or Superintendent in charge of the job is responsible for performing the JSA and to review the JSA with all affected parties prior to the commencement of the work. Each individual who reviews the JSA shall sign it stating that they understand the JSA and agree to follow it.

6.0 References

OSHA 3071
OSHA 29 CFR 1910
Sunbelt Controls Safety Policies and Procedures