



**SECTION 1**

**CHAPTER 10**

**JOB SAFETY ANALYSIS PROGRAM**

**Purpose** For identification, evaluation, and prevention or control of general work place hazards to provide a means for mitigating the work place hazards.

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**Scope** This applies to all company employees.

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## Job Safety Analysis (JSA)

**Process** A JSA is a process or procedure used to identify job steps (SOP's), the safety and health hazards associated with a particular job, and the safe procedures to use to eliminate the hazards that are identified

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**Completing a JSA** Only qualified employees familiar with the job should attempt to lead, instruct, and complete a JSA. All employees should participate and have any questions answered prior to beginning work. The JSA discussion should include any subcontractors present on location.

**Step 1: Breaking down the job steps.**

- Avoid making the steps too detailed or too generic
- Most jobs will have 6-12 steps
- Most JSA's should fit on one page

**Step 2: Identify, classify, and/or rank all hazards and the potential for accidents for each step.**

Start by asking:

- Is there a potential for struck by, struck against, or other harmful contact?
- Can you be caught by, in, or between objects?
- Is pushing, pulling, lifting, bending or twisting involved?
- Are there slip, trip or fall hazards?
- Will there be any health or environment hazards such as dust, rust, extreme heat or cold, toxic gas or fumes?
- Are there any non-policy habits, shortcuts, or behaviors that need to be addressed?

**Step 3: Develop solutions and Safe Work Practices for the hazards identified in Step 2.**

In each step determine:

- What would eliminate exposure to the hazard?
- What would change the physical condition or reduce the frequency of exposure to an acceptable level?
- As appropriate, the SOP should state what should or shouldn't be done.
- Every effort to eliminate the hazard or the exposure to the hazard should be pursued.
- Major hazards should be emphasized.



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**When is a JSA required?**

A JSA is required:

- each day before the job begins
- anytime a job function changes; and
- before resumption of a job that has been shut down due to a safety or behavioral concern

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**Documentation and signatures**

All JSA's will be signed by all employees (including third parties). Management, Supervisors, and safety personnel will verify the completion of a JSA when at the worksite. All visitors to the worksite are required to review and sign.

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**Training**

Employees will receive JSA hazard identifications/risk assessment training during their New Hire Safety Orientation. Additional training will be provided by a new hire mentor, periodically during monthly HSE meetings, and as needed.

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**Conclusion**

Each Region and business line of Gravity Oilfield Services is responsible for ensuring the JSA program is in place.

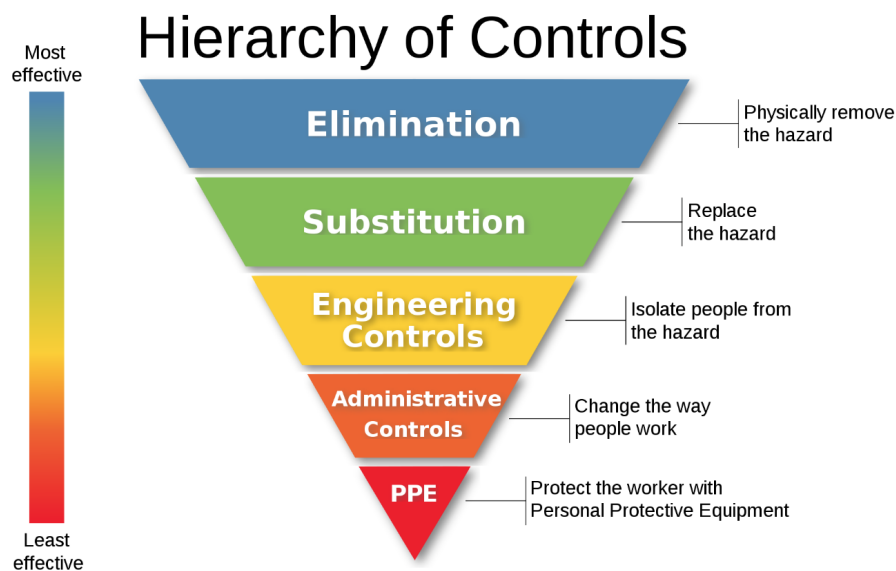
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## Following Hierarchy of Controls

A hierarchy of controls should be established when identifying hazards.

The Hierarchy of Controls reference guide for Qualified employees. The hazard controls in the hierarchy are, in order of decreasing priority:

- Elimination - Physical removal of the hazard is the most effective hazard control.
- Substitution - Substitution, the second most effective hazard control, involves replacing something that produces a hazard with something that does not produce a hazard or produces a lesser hazard.
- Engineering controls - The third most effective means of controlling hazards is engineered controls. These do not eliminate hazards, but rather isolate people from hazards.
- Administrative controls - Administrative controls are changes to the way people work.
- Personal Protective Equipment – Must be utilized and is considered the least effective control.



Reference: \*This image and text in this section were taken from Wikipedia